

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, JANUARY 17, 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 [December 6, 2022](#) Minutes

Additions to the Agenda

Limited Public Comment

1. [Ingham Conservation District](#) – Resolution to Authorize an Agreement with the [Ingham Conservation District](#)
2. [Clerk’s Office](#) – Resolution Establishing Compensation for the Ingham County [Board of Canvassers](#)
3. [Innovation & Technology Department](#) – Resolution to Approve Friend of the Court [Hearing Room Upgrades](#)
4. [Veteran’s Affairs Office](#) – Resolution to Approve the [Reorganization](#) of the Ingham County Department of Veterans Affairs (*Discussion*)
5. [Parks Department](#) – Notice of Emergency Purchase Order for [Overhead Unit Heater](#)
6. [Potter Park Zoo](#)
 - a. Notice of Emergency [Furnace Replacement](#) at Potter Park Zoo
 - b. Notice of Emergency [Heating Repair](#) in Potter Park Zoo Feline Primate Building
 - c. Notice of Emergency [Generator Repair](#) at Potter Park Zoo
 - d. Resolution to Proceed with Plans for Constructing, Equipping, and Financing a New [Animal Health Facility](#) at Potter Park Zoo
7. [Animal Control and Shelter](#)
 - a. Authorization to Start an [Employee Above Step 2](#)
 - b. Resolution to Accept a Donation from the Ingham County Animal Shelter Fund for the Purposes of Providing [Employment Bonus Pay](#) to New Shelter Veterinarians
8. [Facilities Department](#) – Resolution to Authorize an Agreement with [Wolverine Engineers & Surveyors Inc.](#) for Engineering Services for Parking Lot Replacement at the Hilliard Building, Ingham County Family Center, and Veterans Memorial Courthouse/Grady Porter Building

9. Road Department
 - a. Resolution to Authorize an Engineering Services Contract for the 2023-2024 [Bridge Inspection](#) Program
 - b. Resolution to Authorize an Engineering Services Contract for As-Needed [Signal Modeling](#) and Timing Permit Services for 2023-2024
 - c. Resolution to Authorize an Agreement with the Michigan Department of Transportation for Construction Engineering Services on the Meridian Road and Grand River Avenue ([M-43](#)) Project
 - d. Resolution to Authorize a Contract for [Bulk Fuel](#) Delivery
 - e. Resolution to Authorize Contracts for the Purchase of Furnishing and Delivering 34CS Slag, CS-T Trap Rock, 29A Crushed Natural, 29A Crushed Limestone, 3/8 X #4 Crushed Limestone, H1 Limestone, and Ohio #9 [Aggregates](#)
 - f. Resolution to Authorize Contracts for the Purchase of Furnishing and Delivering Processed Road Gravels, Various Crushed Aggregates, Class 2 Sand, and 2NS [Sand](#)
 - g. Resolution of Commitment for [Transportation Alternatives](#) Program Funds to Construct Non-Motorized Facilities on Lake Lansing Road between Abbot Road and Hagadorn Road
10. Board of Commissioners – Resolution Recognizing [Black History/Cultural Diversity](#) Month in Ingham County
11. Controller’s Office
 - a. Resolution to Further [Amend Resolution #21-398](#) to Create the Ingham County Housing Trust Fund Committee
 - b. Resolution Honoring [Richard Terrill](#)
12. Human Resources Department
 - a. Resolution to Approve [Reclassification](#) Requests
 - b. Negotiation Session Connected with the Negotiation of a Collective Bargaining Agreement as Requested by the Employer Pursuant to MCL 15.268 (1)(c) (*Closed Session*)

Announcements
Public Comment
Adjournment

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

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

COUNTY SERVICES COMMITTEE
December 6, 2022
Draft Minutes

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

Members Absent: None.

Others Present: Treasurer Alan Fox, Undersheriff Andrew Bouck, Paul Pratt, Ryan Buck, Tracy Smith, Becky Bennett, Gregg Todd, Sue Graham, Madison Hughes, and others.

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

Approval of the November 15, 2022 Minutes

CHAIRPERSON SEBOLT STATED THAT, WITHOUT OBJECTION, THE OPEN AND CLOSED SESSION MINUTES OF THE NOVEMBER 15, 2022 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN.

Additions to the Agenda

Substitute -

2. Sheriff's Office – Resolution to Amend the Police Services Agreement with the Village of Webberville

Lates -

8. Road Department -
 - b. Authorization to Start an Engineering Technician 3/4/5 Above Job Description Requirements at Grade 5, Step 1
4. Health Department
 - c. Authorization to Start an Employee Above Step 2

Limited Public Comment

Paul Pratt, Ingham County Deputy Drain Commissioner, stated that he had emailed those pertinent regarding the need for a Dam Risk Reduction grant for the Lake Lansing dam. He further stated that the required pre-application had been filed on December 5, 2022 and that those necessary had been copied on the email.

Mr. Pratt stated that, if chosen, the Drain Commission would be asked to formally apply around December 16, 2022, with a deadline of January 27, 2022. He further stated that the deadline for the formal application would not offer enough time to conduct a Request for Proposal (RFP) to ensure the best consultant was hired.

Mr. Pratt stated that the pre-application had been filed with estimates. He further stated that the Drain Commission would be discussing these plans with individuals to be prepared if they are asked to formally apply.

Mr. Pratt stated that he believed the Drain Commission should apply for the grant program and asked for advice in the future on the procurement policy. He further stated that there were legal, tri-annual reports done on the Lake Lansing Dam that consistently described the dam as slowly deteriorating and would need attention in the future.

Mr. Pratt stated that an engineer would be needed to conduct further research regarding the preservation of the dam, but that it was not a main concern due to being considered a low hazard dam because there was not enough head behind it. He further explained that there would not be a major flood if the Lake Lansing dam were to fail, but he stated that there could still be a huge disaster for Ingham County.

Mr. Pratt explained that the water could slime towards other areas, which could cause increase flooding, especially in areas that had an existing flooding issue. He further stated that Michigan Department of Transportation (MDOT) had spent a lot of funding to build higher in Meridian Township.

Mr. Pratt stated that the Drain Commissioner was preparing for the Okemos consolidated drain project as well to assist in the flooding issues seen in Meridian Township. He further stated that a flood from the Lake Lansing dam could cause damage to the infrastructure in Ingham County.

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

1. Treasurer's Office
 - a. Resolution to Set Policy for Certain Delinquent Tax Payments
 - c. Resolution to Authorize a Reorganization within the Ingham County Treasurer's Office
3. 9-1-1 Dispatch Center – Resolution to Authorize a Letter of Understanding Regarding Personal Leave Time in 2022 for CCLP 9-1-1 Dispatch Center Employees
4. Health Department
 - a. Resolution to Authorize the Conversion of a Health Analyst Position (Position #601471) to a Community Epidemiologist Position
 - b. Resolution to Change a Program Specialist Position (Position #601502) from 0.50 FTE to 1.0 FTE
 - c. Authorization to Start an Employee Above Step 2

5. Parks Department
 - a. Notice of Emergency Purchase of Professional Tree Removal Services at Burchfield Park
 - b. Notice of Emergency Purchase of Repair Backflow Preventer and Water Heater Replacement at Hawk Island Park

6. Innovation & Technology Department
 - a. Resolution to Approve Security Cameras for Animal Control Provided by KnightWatch
 - b. Resolution to Approve the Purchase of Endpoint Protection Solution from Sentinel Technologies
 - c. Resolution to Approve the Purchase of Intrusion Detection Licensing Upgrade from Sentinel Technologies
 - d. Resolution to Approve the Renewal of the Ocularis Software Licensing Agreement from KnightWatch
 - e. Resolution to Approve Retainer Hours for Support Provided by Sentinel Technologies
 - f. Resolution to Approve the Purchase of Additional Backup Storage from Sentinel Technologies

7. Facilities Department
 - a. Resolution to Authorize an Amendment to the Current Agreement with Du-All Cleaning Inc., for Janitorial Services at Additional Locations
 - b. Resolution to Authorize an Agreement with Hedrick Associates to Replace the Domestic Hot Water Heater at the Ingham County Family Center
 - c. Resolution to Authorize an Amendment to the Current Agreement with Teachout Security for Unarmed Security Services at the 30th Circuit Court Annex
 - d. Resolution to Authorize a Purchase Order to Seelye Group Ltd. to Replace Carpet in Courtroom 6 at the Veterans Memorial Courthouse

8. Road Department
 - a. Resolution to Extend an Agreement with Michigan Pavement Markings, LLC for the 2023 Countywide Waterborne Pavement Marking Program and the Cold Plastic Common Text & Symbol Pavement Marking Program
 - b. Authorization to Start an Engineering Technician 3/4/5 Above Job Description Requirements at Grade 5, Step 1

9. DEI Office
 - a. Resolution to Authorize an Agreement with Michigan Department of Civil Rights to Administer Racial Equity Education & Development to Fifty Ingham County Department Heads
 - b. Resolution to Authorize an Agreement with Michigan Public Health Institute to Develop and Administer a Countywide Needs Assessment (Cultural Survey) to All Employees

10. Human Resources Department
 - a. Resolution to Approve Reclassification Requests

- b. Resolution to Authorize the Ingham County Fiduciary to Elect Deferred Compensation Plan Investment Products
- c. Resolution to Authorize Renewal of a Subscription with Governmentjobs.com, Inc. dba NEOGOV for Human Resources Software
- d. Resolution to Authorize the Establishment of the Teamsters Local 214 Assistant Public Defenders' Division as a Division within the MERS Hybrid Pension Plan

12. Board of Commissioners

- b. Resolution Honoring Alpha Kappa Alpha Sorority, Incorporated on the Event of Their 75th Anniversary
- c. Resolution Honoring Dr. Martin Luther King, Jr.

THE MOTION CARRIED UNANIMOUSLY.

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

1. Treasurer's Office

- b. Resolution to Provide Funding for Low Income Tax Preparation

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

Chairperson Sebolt stated that he would like to disclose that the recipient, Capital Area United Way, was a part of the United Airways of Michigan, who had a formal relationship with his employer, Mid-Michigan AFL-CIO.

THE MOTION CARRIED UNANIMOUSLY.

2. Sheriff's Office – Resolution to Amend the Police Services Agreement with the Village of Webberville

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

Commissioner Grebner stated that he did not object to the substitute when it was introduced because the forum indicated that if a committee changed a resolution, the substitute was accepted and made a point of discussion for other committees. He further expressed his concern for the decision made at the December 1, 2022 Law & Courts Committee meeting.

Commissioner Grebner stated that positions had been added when the contract with the Village of Webberville was renewed under the impression that the Village of Webberville would be paying for the additional positions. He further stated that if that contract were to be changed, the number of positions needed would decrease.

Commissioner Grebner stated that a Law & Courts Committee member had felt that this change might have been unfair and that it resulted in a vacant position that had no available funding to hire for in the future. He further stated that the position would remain on the allocation list, which could prompt issues and arguments with the union as well.

Commissioner Grebner stated that a position should only be listed on the allocation list if there was funding available to fill the position. He further stated that he did not believe the substitute was the right thing to do for this resolution.

Commissioner Maiville clarified that this resolution had been pulled by another member of the Law & Courts Committee due to a philosophical reason to not eliminate a law enforcement position. He further stated that he would be interested in hearing a comment from Gregg Todd, Ingham County Controller.

Mr. Todd stated that Commissioner Grebner was correct and further stated that there would be a position listed on the allocation list as vacant with no available funding to fill. He further stated that the vacancy would remain until the 2024 budget cycle, where it could be removed at that time.

Andrew Bouck, Ingham County Undersheriff, stated that the Sheriff's Office was aware that the original resolution would eliminate the positions to accommodate the mutually agreed upon changes between the Village of Webberville and the Ingham County Sheriff's Office contract agreement. He further stated that this awareness was the reason the resolution to amend the agreement with the Village of Webberville had been provided as well.

Undersheriff Bouck stated that Mr. Todd had contacted him regarding the situation at the Law & Courts Committee meeting on December 1, 2022. He further stated that this had been a mutual change and stated that the Sheriff's Office was aware that the original resolution would eliminate those positions.

Undersheriff Bouck stated that he respected and appreciated Commissioner Schafer's steadfast dedication to the Sheriff's Office, as he had been a commissioner for some time. He further stated he could go in favor of either side, but understood Commissioner Schafer's statements.

Chairperson Sebolt expressed his agreement with Commissioner Grebner and further stated that Commissioner Grebner's statement about this potentially causing arguments within the union was an issue he had not considered. He further stated that this was a good point to consider and noted that if a position within the union were to be eliminated, it could be argued that this position had to be filled.

Commissioner Grebner stated that he believed that language could be included to propose that if a position were eliminated in another area, and an individual were qualified, they could be moved to a law enforcement position.

Undersheriff Bouck confirmed, as long as the individual was qualified and licensed.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. NAEYAERT, TO AMEND THE SUBSTITUTE RESOLUTION TO STATE AS FOLLOWS:

BE IT FURTHER RESOVLED, that a vacant Sheriff Law Enforcement Deputy position (#301228) be eliminated from the Approved Position List effective January 1, 2023.

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

Discussion.

THE MOTION TO AMEND THE SUBSTITUTE RESOLUTION CARRIED UNANIMOUSLY.

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

12. Board of Commissioners
 - a. Resolution to Amend the Board Rules

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

Commissioner Maiville asked if it was the intent to have the same number of Commissioners in the committees every year or if the numbers could be different for the committees each year. He further asked if the language could state that a maximum of eight commissioners could be in some committees while the other committees had seven to allow flexibility for the committees and Commissioners.

Chairperson Sebolt stated that he believed the intent was to ensure that the increase in Commissioners was reflected to provide appropriate representation in each committee. He further stated that he believed if this amendment was made, one committee could potentially have all eight seats be Democrat Commissioners.

Chairperson Sebolt stated that he believed that it would be appropriate for the language to state that one seat on each committee should be reserved for a Commissioner of the minority party.

MOVED BY COMM. STIVERS TO AMEND THE RESOLUTION AS FOLLOWS:

A. STANDING COMMITTEES.

The Board of Commissioners shall have the following standing Committees with the following number of members:

COMMITTEES

MEMBERS

County Services
Finance
Human Services
Law & Courts

7 or 8
7 or 8
7 or 8
7 or 8

MOVED BY CHAIRPERSON SEBOLT TO AMEND THE RESOLUTION AS FOLLOWS:

THEREFORE BE IT RESOLVED, that two committees shall have eight members and two committees shall have seven members.

This was considered a friendly amendment.

Commissioner Peña asked if it was a requirement to have two committees with seven members. He further asked if all of the committees could have eight members.

Commissioner Grebner stated that would require two commissioners to serve on all four committees.

Chairperson Sebolt explained that the amendments would allow all 15 commissioners to serve on two committees each.

Commissioner Grebner stated that the resolution would be sufficient, but that the Board of Commissioners had been organized in various ways in the past. He further stated that, in the past, the Board of Commissioners Chairperson would sit on every committee with no voting abilities, but was ex-officio of all committees.

Commissioner Grebner stated that the Chair and Vice-Chairperson had served on different committees in the past to cover everything as well. He further stated that this resolution would be fine, but that it was a distinct difference from other areas.

Discussion.

Commissioner Grebner reiterated that the resolution was fine but encouraged those present to understand that there were a number of options to balance the committees in the future. He further stated that a rule could be adopted in a different forum to reserve one seat for the minority party of the Board of Commissioners.

Commissioner Maiville stated that when he had heard that the Board of Commissioners would increase to 15, he remembered when the Board of Commissioners Chairperson was on every committee in an ex-officio capacity. He further stated that the Chairperson had been very busy and taxed in the recent years, especially due to the COVID-19 Pandemic.

Commissioner Maiville stated that if there was an issue, the point of concern could be taken into consideration if the Board of Commissioners Chairperson was present at every committee meeting.

Chairperson Sebolt stated that he planned to be far less involved than Commissioner Crenshaw was. He further asked if there had been compensation provided when the Chairperson of the Board of Commissioners acted in the ex-officio capacity.

Becky Bennett, Ingham County Board of Commissioners Director, stated that the Chairperson received a per diem for each liaison committee, up to 100 per year.

Commissioner Grebner stated that they received a higher cap for per diems as well.

Director Bennett stated that the chairperson would actually reach the 100 per diems as well.

Chairperson Sebolt stated that he and Commissioner Trubac were already alternating committees.

Commissioner Grebner stated that it was useful for the Chairperson and Vice-Chairperson of the Board of Commissioners to serve on all of the committees to provide helpful information and be available to provide feedback on previous meetings. He further stated that the staff and receiving the minutes the day after the meeting occurred had also assisted to provide the needed information.

Chairperson Sebolt stated that he believed there was a good set of rules in place and that 2023 would be the test for them.

Discussion.

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

Announcements

Commissioner Maiville thanked Chairperson Sebolt for all of his work and stated that he would be missed as the County Services Chairperson. He further congratulated Chairperson Sebolt for being voted in as the next Board of Commissioners Chairperson.

Commissioner Naeyaert expressed her agreement and further stated that she could not believe that it was the last County Services Committee meeting, but that she was thankful she could be present. She further thanked Chairperson Sebolt for his leadership.

Commissioner Naeyaert stated that she appreciated Chairperson Sebolt and would miss him.

Chairperson Sebolt thanked Commissioners Maiville and Naeyaert and stated that he would miss Commissioner Naeyaert serving on the Board of Commissioners.

Commissioner Peña stated that Commissioner Naeyaert could come back for future meetings. He further thanked Chairperson Sebolt for his services.

Commissioner Grebner stated that those present were welcome to keep the closed session information that was on the purple sheets provided by Director Bennett if they would like to.

Chairperson Sebolt stated that if Commissioner Grebner would like his back, he was welcome to take it.

Commissioner Grebner stated he did not want his back but wanted to point that out.

Commissioner Celentino thanked Chairperson Sebolt and stated that he looked forward to him as a committee member on the County Services Committee in 2023. He further that he looked forward to being the County Services Chairperson in 2023 and reminded those present that those meetings would begin at 6:00 p.m.

Commissioner Celentino stated that Chairperson Sebolt did a great job keeping meetings going through long agendas and late evenings. He further stated that he looked forward to having Chairperson Sebolt serve as the Board of Commissioners Chairperson.

Commissioner Peña stated that the Alfreda Schmidt Community Center would have two veterans speak on their experiences from the Vietnam War on December 7, 2022 at 6:30 p.m. He further stated that the Lansing Bike Co-op would host their annual bike give away on December 10, 2022 at 10:00 a.m. at 1715 East Kalamazoo Street Lansing, Michigan.

Commissioner Peña expressed his gratitude for the Commissioners that had previously participated in the annual bike event.

Chairperson Sebolt expressed that it was his privilege to be the County Services Committee Chairperson and thanked the members for their hard work. He further stated that there had been several late nights with important conversations and he believed that they made strong decisions on behalf of Ingham County.

Chairperson Sebolt expressed his appreciation to those present for their hard work on those late nights.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:56 p.m.

**JANUARY 17, 2023 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

1. Ingham Conservation District – Resolution to Authorize an Agreement with the Ingham Conservation District

This resolution approves the 2023 agreement with the Ingham Conservation District for \$10,000. Funds will be allocated as follows:

Staff Support - \$7,000
Education and Outreach - \$1,000
Vehicle and Property Maintenance - \$1,000
Office Support - \$1,000

See memo for details.

2. Clerk's Office – Resolution Establishing Compensation for the Ingham County Board of Canvassers

This resolution approves an increase in the hourly pay for Board of Canvassers and Assistants from \$15 and \$13 per hour, respectively, to \$20 per hour for both classifications.

See memo for details.

3. Innovation and Technology Department – Resolution to Approve Friend of the Court Hearing Room Upgrades

This resolution approves technology upgrades to the Friend of Court (FOC) hearing rooms including equipment, software, and installation. As this is a complex project, there are multiple vendors handling various parts of the project. These vendors are: Smart Office for \$33,000, J Ewing LLC for \$17,000, and For the Record for \$14,000.

Funding for the not-to-exceed amount of \$64,000 includes a \$40,920 reimbursement from the Office of Child Support.

See memo for details.

5. Parks Department – Notice of Emergency Purchase Order for Overhead Unit Heater

This authorizes an Emergency Purchase Order (PO) to replace the overhead heater unit at Burchfield Park's shop. The PO was issued to North Winds Heating and Cooling, Inc. for a total cost of \$3,953.39.

See memo for details.

6a. Potter Park Zoo – Notice of Emergency Furnace Replacement at Potter Park Zoo

This authorizes an Emergency Purchase Order (PO) to replace the furnace in Building 6 at the Zoo. The PO was issued to Myers Plumbing and Heating Inc. in the amount of \$3,985.

See memo for details.

6b. Potter Park Zoo – Notice of Emergency Heating Repair in Potter Park Zoo Feline Primate Building

This authorizes an Emergency Purchase Order (PO) to clean and repair heating coils in the Feline Primate House at the Zoo. The PO was issued to Myers Plumbing and Heating Inc. in the amount of \$9,510.

See memo for details.

6c. Potter Park Zoo – Notice of Emergency Generator Repair at Potter Park Zoo

This authorizes an Emergency Purchase Order (PO) to repair one of the Zoo's 60 kva portable generators in preparation for the December snow storm. The PO was issued to PM Technologies in an amount not to exceed \$3,920.36.

See memo for details

6d. Potter Park Zoo – Resolution to Proceed with Plans for Constructing, Equipping, and Financing a New Animal Health Facility at Potter Park Zoo

This authorizes the County to appoint the new Animal Health Facility at the Zoo to the Building Authority (BA) and authorizes the BA to engage with an owner's representative.

The project is expected to cost \$6,000,000, with the Potter Park Zoological Society fundraising for the cost. The Society has already fundraised \$4,350,000.

See memo for details

7a. Animal Control and Shelter – Authorization to Start an Employee Above Step 2

This authorizes Animal Control and Shelter to start a new veterinarian at an Managerial Confidential (MC 13) Step 5 based on years of experience.

See memo for details.

7b. Animal Control and Shelter – Resolution to Accept a Donation from the Ingham County Animal Shelter Fund for the Purposes of Providing Employment Bonus Pay to New Shelter Veterinarians

This resolution accepts a donation of \$100,000 from the Ingham County Animal Shelter Fund for employment bonus pay for new Shelter vets. The bonus pay would cover two vets at \$50,000 per vet to be paid at \$10,000 after they complete their first 90 days of employment with the County. An additional \$10,000 will be paid on each subsequent employment anniversary date until a total of \$50,000 has been paid.

See memo for details.

8. ***Facilities Department – Resolution to Authorize an Agreement with Wolverine Engineers & Surveyors Inc. for Engineering Services for Parking Lot Replacement at the Hilliard Building, Ingham County Family Center, and Veterans Memorial Courthouse/Grady Porter Building***

This resolution authorizes an agreement with Wolverine Engineers & Surveyors Inc. for engineering services and preliminary design and construction specification services for parking lot replacement at the Hilliard Building, Ingham County Family Center, and Veterans Memorial Courthouse/Grady Porter Building.

Funding is available in approved CIPs.

See memo for details.

9a. ***Road Department – Resolution to Authorize an Engineering Services Contract for the 2023-2024 Bridge Inspection Program***

This resolution authorizes an agreement with the Spicer Group for the 2023-2024 bridge inspection program. The base fee proposal for Spicer Group is \$24,151.25 to perform eighty planned routine bridge inspections, one fracture critical bridge inspection, and sixty-nine stream cross sections over the two-year contract term. The Road Department is requesting a 20% contingency for a total amount of \$30,000.

Funding is available in the annual Road Fund budget.

See memo for details.

9b. ***Road Department – Resolution to Authorize an Engineering Services Contract for As-Needed Signal Modeling and Timing Permit Services for 2023-2024***

This resolution approves engineering service contracts with the following consultants to provide the requested as-needed signal modeling and timing permit services for 2023-2024:

DLZ Michigan, Inc., 1425 Keystone Ave, Lansing, MI 48911
RS Engineering, LLC, 6709 Centurion Drive, Suite 300, Lansing, MI 48917
Traffic Analysis & Design, Inc., 2419 Kinglet Ct, Lansing, MI 48911

See memo for details.

9c. ***Road Department – Resolution to Authorize an Agreement with the Michigan Department of Transportation for Construction Engineering Services on the Meridian Road and Grand River Avenue (M-43) Project***

This resolution authorizes an agreement with the Michigan Department of Transportation (MDOT) for construction engineering services on the Meridian Road/Grand River Ave Project. The project includes intersection paving, curb and gutter and signal replacement (by MDOT). MDOT has requested that the Road Department provide the engineering services for the project and will reimburse the Road Department \$41,300.

See memo for details.

9d. Road Department – Resolution to Authorize a Contract for Bulk Fuel Delivery

This resolution approves a contract for a bulk fuel purchase and delivery (unleaded gas and diesel) for the Road Department, which annually purchases approximately 180,000 gallons of fuel, to Avery Oil and Propane.

Funds are included in the Road Department 2023 budget.

See memo for details.

9e. Road Department – Resolution to Authorize Contracts for the Purchase of Furnishing and Delivering 34CS Slag, CS-T Trap Rock, 29A Crushed Natural, 29A Crushed Limestone, 3/8 X #4 Crushed Limestone, H1 Limestone, and Ohio #9 Aggregates

This resolution authorizes the purchase and delivery of a variety of aggregates for the Road Department.

Bids for various stone were solicited and evaluated by the Ingham County Purchasing Department for Invitation to Bid (ITB) #225-22 as shown per the Memorandum of Performance. Yellow Rose Transport has the lowest bids for 34CS Slag, CS-T Trap Rock, 29A Crushed Limestone, 3/8 x #4 Crushed Limestone, H1 Limestone, and Ohio #9. Aggregate Industries has the lowest bid for 29A Crushed Natural Aggregate. Materials will be purchased on an as needed, unit price basis for a one-year period.

Funds are included in the Road Department 2023 budget.

See memo for details.

9f. Road Department – Resolution to Authorize Contracts for the Purchase of Furnishing and Delivering Processed Road Gravels, Various Crushed Aggregates, Class 2 Sand, and 2NS Sand

This resolution authorizes contracts with Sunrise Aggregates, Stoneco of Michigan, and Crandell Bros Trucking for various processed road gravels and aggregates.

Funds are included in the Road Department 2023 budget.

See memo for details.

9g. Road Department – Resolution of Commitment for Transportation Alternatives Program Funds to Construct Non-Motorized Facilities on Lake Lansing Road between Abbot Road and Hagadorn Road

This resolution commits the County to providing non-motorized facilities on Lake Lansing Road between Abbot Road and Hagadorn Road with a federal TAP grant of \$200,000, which the Road Department will match with \$50,000.

Funds are included in the Road Department 2023 budget.

See memo for details.

10. Board of Commissioners – Resolution Recognizing Black History/Cultural Diversity Month in Ingham County

This resolution recognizes February as Black History/Cultural Diversity Month.

11a. Controller's Office – Resolution to Further Amend Resolution #21-398 to Create the Ingham County Housing Trust Fund Committee

This resolution amends the Housing Trust Fund Committee to allow the Chair of County Services to appoint a designee from the County Services Committee.

11b. Controller's Office – Resolution Honoring Richard Terrill

This resolution honors the great work of retiring Facilities Director, Rick Terrill!

12a. Human Resources Department – Resolution to Approve Reclassification Requests

This resolution approves the following reclassifications:

<u>Position No.</u>	<u>Position Title</u>	<u>Action</u>
142054	Court Records Coordinator - FOC	Move from UAW G to UAW I
601202	CHR II to Children's Special Healthcare Services Benefits Representative	Move from UAW D to UAW F
601203	CHR II to Children's Special Healthcare Services Benefits Representative	Move from UAW D to UAW F
130051	ADR/Case Processing Coordinator	Move from ICEA Court 5 to ICEA Court 8
601170	Dental Hygienist	Increase in UAW Market Exception Rate
601173	Dental Hygienist	Increase in UAW Market Exception Rate
601178	Dental Hygienist	Increase in UAW Market Exception Rate
601411	Dental Hygienist	Increase in UAW Market Exception Rate
601503	Dental Hygienist	Increase in UAW Market Exception Rate
130009	Judicial Assistant – Circuit Court	Move from MC 6 to MC 8
130010	Judicial Assistant – Circuit Court	Move from MC 6 to MC 8
130011	Judicial Assistant – Circuit Court	Move from MC 6 to MC 8
130012	Judicial Assistant – Circuit Court	Move from MC 6 to MC 8
130013	Judicial Assistant – Circuit Court	Move from MC 6 to MC 8
130014	Judicial Assistant – Circuit Court	Move from MC 6 to MC 8
130015	Judicial Assistant – Circuit Court	Move from MC 6 to MC 8
148004	Judicial Assistant – Probate Court	Move from MC 6 to MC 8
148005	Judicial Assistant – Probate Court	Move from MC 6 to MC 8

See memo for details.

ADDITIONAL ITEMS:

4. **Veteran's Affairs Office – Resolution to Approve the Reorganization of the Ingham County Department of Veterans Affairs (Discussion)**

- 12b. **Human Resources Department – Negotiation Session Connected with the Negotiation of a Collective Bargaining Agreement as Requested by the Employer Pursuant to MCL 15.268 (1)(c) (Closed Session)**

Agenda Item 1

TO: Board of Commissioners County Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

DATE: December 27, 2022

SUBJECT: Resolution Authorizing an Agreement with the Ingham Conservation District
For the meeting agendas of January 17 and January 18

BACKGROUND

This resolution authorizes a 2023 agreement with the Ingham Conservation District.

ALTERNATIVES

None.

FINANCIAL IMPACT

This agreement will be for an amount not to exceed \$10,000. Funds for this agreement are included in the 2023 budget. Funds will be allocated as follows:

Staff Support - \$7,000
Education and Outreach - \$1,000
Vehicle and Property Maintenance - \$1,000
Office Support - \$1,000

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support a 2023 agreement with the Ingham Conservation District.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH
THE INGHAM CONSERVATION DISTRICT**

WHEREAS, Conservation Districts were established in response to the “Dust Bowl” to improve farming practices and be protective of the environment; and

WHEREAS, the Ingham Conservation District was established in 1946; and

WHEREAS, the role of Conservation Districts has expanded to be protective of all natural resources including soil, water, wildlife, etc.; and

WHEREAS, Ingham Conservation District made a budget request to provide operational funding in support of education and outreach, conservation oriented events, vehicle and property maintenance, and office support; and

WHEREAS, the 2023 Ingham County budget includes \$10,000 for the Ingham Conservation District.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the Ingham Conservation District to provide operational funding in support of education and outreach, staff support, vehicle and property maintenance, and office support.

BE IT FURTHER RESOLVED, that this agreement shall be for the period of January 1, 2023 through December 31, 2023 in an amount not to exceed \$10,000.

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

Agenda Item 2

TO: Ingham County Board of Commissioners

FROM: Chief Deputy County Clerk Scott Hendrickson

DATE: December 12, 2022

SUBJECT: Resolution Establishing Compensation for the Ingham County Board of Canvassers

BACKGROUND

Clerk Byrum is charged with facilitating elections in Ingham County and is the Clerk to the Ingham County Board of Canvassers, whose job it is to certify the unofficial election night results, conduct recounts, approve ballot containers, and other assorted duties.

The Ingham County Board of Canvassers is a four-member body consisting of two Democrats and two Republicans who perform the above duties, and they occasionally request additional assistants for major elections to help them perform those tasks.

The position of Canvasser used to be a quiet and non-controversial part of the election certification process, but has become a political lightning rod over the last two years, attracting media attention and increased public scrutiny. This scrutiny, along with increased inflation over the past year has led to the Canvassers and their Assistants to be left undercompensated, a fact that Clerk Byrum expects will lead to challenging recruitment for Canvassers in the future.

FINANCIAL IMPACT

While this will increase the amount expended for Canvassers and their Assistants on wages, Clerk Byrum does not expect that this increase will be excessive. In 2021, the amount expended on Canvasser and Assistant wages was \$5,800. The total change that year would have been less than \$1,500. Clerk Byrum expects that when the books are closed for 2022, the amount would be roughly the same.

RECOMMENDATIONS

I respectfully recommend approval of the attached resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ESTABLISHING COMPENSATION FOR THE
INGHAM COUNTY BOARD OF CANVASSERS**

WHEREAS, the Ingham County Board of Canvassers is a four-member body that is responsible for canvassing and certifying primaries and elections held in the county, conducting recounts, inspecting ballot containers, and other duties; and

WHEREAS, effective March 28, 2019, Public Act 614 of 2018 required the County Board of Commissioners to consult with the County Clerk to determine the compensation for the County Board of Canvassers and any assistants employed by the County Board of Canvassers; and

WHEREAS, the Ingham County Board of Canvassers were previously compensated at a rate of \$60.00 per meeting; and

WHEREAS, the Ingham County Board of Canvassers previously passed Resolution #19-176 establishing pay at \$15.00 per hour for Canvassers and \$13.00 per hour for Assistants; and

WHEREAS, the State has seen wage inflation over the last several years and the role of the County Board of Canvassers has become increasingly political and difficult to recruit qualified candidates for the position; and

WHEREAS, the Ingham County Clerk is recommending that the following compensation plan be adopted for members and assistants of the Ingham County Board of Canvassers:

- The rate of pay for Canvassers will be \$20.00 per hour
- The rate of pay for Assistants will be \$20.00 per hour
- No meals will be provided or reimbursed by the County unless it is due to an out of area training that was previously approved by the Ingham County Clerk
- Compensation would only be rendered for:
 - Meetings of the Ingham County Board of Canvassers for which there is a quorum and the canvasser/assistant participates
 - Non-County facilitated training opportunities, if approved by the Ingham County Clerk
- Mileage will only be reimbursed for business travel between meeting locations (e.g. when Canvassers travel to multiple municipalities for ballot container certification) or outside trainings previously approved by the Ingham County Clerk.

THEREFORE BE IT RESOLVED, that the compensation plan, as recommended above, be adopted.

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

Agenda Item 3

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

FROM: Deb Fett, CIO

DATE: 1/03/2023

SUBJECT: Technology Upgrades for Friend of Court Hearing Rooms
For the meeting agendas of January 17th, 18th and 24th, 2022

BACKGROUND

Ingham County’s Friend of the Court (FOC) hearing rooms need to have their technology upgraded to remain in compliance with proper procedures and to ensure they remain operational.

Innovation and Technology Department (ITD) has worked with FOC to obtain quotes for the equipment, software, and installation needed to do this upgrade. As this is a complex project, there are multiple vendors handling various parts of the project. These vendors are: Smart Office for \$33,000, J Ewing LLC for \$17,000, and For the Record for \$14,000.

ALTERNATIVES

We could continue on as we are, trusting that our systems will remain operational for a while longer.

FINANCIAL IMPACT

The current requested funding for the not to exceed \$64,000 is budgeted and will come from the County’s Friend of the Court Fund (#215-14200-735100) for \$56,000 and account (#21514200-818000) for the remaining amount of \$8,000. There is an expected reimbursement from the Office of Child Support which will offset these amounts. However, due to an increase in pricing over the past year, this project has some complexity in the request. The Office of Child Support has approved this project for 66% reimbursement of the original request of \$62,000 leaving an estimated cost to the County of \$23,080 of which \$21,080 was budgeted and approved in the 2023 Capital Budget requests. The department can cover this in their account (#21514200-818000).

Project	Total	Reimbursement (66% of \$62,000)	Approved Budget	Overage to cover
Hearing Room Upgrades	\$64,000	\$40,920	\$21,080	\$2,000

OTHER CONSIDERATIONS

Smart Office is quoting under the State of Michigan MiDeal contract, Contract #: 190000001422.

STRATEGIC PLANNING IMPACT

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

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for FOC Hearing Room Upgrades provided by Smart Office, J Ewing LLC, and For the Record for a total amount not to exceed \$64,000.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE FRIEND OF THE COURT HEARING ROOM UPGRADES

WHEREAS, Ingham County Friend of the Court (FOC) has hearing rooms that are experiencing difficulties, needing to have their technology upgraded to remain in compliance with proper procedures and to ensure they remain operational; and

WHEREAS, Innovation and Technology Department (ITD) has worked with FOC to obtain quotes to upgrade the hardware and software to upgrade the hearing rooms from multiple vendors; and

WHEREAS, the requested amount is in the 2023 budget; and

WHEREAS, ITD has reviewed the potential alternatives and deems Smart Office for \$33,000, J Ewing LLC for \$17,000, and For the Record for \$14,000 as the most capable and cost-effective solutions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners do hereby authorize upgrading the technology in the FOC hearing rooms from Smart Office, J Ewing LLC, and For the Record in the amount in total not to exceed \$64,000.

BE IT FURTHER RESOLVED, that the total cost will be paid from the County's Friend of the Court Fund (#215-14200-735100) for \$56,000 and account #21514200-818000 for the remaining amount of \$8,000.

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

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

Agenda Item 4

TO: Ingham County Board of Commissioners

FROM: Amy Pohan, Director

DATE: November 13, 2022

SUBJECT: Resolution to Approve the Reorganization of the Department of Veterans Affairs
For the meeting discussion agendas of January 17th and January 23rd.

BACKGROUND

The reorganization effects all positions within the Department of Veterans Affairs except the Director position. The following is the history of the positions within the Veterans Affairs department:

- Deputy Director position was created in 2005 at an MC Level 6. Upgraded in 2008 to an MC Level 7, and terminated in 2011.
- Veteran Benefits Counselor was created in 2008 at an MC Level 5. The second position was created in 2011, after the termination of the Deputy Director position. A grant-funded position was established in 2021.
- Benefits Support Specialist was created as a three-quarter time UAW Level D in 2013. Upgraded to a full-time UAW Level E in 2015, and a grant-funded position was established in 2021.
- Veterans Clerk Trust Fund Agent position was created in 2005 at a UAW Level D. No upgrade since 2005.
- Transportation Officer position was created in 2005 at a UAW Level D. No upgrade since 2005.

With the demands for job responsibility having become more complex with changes to veterans federal and state regulations and laws. In January 2022, the Ingham County Veterans Affairs Committee voted to request a reorganization for all positions in the Veterans Affairs Department. In April 2022, the Director position was reclassified from an MC Level 10 to an MC Level 13.

After interviewing, reviewing, and recreating all the job descriptions for all positions within the Department of Veterans Affairs. The Human Resources Department, including Director Graham, Controller's Office, including Deputy Controller Cypher, and myself, worked to re-point and regrade all department positions. The Human Resource re-pointing results are as follows:

- Administrative Assistant (prev. Veterans Clerk Trust Fund Agent) - UAW D - UAW G
- Transportation Officer- UAW D - UAW E
- Benefits Support Specialist (x2) - UAW E - UAW I
- Veteran Benefits Counselor (x2) – MC 5 – MC 9
- Deputy Director (prev. Veteran Benefits Counselor)- MC 5 – MC 11

ALTERNATIVES

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

FINANCIAL IMPACT

The Budget Office calculated the financial impact based on the Human Resources results for each positions proposed classification.

Deputy Director	MC 5 Step 1 Total Cost	MC 5 Step 5 Total Cost	MC 11 Step 1 Total Cost	MC 11 Step 5 Total Cost	Difference Total Cost
TOTAL	\$97,212	\$111,943	\$144,356	\$168,696	\$56,753

Veteran Benefits Counselor	MC 5 Step 1 Total Cost	MC 5 Step 5 Total Cost	MC 9 Step 1 Total Cost	MC 9 Step 5 Total Cost	Difference Total Cost
TOTAL	\$97,212	\$111,943	\$125,984	\$146,488	\$34,545
Veteran Benefits Counselor- Grant	MC 5 Step 1 Total Cost	MC 5 Step 5 Total Cost	MC 9 Step 1 Total Cost	MC 9 Step 5 Total Cost	Difference Total Cost
TOTAL GRANT	\$102,061	\$102,061	\$102,061	\$102,061	\$44,427
TOTAL	\$97,212	\$111,943	\$125,984	\$146,488	\$34,545

Benefits Support Specialist	UAW E Step 1 Total Cost	UAW E Step 5 Total Cost	UAW I Step 1 Total Cost	UAW I Step 5 Total Cost	Difference Total Cost
TOTAL	\$79,599	\$90,388	\$93,707	\$107,222	\$16,834
Benefits Support Specialist- Grant	UAW E Step 1 Total Cost	UAW E Step 5 Total Cost	UAW I Step 1 Total Cost	UAW I Step 5 Total Cost	Difference Total Cost
TOTAL GRANT	\$65,416	\$65,416	\$65,416	\$65,416	\$41,806
TOTAL	\$79,599	\$90,388	\$93,707	\$107,222	\$16,834

Administrative Assistant	UAW D Step 1 Total Cost	UAW D Step 5 Total Cost	UAW G Step 1 Total Cost	UAW G Step 5 Total Cost	Difference Total Cost
TOTAL	\$76,229	\$86,256	\$86,241	\$98,275	\$12,019

Transportation Officer	UAW D Step 1 Total Cost	UAW D Step 5 Total Cost	UAW E Step 1 Total Cost	UAW E Step 5 Total Cost	Difference Total Cost
TOTAL	\$76,229	\$86,256	\$79,599	\$90,388	\$4,132

Department Total Cost Increase: \$175,662

OTHER CONSIDERATIONS

The UAW is supportive of this reorganization, and the e-mail affirming their support has been included with the materials.

RECOMMENDATIONS

Based on the information presented, I respectfully recommend approval of the attached resolution to reorganize the Ingham County Department of Veterans Affairs.

Agenda Item 4

TO: Amy Poca, Veteran Affairs Director
FROM: Joan Clous, Human Resources Specialist
DATE: October 31, 2022
RE: Support for Reorganization of the Veteran Affairs Office

Per your request, Human Resources has reviewed the reorganization materials submitted.

After analysis we have placed the following positions as follows:

1. Administrative Clerk (682003) UAW D (\$36,992 to \$44,059) will now be known as Administrative Assistant UAW G (\$44,049 to \$52,531)
2. Transportation Officer (682004) UAW D (\$36,992 to \$44,059) to UAW E (\$39,367 to \$46,972)
3. Benefits Specialist (682007, 682009) UAW E (\$39,367 to \$46,972) to UAW I (\$49,311 to \$58,837)
4. Benefits Counselor (682005, 682008) MC 5 (\$46,773 to \$56,159) to MC 9 (\$65,106 to \$78,171)
5. Benefits Counselor (682006) will become a Deputy Director Veteran's Affairs will be placed in the MC11 (\$76,813 to \$92,322)

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed classification. You are now ready to complete the next 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.

From: Joan Clous <JClous@ingham.org>
Sent: Monday, October 31, 2022 10:34 AM
To: Amy Pocan <APocan@ingham.org>
Subject: FW: VA Reorg

Amy,

Please include this email from the union in with your packet to the board as support from the union.

Thanks,
Joan

From: Teresa Carter <TCarter@ingham.org>
Sent: Monday, October 31, 2022 10:21 AM
To: Joan Clous <JClous@ingham.org>
Subject: RE: VA Reorg

Yes Joan

The Union is in agreement with the reclass grade for the VA Reorg,

Administrative Assistant

1	2	3	4	5	6	7	8a	8b	9	10	11
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Total

140	135	110	100	50	90	70	60	60	10	10	25
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860 UAW G

Transportation Office

1	2	3	4	5	6	7	8a	8b	9	10	11
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Total

45	90	60	60	50	70	70	35	60	15	25	45
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625 UAW E

Benefits Specialist

1	2	3	4	5	6	7	8a	8b	9	10	11
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Total

190	90	110	140	50	90	130	35	115	10	10	25
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995 UAW I

Thank you

Teresa Carter

Unit Chair

Local 2256

**INGHAM COUNTY
JOB DESCRIPTION**

Benefits Counselor – Department of Veteran Affairs

General Summary:

Under the direction and supervision of the Director of the Ingham County Department of Veteran Affairs, the employee in this position will provide in-person and virtual counselling services to veterans and their dependents. The employee in this position will advise and assist veterans, their survivors and dependents in applying for claims and benefits available under Federal, State, and local laws.

Essential Functions:

1. Conducts interviews with veterans and their dependents and reviews background data on current medical and financial history to obtain information needed to determine eligibility for Federal, State, and local laws; provides explanation and interpretation of laws and regulation for benefits available to veterans and their dependents.
2. Evaluates information to determine potential eligibility of clients for benefits from related programs (e.g., Social Security, welfare and vocational rehabilitation), identifies client problems and provides solutions to material, financial, medical and social needs within the framework of department guidelines.
3. Prepares and assists in the preparation of claims packages for veterans and their dependents seeking disability, education, medical, and related benefits; completes claim forms and ensures proper certification of related documentation based upon the Department of Veterans Affairs (VA) laws and regulations; assists in developing formal appeals, and representing veterans and their dependent's to U.S Board of Veteran Appeals.
4. Create and manage case files, maintain client's electronic records and upload documents into client files; prepares monthly and quarterly reports as requested by the director.
5. Assist veterans and their dependents in applying for assistance from other community service agencies providing assistance for veterans; maintains liaison with community partners to remain aware of community resources offered.
6. Serves as program and benefits representative in a designated geographical area; develops and or presents informational speeches, benefits awareness fairs, programs, and problem-solving sessions to increase awareness of veterans benefits and programs; responds to veterans, dependents, legislators, and veterans service organizations regarding benefit questions.
7. Attends all required education (virtually and in-person) and training to obtain and maintain accreditation; stay abreast of changes within Federal, State, and local laws and regulations; provides explanation and interpretation of laws and regulations for veterans and their dependents.

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: A Bachelor's degree in Sociology, Psychology, Business Administration or related discipline. At least one (1) year of full time work experience in counseling with considerable experience as a Veterans Counselor and two (2) year of experience in counseling veterans and others about veteran benefits, public assistance, employment, vocational programs, health care, personal counseling, or directly related field that includes supervisory or manager experience; or an equivalent combination of education, training, and /or experience.

OR

An Associate's degree in Sociology, Psychology, Business Administration or a related field. At least 5 years of experience in counseling veterans and others about veteran benefits, public assistance, employment, vocational programs, health care, personal counseling, or directly related field that includes supervisory or manager experience; or an equivalent combination of education, training, and /or experience.

Other Requirements:

- Veteran of the U.S. Armed Forces (preferred) and have a discharged under honorable conditions.
- Knowledge of: laws, rules and regulations regarding veterans' benefits; veteran service organizations, their structure, programs and services.
- The ability to maintain and established effective relationships with clients, service organization representatives, professional contacts; prepare and process routine reports; operate computer systems and programs.
- Ability to understand medical terminology and language; communicate under adverse conditions with distressed individuals; make decisions under adverse conditions in the accordance with department policies and procedures.
- Membership in the Michigan Association of County Veterans Counselors; accreditation with the National Association of County Veterans Service Officers (NACVSO) and any Congressionally Chartered Veterans Service Organization that is currently recognized by the U.S. Department of Veteran Affairs.
- Must maintain accreditation in accordance with VA Office of General Counsel.
- Possess a valid State of Michigan operator license and maintain this license throughout employment in this position
- Due to the nature of this work hours are flexible, although normal office hours are from 8:00 a.m. through 4:30 p.m. However, an employee in this classification may be called upon to attend meetings and community events at locations throughout the county on a regular basis.

(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 exposed to communicable diseases.
3. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
4. This position is required to travel for meetings and appointments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in twisting, bending, stooping/crouching, kneeling, crawling, handling, and pinching.
- This position's physical requirements require regular stamina in traversing, climbing, balancing, lifting, carrying, pushing, pulling, reaching, and grasping.
- This position's physical requirements require continuous stamina in sitting, standing, walking, typing, and enduring repetitive movements of the wrists, hands or fingers.
- This position performs sedentary work requiring a negligible amount of effort 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.)

September 2022

**INGHAM COUNTY
JOB DESCRIPTION**

Benefits Specialist – Department of Veteran Affairs

General Summary:

Under the direction and supervision of the Director of the Ingham County Department of Veteran Affairs, the employee in this position will provide in-person and virtual counselling services to veterans and their dependents. The employee in this position will advise and assist veterans, their survivors and dependents in applying for claims and benefits available under Federal, State, and local laws.

Prepares and assists in the preparation of claims packages for veterans and their dependents seeking disability, education, medical, and related benefits; completes claim forms and ensures proper certification of related documentation based upon the Department of Veterans Affairs (VA) laws and regulations; assists in developing formal appeals.

Essential Functions:

1. Serves as benefits representative, develops and presents information to veterans and their dependents to increase awareness of veteran's benefits and programs.
2. Conducts interviews with veterans and their dependents and reviews background data on current medical and financial history to obtain information needed to determine eligibility.
3. Evaluates information to determine potential eligibility of clients for benefits from related programs (e.g., Social Security, welfare and vocational rehabilitation).
4. Prepares and assists in the preparation of claims packages for veterans and their dependents seeking disability, education, medical, and related benefits; completes claim forms and ensures proper certification of related documentation based upon the Department of Veterans Affairs (VA) laws and regulations; assists in developing formal appeals.
5. Identify client's problems and concerns and provide solutions to housing, financial, medical and social needs within the framework of department guidelines.
6. Assist in the preparation of claims packages for veterans and their dependents seeking disability, education, medical, and related benefits.
7. Provides informational and administrative tasks to service staff, collaborators and community partners.
8. Consults with benefit counselors to determine specifics related to eligibility standards and application requirements for benefits.
9. Assist veterans and their dependents in applying for assistance from other community service agencies providing assistance for veterans; maintains liaison with community partners to remain aware of community resources offered.
10. Create and manage case files, maintain client's electronic records and upload documents into client files; prepares monthly and quarterly reports as requested by the director.
11. Attends all required education (virtually and in-person) and training to obtain and maintain accreditation; stay abreast of changes within Federal, State, and local laws and regulations; provides explanation and interpretation of laws and regulations for veterans and their dependents

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: Bachelor's Degree from an accredited college or university with a major in Sociology, Psychology, Human Service or related discipline and at least one (1) year of full time work experience in counseling with considerable experience working with veterans and their dependents.

OR

Possession of a Associates Degree and two or more years of professional or technical experiences involving public contact in the areas of business, public or personnel administration, social service or a military service program.

Other Requirements:

- The ability to maintain and established effective relationships with clients, service organization representatives, professional contacts; prepare and process routine reports; operate computer systems and programs.
- Knowledge of: laws, rules and regulations regarding veterans' benefits; veteran service organizations, their structure, programs and services.
- Ability to understand medical terminology and language; communicate under adverse conditions with distressed individuals; make decisions under adverse conditions in the accordance with department policies and procedures.
- Membership in the Michigan Association of County Veterans Counselors; accreditation with the National Association of County Veterans Service Officers (NACVSO) and any Congressionally Chartered Veterans Service Organization that is currently recognized by the U.S. Department of Veteran Affairs.
- Must maintain accreditation in accordance with VA Office of General Counsel.
- Possess a valid State of Michigan operator license and maintain this license throughout employment in this position
- Due to the nature of this work hours are flexible, although normal office hours are from 8:00 a.m. through 4:30 p.m. However, an employee in this classification may be called upon to attend meetings and community events at locations throughout the county on a regular basis.

(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 exposed to communicable diseases.
3. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
4. This position is required to travel for meetings and appointments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in twisting, bending, stooping/crouching, kneeling, crawling, handling, and pinching.
- This position's physical requirements require regular stamina in traversing, climbing, balancing, lifting, carrying, pushing, pulling, reaching, and grasping.
- This position's physical requirements require continuous stamina in sitting, standing, walking, typing, and enduring repetitive movements of the wrists, hands or fingers.
- This position performs sedentary work requiring a negligible amount of effort 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.)

September 2022

Pay Grade

**INGHAM COUNTY
JOB DESCRIPTION**

DEPUTY DIRECTOR/VETERANS AFFAIRS

General Summary:

Under the direction and supervision of the Director of Ingham County Department of Veteran Affairs, and the supervision of the County Administrator. The employee in this position will perform and assist in the administrative functions required to establish, maintain, and implement Veteran Services in Ingham and Clinton County. The employee in this position will provide in-person and virtual counselling services to veterans and their dependents. The employee in this position will advise and assists veterans, their survivors and dependents in applying for claims and benefits available under Federal, State, and local laws. The employee in this position is responsible for the development, management, and training of subordinates for the Veteran Services Department. ~~Under the supervision of the Director, interviews, counsels and assists veterans and/or their dependents in obtaining assistance to which they are entitled. Other responsibilities include performing routine and moderately complex accounting functions for the Veteran Affairs Department and serves as assistant to the Director.~~

Essential Functions:

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

1. Formulates, recommends, implements, and monitors policies relating to administrative and programmatic operations of the Veteran Services Department in such areas as organization, personnel and other managerial areas as directed. ~~Serves as assistant to the Director, assuming those duties as well as supervisory duties.~~
2. Provides updates to the Director, County Administrator and the County Board of Commissioners relative to service objectives and program activities as directed. ~~Interviews, counsels and completes forms to assist veterans and/or their dependents in filing for any federal, state or county benefits.~~
3. Meets with and makes presentations to administrators, veterans' organizations, service clubs, private groups, and interested citizens regarding the needs of veterans and the types of services provided by the Veteran Services Department. ~~Performs a variety of routine accounting functions such as processing accounting records for department of Veterans Affairs Committee, prepares all vouchers for bills to be paid, assists with preparing departmental budget, and prepares balance list of all line items for Veterans Affairs Committee, monthly.~~
4. Analyzes laws, regulations, decisions and policy revisions to determine any effect on the Veteran Services Department's policies and services and recommends the appropriate changes. ~~Determines eligibility for county burial benefits and maintains records. Determines eligibility for foundation fee reimbursement.~~
5. Conducts interviews with veterans and their dependents and reviews background data on current medical and financial history to obtain information needed to determine eligibility for Federal, State and local laws; provides explanation and interpretation of laws and regulations for benefits available to veterans and their dependents. ~~Prepares appeals regarding denied claims.~~
6. Evaluates information to determine potential eligibility of clients for benefits from related programs (e.g. Social Security, welfare and vocational rehabilitation), identifies client problems and provides solutions to material, financial, medical and social needs within the framework of department guidelines. ~~Assists veterans/dependents in obtaining information regarding their claim when claimant is unable to do so.~~
7. Actively coordinate and participate with community partners in Veterans Treatment Court as a direct liaison to the Ingham County Judicial courts as a representative of veteran's benefits. ~~Evaluates and determines validity of claim by reviewing legislation, regulations and precedents, and by studying veteran's medical reports and service history.~~

8. Prepares and assists in the preparation of claims packages for veterans and their dependents seeking disability, education, medical and related benefits; completes claim forms and ensures proper certification of related documentation based upon the Department of Veterans Affairs (VA) laws and regulations; assists in developing formal appeals of VA claims. ~~Attends local, state and national schools of instruction.~~
9. Coordinate, supervise, and represent all U.S. Board of Veteran Appeals hearings within the department. ~~May assist veterans who are addicted to drugs and/or alcohol in getting proper assistance.~~
10. Assists veterans and their dependents in applying for assistance from other community service agencies providing assistance for veterans and their dependents; maintains liaison with community partners to remain aware of community resources offered. ~~Assists veterans who have psychological problems in scheduling appointments for appropriate help.~~
11. Attends all required education (virtually and in-person) and training to obtain and maintain accreditation; stays abreast of changes within Federal, State and local laws and regulations; provides explanation and interpretation of laws and regulations for veterans and their dependents. ~~Conduct daily intake interviews with applicants for emergency grant assistance from the Michigan Veterans Trust Fund and the Soldiers and Sailors' Relief Fund.~~
12. ~~Issue purchase orders so emergencies are met by the Michigan Veterans Trust Fund and the Soldiers and Sailors' Relief Fund.~~
13. ~~Complete and verify applications and amounts, and determine eligibility with utility companies.~~
14. ~~When assigned, perform liaison duties and transport/assist veterans to VA Medical Centers for scheduled appointments and also pickup and sign for medications.~~
15. ~~Conduct daily intake interviews with applicants for emergency grant assistance from the Michigan Veterans Trust Fund and the Soldiers and Sailors' Relief Fund.~~
16. ~~Conduct daily intake interviews with applicants for emergency grant assistance from the Michigan Veterans Trust Fund and the Soldiers and Sailors' Relief Fund.~~
17. ~~Issue purchase orders so emergencies are met by the Michigan Veterans Trust Fund and the Soldiers and Sailors' Relief Fund.~~
18. ~~Complete and verify applications and amounts, and determine eligibility with utility companies.~~
19. ~~When assigned, perform liaison duties and transport/assist veterans to VA Medical Centers for scheduled appointments and also pickup and sign for medications.~~
20. ~~Performs related duties as required.~~

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.

Employment Qualifications:

Education: A Bachelor's degree in Sociology, Psychology, Business Administration or a related discipline. ~~Two years of college level course work in psychology, social work, counseling, or related area of social services required.~~

Experience: At least two years of full-time work experience in counseling with considerable experience as a Veterans Counselor and two years of experience in counseling veterans and others about veteran benefits, public assistance, employment, vocational programs, health care, personal counseling, or directly related field that includes supervisory or managerial experience. ~~related experience.~~

Other Requirements:

- Veteran of the U.S. Armed Forces (preferred) and have a discharged under honorable conditions.
- Membership in the Michigan Association of County Veterans Counselors; accreditation with the

National Association of County Veterans Service Officers (NACVSO) and any Congressionally Chartered Veterans Service Organization that is currently recognized by the U.S. Department of Veteran Affairs.

- Knowledge of laws, rules and regulations regarding veterans' benefits; veteran service organizations, their structure, programs and services.
- The ability to maintain and established effective relationships with clients, service organization representatives, professional contacts; prepare and process routine reports; operate computer systems and programs.
- Ability to understand medical and legal terminology and language; communicate under adverse conditions with distressed individuals; make decisions under adverse conditions in the accordance with department policies and procedures.
- Must possess a valid State of Michigan operator license and maintain this license throughout employment in this position.
- Due to the nature of this work hours are flexible, although normal office hours are from 8:00 a.m. through 4:30 p.m. However, an employee in this classification may be called upon to attend meetings and community events at locations throughout the county on a regular basis.

(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 exposed to communicable diseases.
3. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
4. This position is required to travel for meetings and appointments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in twisting, bending, stooping/crouching, kneeling, crawling, handling, and pinching.
- This position's physical requirements require regular stamina in traversing, climbing, balancing, lifting, carrying, pushing, pulling, reaching, and grasping.
- This position's physical requirements require continuous stamina in sitting, standing, walking, typing, and enduring repetitive movements of the wrists, hands or fingers.
- This position performs sedentary work requiring a negligible amount of effort 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.)

Must be a Notary Public.

~~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** (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 office conditions.~~

~~Exposure to individuals with various emotional, mental and physical problems.~~

~~Exposure to communicable diseases.~~

October, 1999

September 2022
MC

**INGHAM COUNTY
JOB DESCRIPTION**

TRANSPORTATION OFFICER

General Summary

Under the general supervision of the Veterans Affairs Director, responsible for coordinating and arranging transportation appropriate for eligible veterans to and from VA Medical Centers. Direct and assist patients to appointments to various clinics and hospitals. Acts as liaison for Ingham County Department of Veteran Affairs to VA Medical Centers staff and provides assistance to veterans at the facilities. ~~transporting veterans to and from VA Medical Centers. Directs patients to admitting rooms at various clinics and hospitals. Acts as liaison for Veterans Affairs Department to hospital staff and provides assistance to the veterans at the facilities.~~

Essential Functions

1. Operates a multi-passenger van ~~with wheelchair ramp~~ to transport veterans needing medical care to VA Medical Centers ~~in Ann Arbor and Detroit.~~
2. Coordinates scheduled pre-approved home pick-up for disabled veterans, transporting them to appropriate clinics, and assures their arrival at the scheduled time. Makes house calls to pick-up disabled veterans, transports them to appropriate clinic, and assures their arrival at the scheduled time. Assists veterans on to and off of vehicle, includes pushing wheelchair up the van ramp, and securing wheelchair in safety restraint system in van.
3. Serves as an advocate for veterans, directing patients to appointments at various clinics and hospitals, and handling various inquires such as appointments, rescheduling, prescriptions urgent care and other communications between veterans and VA Medical Centers. ~~admitting rooms at various clinics and hospitals, and handling various inquires such as fee base requests, appointment changes, incorrect prescriptions, problems with prescriptions and other communications between the veteran and the VA Medical Centers.~~
4. Prior to departure from VA Medical Centers, locates veterans by checking clinics or communicating between veterans and the VA Medical Centers. ~~with social workers, doctors and nurses.~~
5. Greets passengers and provides assistance with loading and unloading. ~~Maintains log of daily activities, including entering data on home pick-ups, miles traveled, and locations traveled to.~~
6. Operates the shuttle van in a safe and efficient manner and complies with all traffic and safety regulations. ~~Picks up and refills prescriptions and delivers to the homes of disabled veterans and veterans who are unable to come into office or travel to VA clinic.~~
7. Monitors vehicle's condition and records malfunctioning items or damage on appropriate forms. ~~Serves as liaison between Veterans Affairs Department and the VA Medical Center administrative staff in Ann Arbor and Detroit.~~
8. Conducts pre-post trip inspections of the shuttle buses at the beginning and end of shift to ensure sound operating conditions. ~~Makes occasional visits to disabled veterans home to examine equipment such as wheelchair and beds. May make minor adjustments to assure proper working order.~~
9. Monitors traffic and weather conditions and notifies the Director or supervisor of potential problems. ~~Maintains preventative maintenance records on van and arranges for routine maintenance, following agency policies and procedures. Inspects equipment and supplies such as tires, lights, brakes, gas, oil and water and reports any problems to the Veterans Affairs Director.~~
10. Reports accidents or other safety situations to the Director or supervisor.
11. Treats all veterans and their dependents in a courteous, friendly and professional manner.
12. Maintains log of daily activities, includes entering data on home pick-ups, miles traveled and locations traveled to and from.
13. Maintains preventive maintenance records on van and arranges for routine maintenance, following agency policies and procedures. Inspect equipment and supplies such as tires, lights, brakes, gas, oil and water reporting any problems to the Veteran Affairs Director.

14. Assist office personnel with routine clerical duties such as answering phones, filing, and assisting veterans and their dependents.

~~10. May assist office personnel with routine clerical duties such as filing and operating office machines.~~

Other Functions

1. None listed.

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 Diploma or its equivalent.

Experience: A minimum of one year experience in passenger transportation. ~~Some previous experience in transportation related job.~~

Other Requirements:

- Must possess a valid Driver's License for at least 5 years.
- Must have been licensed continuously for at least the past 2 years.
- Must possess a Michigan Driver's License with a Class B, C, or P endorsement, and an excellent driving record.
- Ability to operate a passenger van safely and efficiently.
- Ability to drive in all weather conditions when authorized.
- Ability to work flexible hours, evenings and weekends as directed.
- Possess positive and professional attitude with strong communication skills.
- Due to the nature of this work hours are flexible, although normal office hours are from 8:00 a.m. through 4:30 p.m. However, an employee in this classification may be called upon to attend meetings and community events at locations throughout the county on a regular basis.

~~*Must acquire and maintain a valid Michigan Chauffeur's License within thirty (30) days of hiring; and must possess and maintain an excellent driving record.~~

~~*CPR Certification required.~~

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 *[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]:*

- Speak to others to convey information effectively.
- Read, interpret and understand procedures, rules, technical information, instructions and manuals.
- Hear and understand information presented through spoken words and sentences.
- Specific vision requirement includes close vision, distance vision, color and depth perception.

- Use hands to operate a computer, handle materials and operate equipment
- Push or pull carts, reach with hands and arms forward, above and below shoulder level.
- Lift, move or carry objects, equipment and supplies weighing up to 35 pounds.
- Sit, bend, stoop, crouch, crawl and kneel in an ergonomically correct manner.
- Stand and walk, climb stairs.
- Physical ability to set up and clean up facilities for special events.
- The employee typically works in office conditions
- The noise level in the work environment is moderate with many interruptions.
- The position requires working with a very diverse cross-section of the public.
- Work outside in various weather and driving conditions
- Exposure to individuals with various emotional/mental issues
- Exposure to communicable diseases.
- Due to the nature of this work hours are flexible, although normal office hours are from 8:00 a.m. through 4:30 p.m. However, an employee in this classification may be called upon to attend meetings and community events at locations throughout the county on a regular basis.

~~Ability to support and/or assist veterans onto and from the vehicle.~~

~~Ability to push and/or pull clients in a wheelchair up or down a ramp to board or depart the vehicle.~~

~~Ability to sit for extended periods of time.~~

~~Working Conditions:~~

~~Works outside in various weather and driving conditions.~~

~~Exposure to individuals with various emotional/mental problems.~~

~~Exposure to communicable diseases.~~

September 1, 2022
1998 – UAW/D
Updated July 2018

INGHAM COUNTY JOB DESCRIPTION

~~VETERANS CLERK/TRUST FUND AGENT~~ ADMINISTRATIVE ASSISTANT

General Summary

Under the direction and supervision of the Director of the Ingham County Department of Veterans Affairs, the employee in this position is responsible for supporting office staff and performing administrative tasks. The employee in this position will provide a variety of administrative support services, including but not limited to, filing, scanning, answering phones, assists in coordinating and managing the administrative support function of the department. ~~serves as receptionist to the Veterans Affairs Office and provides support to the office by typing forms, reports, correspondence and other materials, entering data to the computer, maintaining activity and financial statistics, and databases, and performing related functions. Assists the Director in operating the Veterans Trust Fund by reviewing completed applications, scheduling cases before the Veterans' Trust Fund Committee, presenting the claim to the Committee, preparing and sending out the determination letter, and maintaining Trust Fund records.~~

Essential Functions

1. Uses a variety of software programs to provide administrative support including typing, data entry, proofreading, filing, copying, scanning, faxing, processing incoming mail, distributing reports for the Director's review and signature. ~~Receives, screens, and routes telephone calls, determines information that can be released, and determines matters needing the attention of a Service Officer, Vocational or Rehabilitation Counselor, Employment Associate, a Counselor from the Vet Counseling Center, or whether referral to another agency is appropriate. Explains departmental policies and procedures and the necessary documentation required.~~
2. Receives, screens, and routes telephone calls, determines information that can be released, and matters needing the attention of the Director and Counselors. Determines whether referrals to another agency is appropriate. Explains departmental policies and procedures and the necessary documentation required. ~~Assists walk-in clients by ascertaining needs, explaining departmental services and policies, initiating applications or other forms, or making referrals to an appropriate agency.~~
3. Assists walk-in clients by ascertaining needs, exploring departmental services and policies, initiate applications or other forms, or making referrals to appropriate agencies. ~~Provides secretarial support including maintaining office filing systems, scheduling meetings and appointments, assembling reports, and related tasks.~~
4. Provides secretarial support including maintaining office filing systems, scheduling meetings and appointments, assembling reports, and related tasks as directed. ~~Assists in organizing and maintaining veterans record systems. Processes various administrative records, enters data to computerized veteran's information system, and maintains office filing systems. Performs client screens on new clients, includes entering the name, social security number, and dates of service. Updates the data activity screen on each client's contact with the Veterans Affairs Office.~~
5. Processes various administrative records, enters and maintains veteran's confidential information in the departments computerized data programs. ~~Schedules van appointments for veterans being transported to medical centers, inputs data on travel pay, and records clinics used by veterans.~~
6. Prepares departmental supply requisitions and ensures proper inventory of all forms and supplies. Works with purchasing departments to develop specifications and purchase order for equipment, furniture, and other items. ~~Maintains and drafts required reports and documentation for the department.~~
7. Responds to trouble calls on equipment, troubleshoots equipment problems or prepares work orders for maintenance. Serves as liaison with maintenance staff and coordinates the repair of office and telephone equipment. Assists the Director in operating the Michigan Veterans Trust Fund to assist veterans and dependents with emergency needs for housing, food, utilities, prescriptions, transportation and other needs.

8. Reviews and processes time cards and enters data into the County payroll system, and handles all payroll matters and questions for the office. ~~Coordinates the application process for relief funds to veterans, including coding in veteran data to the computer and delivering the application to a Service Officer for completion and collection of supporting documentation.~~
9. Process outgoing courier mail, and assists in opening and sorting incoming postal mail. ~~Attends Veteran's Trust Fund Committee meetings and provides list of veterans seeking relief funds to Committee members. Presents the applications, providing a factual account of each claim. Records minutes of the meeting.~~
10. Assists with routine business travel arrangements to meet the specific needs of the department with hotels, flights, and car rental availability. Confirms reservations and makes itinerary changes as necessary or as directed. ~~Records Trust Fund Committee decisions on applications, prepares and mails notices of determination to veterans applying for assistance, includes notification on the approval or denial of claim and dollar amount of grant.~~
11. Assists the Director in operating the Michigan Veterans Trust Fund and Veteran Relief Fund by reviewing completed applications, scheduling cases before the Committee, presenting the claim to the Committee, preparing and sending out the determination letter, and maintaining Trust Fund records. .
12. Assists veteran and their dependents with emergency needs for housing, food, utilities, and other emergent needs in accordance with MCTF an VRF guidelines. ~~Maintains stock of veteran informational pamphlets and orders pamphlets from Veterans Affairs regional office when necessary.~~
13. Attends Veteran's Trust Fund Committee meetings, present applications providing a factual account of each request for emergency assistance. ~~Processes outgoing mail, and receives incoming postal and departmental mail, sorts and distributes.~~
14. Records Trust Fund Committee decision on applications, prepares and mails notices of determination to veteran and their dependents applying for assistance, includes notification on the approval or denial of the application and dollar amount granted.
15. Prepares vouchers of payment of Trust fun bills, enters information to records and maintains accounting ledger. Maintains Trust Fund records and submits required reports and documentation to the State. Prepares a monthly final report and submits to County Treasurer.

Other Functions

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.

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: Two years of college level ~~High school graduation or equivalent, with prefer some advanced~~ coursework in data processing, accounting, general office management and/or related areas. ~~word processing and bookkeeping.~~

Experience: A minimum of two years ~~one year~~ of experience is required. ~~in a secretarial/office administrative capacity including dealing with the public, PC computer applications, and word processing functions.~~

Other Requirements:

- Knowledge of laws, rules and regulations regarding veterans' benefits; veteran service organizations, their structure, programs and services.
- The ability to maintain and established effective relationships with clients, service organization representatives, professional contacts; prepares and process routine reports; operate computer systems and programs.
- Ability to understand medical terminology and language; communicate under adverse conditions with distressed individuals make decisions under adverse conditions in the accordance with department policies and procedures.

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 *[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]:*

- Speak to others to convey information effectively.
- Read, interpret and understand procedures, rules, technical information, instructions and manuals.
- Hear and understand information presented through spoken words and sentences.
- Specific vision requirement includes close vision, distance vision, color and depth perception.
- Use hands to operate a computer, handle materials and operate equipment
- Push or pull carts, reach with hands and arms forward, above and below shoulder level.
- Lift, move or carry objects, equipment and supplies weighing up to 35 pounds.
- Sit, bend, stoop, crouch, crawl and kneel in an ergonomically correct manner.
- Stand and walk, climb stairs.
- Physical ability to set up and clean up facilities for special events.
- The employee typically works in office conditions
- The noise level in the work environment is moderate with many interruptions.
- The position requires working with a very diverse cross-section of the public.
- Due to the nature of this work hours are flexible, although normal office hours are from 8:00 a.m. through 4:30 p.m. However, an employee in this classification may be called upon to attend meetings and community events at locations throughout the county on a regular basis.

~~Ability to access various files.~~

~~Ability to operate copying machine and other office equipment.~~

~~Ability to enter and access information to the computer.~~

~~Working Conditions:~~

~~Works in office conditions.~~

~~Exposure to individuals with various emotional/mental problems.~~

**1/11/99
September 2022**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE REORGANIZATION OF THE INGHAM COUNTY
DEPARTMENT OF VETERANS AFFAIRS**

WHEREAS, the demands and complex changes in federal and state veterans' laws require the roles and responsibilities of the Department of Veterans Affairs staff to change; and

WHEREAS, the positions in the Veterans Affairs Department have not been re-evaluated for more than fifteen years; and

WHEREAS, additional job responsibilities and clarification of existing duties that were not captured in the existing job descriptions for the Deputy Director, Veteran Benefits Counselor, Benefits Support Specialist, Administrative Assistant, and Transportation Officer resulted in reclassifications in higher grades; and

WHEREAS, the Veterans Affairs Department reorganization is proposed to consist of:

- Reclassify Veteran Benefits Counselor (MC5) to the Deputy Director at MC level 11 (\$76,813 to \$92,322)
- Reclassify Veterans Benefits Counselor (MC 5) positions to MC level 9 (\$65,106 to \$78,171)
- Reclassify Benefits Support Specialist (UAW E) positions to UAW I (\$49,311 to \$58,837)
- Reclassify Veterans Clerk Trust Fund Agent (UAW D) to the Administrative Assistant at UAW G (\$44,049 to \$52,531)
- Reclassify Transportation Officer (UAW D) position to UAW E (\$39,367 to \$46,972); and

WHEREAS, the Human Resources Department was consulted and the job descriptions for various positions were updated and reprinted; and

WHEREAS, the Veterans Affairs Department has complied with the County's Reorganization Policy; and

WHEREAS, this proposed reorganization is in keeping with the Board of Commissioners' Strategic Plan's long-term goal of attracting and retaining exceptional employees, and will not eliminate any positions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the proposed reorganization of the Ingham County Department of Veterans Affairs.

BE IT FURTHER RESOLVED, that this reorganization includes the following changes:

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
682003	Administrative Clerk	Move from UAW D to UAW G, update the current job description, and change the title to Administrative Assistant
682004	Transportation Officer	Move from UAW D to UAW E, update the current job description

682007 & 682009 Benefits Support Specialist Move from UAW E to UAW I, update the current job description

682005 & 682008 Benefits Counselor Move from MC 5 to MC 9, update the current job description

682006 Benefits Counselor Moved from MC 5 to MC 11, update the current job description,
and change the title to Deputy Director

The financial impact associated with the proposed reorganization is as follows:

Current Position	Current Max. Cost	Future Max. Cost	Difference
Administrative Clerk to Administrative Assistant	\$ 44,059	\$ 52,531	\$ 8,472
Transportation Officer	\$ 44,059	\$ 46,972	\$ 2,913
Benefits Specialist	\$ 46,972	\$ 58,837	\$ 11,865
Benefits Specialist-Grant	\$ 46,972	\$ 58,837	\$ 11,865
Benefits Counselor	\$ 56,159	\$ 78,191	\$ 22,032
Benefits Counselor-Grant	\$ 56,159	\$ 78,191	\$ 22,032
Benefits Counselor to Deputy Director	\$ 56,159	\$ 92,322	\$ 36,163

Total \$ 115,342

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

BE IT FURTHER RESOLVED, that each of the reclassifications made as a part of this reorganization above are effective the first full pay date following the date the reorganization request was submitted to the Human Resources Department.

Agenda Item 5

TO: Board of Commissioners County Services Committee
FROM: Tim Morgan, Parks Director
DATE: January 3, 2023
SUBJECT: Emergency Purchase
For the meeting agenda of 1/17/23 County Services

This memo is to inform you of an emergency purchase approved by the Controller's Office and Purchasing that was made prior to receiving approval from the County Services Committee.

The overhead unit heater at Burchfield Park's shop quit working on November 21, 2022. This is an essential item in order to prevent waterlines in the walls and ceiling from freezing. The quote received from North Winds Heating and Cooling, Inc. for the replacement of an overhead unit heater was \$3,953.39.

An Emergency Purchase Order under the Emergency Repair Purchasing Policy was necessary, and a Purchase Order has been issued to North Winds Heating and Cooling, Inc. for a total cost of \$3,953.39.

Funds for this purchase are available in the line item 228-62800-932000.

The Controller, Purchasing Director along with myself approved this purchase.

TO: Board of Commissioners County Services Committee
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: January 3, 2023
SUBJECT: Emergency Furnace Replacement at Potter Park Zoo
For the meeting agenda of January 17, 2023

BACKGROUND

On Sunday, December 18, 2022, the furnace in Building 6 at Potter Park Zoo, the Binturong building, failed to ignite. Upon inspection it was determined the unit was in need of major repairs and required replacement, resulting in it being taken out of service.

Due to cold temperatures the furnace replacement was an emergency purchase and was approved by the Purchasing Department and Controller's office. Myers Plumbing and Heating Inc. was able to secure a new unit and install it Monday, December 19, 2023.

ALTERNATIVES

The replacement could not be delayed as the animals in the building require temperatures to remain above 50 degrees Fahrenheit for their health and well-being and outside temperatures were 30 degrees Fahrenheit or lower.

FINANCIAL IMPACT

The final cost of the repair was \$3,985. Funds to cover the total cost were available in Zoo Budget line item #25869200 931000 30000.

Agenda Item 6b

TO: Board of Commissioners County Services Committee
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: January 3, 2023
SUBJECT: Emergency Heating Repair in Potter Park Zoo Feline Primate Building
For the meeting agenda of January 17, 2023

BACKGROUND

Upon responding to an after-hours no heat call in the Feline Primate House on Wednesday, December 28, 2023, it was discovered that each of the reheat coils in the four trunk lines, which provide heat to all primate and cat exhibits as well as the auditorium on the first floor, were completely plugged, blocking airflow and preventing the building from receiving heat.

Each of the four coils have two boiler lines including duct work that required major repairs above the ceiling with little space to work. In addition to removing and cleaning the four coils, inspection covers need to be added to correct a design flaw and allow for preventive maintenance to be performed in the future. Also reducing airflow were two coils in the air handlers which required cleaning to prevent future issues.

Due to cold temperatures, the heating repair was an emergency repair and was approved by the Purchasing Department and Controller's office. Myers Plumbing and Heating Inc. will be completing the repairs as soon as possible.

ALTERNATIVES

The heating repairs could not be delayed as the animals in the building require temperatures to remain above 50 degrees Fahrenheit for their health and well-being and outside temperatures were 30 degrees Fahrenheit or lower.

FINANCIAL IMPACT

A purchase order was issued in an amount not to exceed \$9,510. Funds to cover the total cost were available in Zoo Budget line item #25869200 931000 30000.

TO: Board of Commissioners County Services Committee
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: January 3, 2023
SUBJECT: Emergency Generator Repair at Potter Park Zoo
For the meeting agenda of January 17, 2023

BACKGROUND

During preparation for the predicted snow storm on December 22, 2023 it was determined that one of Potter Park Zoo's 60 kva portable generators had a failed radiator. This generator provides emergency backup power to the Reptile House during power outages. In the event of a power outage it is critical, for the well-being of the animals, that this generator remains operable. To err on the side of caution and safety, a generator was rented for the storm.

Due to the associated risk of not having emergency backup power available for critical animal holding buildings, this was an emergency repair and was approved by the Purchasing Department and Controller's office.

PM Technologies, the vendor that routinely services the generators, was able to get the parts and service the radiator the week of January 2, 2023.

ALTERNATIVES

The repairs could not be delayed as the animals in several buildings require temperatures to remain above 50 degrees Fahrenheit for their health and well-being and outside temperatures were 30 degrees Fahrenheit or lower.

FINANCIAL IMPACT

A purchase order was issued in an amount not to exceed \$3,920.36. Funds to cover the total cost were available in Zoo Budget line item #25869200 931000 30000.

Agenda Item 6d

TO: Board of Commissioners Human Services, County Services, and Finance Committees
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: January 03, 2023
SUBJECT: Constructing, Equipping and Financing a New Animal Health Facility at Potter Park Zoo
For the meeting agendas of January 17, 18, and 23, 2023

BACKGROUND

Potter Park Zoo is an accredited member of the Association of Zoos and Aquariums (AZA) and must meet standards established by the association. AZA standard 2.0.1 states, “The institution should adopt the Guidelines for Zoo and Aquarium Veterinary Medical Programs and Veterinary Hospitals, and the policies developed or supported by the American Association of Zoo Veterinarians (AAZV). As noted in Potter Park Zoo’s 2017 AZA accreditation inspection report, the zoo must replace the existing animal clinic with an animal health facility that meets the AAZV guidelines.

The Potter Park Zoological Society is a private, 501 (c)3 nonprofit, fundraising organization that raises funds to support the Potter Park Zoo. The Zoological Society started raising funds in the fall of 2021 to replace the existing 900 ft² animal care clinic with a new animal health facility for its more than 350 animal residents.

This resolution would authorize the Ingham County Building Authority to proceed with constructing, equipping, and financing a new animal health facility at Potter Park Zoo.

ALTERNATIVES

This follows the customary practice of using the Ingham County Building Authority for this type of significant building project.

FINANCIAL IMPACT

The projected cost of construction, equipment, and financing, plus fees, is not to exceed \$6,000,000 for this new animal health facility. The Potter Park Zoological Society has raised \$4,350,000 for this project and will continue to raise all funds necessary to complete the new animal health facility.

OTHER CONSIDERATIONS

It should also be noted that this resolution would authorize the Ingham County Building Authority to engage an owner’s representative for this project. An owner's representative is a third-party company hired by the owner and acts as an extension of staff managing the day-to-day operations of a project. The owner's representative will work with all project team members, tracking issues, and facilitating and expediting solutions. Because this is such a large project and the first of its size at Potter Park Zoo in over twenty years, having an owner’s representative will be vital to the success of the project.

RECOMMENDATION

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PROCEED WITH PLANS FOR CONSTRUCTING, EQUIPPING, AND FINANCING A NEW ANIMAL HEALTH FACILITY AT POTTER PARK ZOO

WHEREAS, the Potter Park Zoo is an accredited member of the Association of Zoos and Aquariums (AZA) and must meet standards established by the association including constructing a new animal health facility that meets American Association of Zoo Veterinarians guidelines; and

WHEREAS, the Potter Park Zoological Society is a private, 501 (c)3 nonprofit, fundraising organization that raises funds to support the Potter Park Zoo; and

WHEREAS, the Potter Park Zoological Society has raised \$4,350,000 and will continue to raise any additional funds necessary to complete the new animal health facility.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Building Authority to proceed with the constructing, equipping, and financing of a new animal health facility to replace the existing facility.

BE IT FURTHER RESOLVED, that the projected cost of the construction, equipment, and financing is not to exceed a total project cost of \$6,000,000.

BE IT FURTHER RESOLVED, that due to the size and complexity of the facility, the Ingham County Building Authority is authorized to engage an owner's representative for this project.

BE IT FURTHER RESOLVED, that any and all costs incurred by the County and the Ingham County Building Authority with respect to this project shall be reimbursed by the Potter Park Zoological Society.

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 Board Chairperson is authorized to sign any necessary documents consistent with this resolution after approval as to form by the County Attorney.

Agenda Item 7a

TO: Board of Commissioners County Services Committee
FROM: Heidi Williams, Director, Ingham County Animal Control & Shelter
DATE: January 5, 2023
SUBJECT: Request to hire Dr. Rebecca LaDronka, DVM at pay grade MC 13 Step 5

Recruitment of a Veterinarian has recently concluded with the selection of Dr. Rebecca LaDronka to fill the vacant position. Dr. LaDronka has almost 10 years combined veterinarian experience caring for large and small animals. In addition to this, Dr. LaDronka has volunteered her services to Ingham County Animal Control and Shelter to conduct several dog vaccine clinics.

Dr. LaDronka has requested consideration for placement at the top step of the applicable Managerial and Confidential salary scale. With the support of Human Resources and in recognition of her extensive experience, I am requesting the County Services Committee to approve the hiring of Dr. Rebecca LaDronka at pay grade MC 13, step 5 (\$106,038.86) of the Managerial and Confidential employee salary schedule.

Agenda Item 7b

TO: Board of Commissioners Law & Courts, County Services, and Finance Committees
FROM: Heidi Williams, Director, Ingham County Animal Control & Shelter
DATE: January 3, 2023
SUBJECT: Resolution to accept a donation from the Ingham County Animal Shelter Fund for the purpose of providing employment bonus pay to newly hired shelter veterinarians. For the meeting agenda of January 12, January 17 and January 18, 2023

BACKGROUND

Ingham County Animal Control and Shelter (ICACS) is seeking to hire two qualified veterinarian positions for the purpose of continuing and expanding services to the community. Currently, the American Veterinarian Medical Association estimates that there are 18 open positions for every qualified veterinarian seeking employment.

Due to the competitive nature of the labor market, the Ingham County Animal Shelter Fund (ICASF) has agreed to donate \$100,000 for the purpose of hiring and retaining qualified veterinarian candidates. This donation will allow ICACS to provide an employment bonus to newly hired veterinarians. The hiring bonus will be paid as follows:

\$10,000 to be paid to the newly hired veterinarian after they complete their first 90 days of employment with the County. An additional \$10,000 will be paid on each subsequent employment anniversary date until a total of \$50,000 has been paid to the employee.

ALTERNATIVES

ICACS will attempt to recruit qualified veterinarian candidates without offering the donated funds as an employment bonus.

FINANCIAL IMPACT

The employment bonus will be paid for using funds donated by ICASF and will not impact existing or future ICACS budgets.

RECOMMENDATION

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT A DONATION FROM THE INGHAM COUNTY
ANIMAL SHELTER FUND FOR THE PURPOSES OF PROVIDING EMPLOYMENT BONUS PAY
TO NEW SHELTER VETERINARIANS**

WHEREAS, the Ingham County Animal Shelter Fund (ICASF) has been in existence since 2012 and raises money to help pay for food, shelter, and medical care for animals at Ingham County Animal Control and Shelter (ICACS); and

WHEREAS, ICACS has one current veterinarian position vacancy and seeks to provide competitive compensation to hire and retain qualified veterinarian candidates; and

WHEREAS, ICASF has agreed to provide a \$100,000 donation for the purposes of providing a maximum \$50,000 employment bonus for any vacant veterinarian position at ICACS; and

WHEREAS, a payment of \$10,000 will be made to any newly hired veterinarian after completing 90 days of employment with the County; and

WHEREAS, a \$10,000 payment will be made to the veterinarian on their employment anniversary date until a total of \$50,000 has been paid to that employee; and

WHEREAS, this one-time donation of \$100,000 will be used solely for the purpose outlined above.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the acceptance of this donation in the amount of \$100,000 from the ICASF for the purposes of providing hiring and retention bonuses to newly hired ICACS veterinarians.

BE IT FURTHER RESOLVED, that a payment of \$10,000 will be made to any newly hired veterinarian after completing 90 days of employment with the County.

BE IT FURTHER RESOLVED, that a \$10,000 payment will be made to the veterinarian on their employment anniversary date until a total of \$50,000 has been paid to that employee.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget adjustment as authorized by this resolution.

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

Agenda Item 8

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: January 3, 2023

RE: Resolution to Authorize an Agreement with Wolverine for Engineering Services for Parking Lot Replacement at the Hilliard Building, Ingham County Family Center and Veterans Memorial Courthouse/Grady Porter Building

For the meeting agendas of: January 17 & 18

BACKGROUND

The parking lots at the Hilliard Building, Ingham County Family Center, and Veterans Memorial Courthouse/Grady Porter Building are in disrepair and have reached their functional lifespan. The large potholes and chunks of asphalt have broken away causing puddling, improper drainage and safety concerns. Patching and repair work has been performed, however, it has reached the failing point. There is broken and settling concrete at all three locations that is in need of replacement for safety and proper drainage.

Wolverine Engineers & Surveyors, Inc., who is on the MiDeals and therefore does not require 3 quotes per the Ingham County Purchasing Policy, submitted a quote of \$66,750 for engineering services which includes preliminary design and construction specification services for all three locations.

ALTERNATIVES

The alternative would be to not to go forward with replacing the asphalt and concrete risking the safety of Ingham County residents and staff.

FINANCIAL IMPACT

Funds are available in the approved CIP's.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
245-26410-976000-22F12	\$175,000	\$175,000	\$21,000	\$154,000
Public Imp. Fund				
245-66400-976000-22F19	\$330,000	\$330,000	\$27,750	\$302,250
Juv. Justice Mileage				
TBT – Hilliard Asphalt	\$150,000	\$150,000	\$18,000	\$132,000
Public Imp. Fund				

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Wolverine Engineers & Surveyors Inc. for the engineering services for the parking lots at the Hilliard Building, Ingham County Family Center, and Veterans Memorial Courthouse/Grady Porter Building.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH WOLVERINE ENGINEERS & SURVEYORS INC. FOR ENGINEERING SERVICES FOR PARKING LOT REPLACEMENT AT THE HILLIARD BUILDING, INGHAM COUNTY FAMILY CENTER, AND VETERANS MEMORIAL COURTHOUSE/GRADY PORTER BUILDING

WHEREAS, the parking lots at the Hilliard Building, Ingham County Family Center, and Veterans Memorial Courthouse/Grady Porter Building are in disrepair and have reached their functional lifespan; and

WHEREAS, the large potholes and chunks of asphalt have broken away causing puddling, improper drainage, and safety concerns; and

WHEREAS, there is broken and settling concrete at all three locations that is in need of replacement for safety and proper drainage; and

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

WHEREAS, Wolverine Engineers & Surveyors Inc., is on the MiDeals contract; and

WHEREAS, the Facilities Department recommends an agreement with Wolverine Engineers & Surveyors Inc., who submitted a proposal of \$66,750 for engineering services, for services at the Hilliard Building, Ingham County Family Center, and Veterans Memorial Courthouse/Grady Porter Building; and

WHEREAS, funds are available in the approved 2022 CIP Public Improvements Fund line item #245-26410-976000-22F12 for Veterans Memorial Courthouse/Grady Porter Building, which has a balance of \$175,000; and

WHEREAS, funds are available in the approved 2022 CIP Juvenile Justice Millage line item #245-66400-976000-22F19 for the Ingham County Family Center, which has a balance of \$330,000; and

WHEREAS, funds are available in the approved 2023 CIP Public Improvements Fund for the Hilliard Building, which has a balance of \$150,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Wolverine Engineers & Surveyors Inc., 312 North Street, Mason, Michigan 48854, for engineering services for parking lot replacement at the Hilliard Building, Ingham County Family Center, and Veterans Memorial Courthouse/Grady Porter Building for an amount not to exceed \$66,750.

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 Committee and Finance Committee

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: January 3, 2023

RE: Proposed Resolution to Authorize an Engineering Services Contract for the 2023-2024 Bridge Inspection Program

For the meeting agendas of January 17, 18 and 24

BACKGROUND

The Ingham County Road Department (ICRD) is required by federal law to inspect bridges under their jurisdiction and to submit results to the Michigan Department of Transportation (MDOT). MDOT provides statewide bridge inspection data to the Federal Highway Administration (FHWA), which aids the federal government in making decisions about transportation funding levels.

Bridge inspections are a rigorous exercise that must follow National Bridge Inspection Standards. The ICRD does not have the staff or expertise to perform bridge inspections, so we must rely on engineering consultants to perform the work on our behalf. To aid the Road Department’s bridge inspection needs, the Purchasing Department solicited proposals (RFP #240-22) from MDOT prequalified and experienced engineering firms to provide bridge inspection services for 2023-2024. Per the provided Memo of Performance, the Purchasing Department received three (3) proposals for RFP #240-22. ICRD staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed fees, and overall value to the county. Based on this review, the Ingham County Road Department recommends awarding the contract to Spicer Group.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The base fee proposal for Spicer Group is \$24,151.25 to perform eighty planned routine bridge inspections, one fracture critical bridge inspection, and sixty-nine stream cross sections over the two-year contract term. Due to the nature of bridge deterioration, occasionally a bridge may require additional in-depth inspections and/or a load analysis, so the consultants were required to provide unit prices for these additional as-needed services. The Road Department is requesting a 20% contingency be added to the contract to accommodate these additional services, if needed. Therefore, the total contract amount requested for Spicer Group is \$30,000 to include a 20% as-needed contingency. The cost for the bridge inspection services are included in the annual Road Fund Budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I respectfully recommend the Board of Commissioners adopt the attached resolution and accept the proposal from Spicer Group.

TO: Kelly Jones, Managing Director of Road Department
FROM: James Hudgins, Director of Purchasing
DATE: December 16, 2022
RE: Memorandum of Performance for RFP No. 240-22: 2023 and 2024 Bridge Inspection Program for the Ingham County Road Department

Per your request, the Purchasing Department sought proposals from Michigan Department of Transportation (MDOT) prequalified and experienced engineering firms for the purpose of entering into a contract to provide professional engineering services for the 2023 and 2024 Bridge Inspection Program, with a possible 2-year contract extension for 2025-2026.

The scope of work includes, but is not limited to, the inspections of bridges as set forth in the RFP, as well as any supplemental inspections deemed necessary by the Road Department within the confines of Ingham County. The biennial inspections are to be completed and submitted to MDOT on or before the prescribed anniversary of the bridge’s previous inspection. The annual inspection report deliverable to the Road Department is due on or before December 31 of each year in the contract, unless otherwise approved.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	46	10
Vendors responding	3	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 or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Total Inspection Amount
Spicer Group Inc.	Yes, East Lansing MI	\$21,411.00 *See note in packet
Great Lakes Engineering Group	Yes, Lansing MI	\$23,310.00
ROWE Professional Services Company	No, Flint MI	\$31,355.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN ENGINEERING SERVICES CONTRACT FOR
THE 2023-2024 BRIDGE INSPECTION PROGRAM**

WHEREAS, the Road Department is required by federal law to inspect bridges under their jurisdiction and to submit results to the Michigan Department of Transportation; and

WHEREAS, bridge inspection data is incorporated into a report that is submitted to the Federal Highway Administration, which ultimately is used to guide decisions about federal transportation funding levels and program requirements; and

WHEREAS, the Road Department does not have the staff or expertise to perform bridge inspections to meet National Bridge Inspection Standards; and

WHEREAS, the Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced engineering firms to provide bridge inspection services for 2023-2024; and

WHEREAS, Road Department staff reviewed the proposals for adherence to County purchasing requirements, experience, expertise, proposed fees, and overall value to the County; and

WHEREAS, the costs for the bridge inspection program are included in the annual Road Fund Budget; and

WHEREAS, the County, on behalf of the Road Department, will enter into an agreement with the selected consultant, which ensures requirements and responsibilities are defined; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize an engineering services contract with Spicer Group to provide bridge inspection services for 2022-2023; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize a contingency for additional as-needed services based on actual bridge conditions at the time of inspection.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an engineering services contract with Spicer Group located at 1595 W. Lake Lansing Rd, Suite 200, East Lansing, MI 48823 for the 2023-2024 Bridge Inspection Program, for the not to exceed fee of \$30,000, which includes the requested contingency.

BE IT FURTHER RESOLVED, 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: January 3, 2023

RE: Proposed Resolution to Authorize an Engineering Services Contract for As-Needed Signal Modeling and Timing Permit Services for 2023-2024

For the meeting agendas of January 17, 18, and 24

BACKGROUND

The Purchasing Department solicited proposals (RFP #241-22) from the Michigan Department of Transportation prequalified and experienced engineering firms to provide signal modeling services on an as-needed basis throughout 2023 and 2024. In general, the scope of work for the consultant contract includes miscellaneous signal modeling, corridor signal optimization, intersection improvement recommendations, and preparation of signal timing permits for projects under the jurisdiction of the Ingham County Road Department (ICRD).

Per the provided Memo of Performance, the Purchasing Department received seven (7) proposals for RFP #241-22. ICRD staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed labor rates and overall value to the county. Based on the review of the proposals and the anticipated engineering needs over the next two years, the ICRD recommends that three of the seven respondents be retained to provide the requested services. When retaining consultant services for a specific project, the ICRD will strive to retain the most cost-effective consultant who is able to provide the experience and expertise necessary for the specific project under contract. The ICRD recommends that the following respondents be retained to provide the requested as-needed signal modeling and timing permit services for 2023 and 2022:

DLZ Michigan, Inc., 1425 Keystone Ave, Lansing, MI 48911
RS Engineering, LLC, 6709 Centurion Drive, Suite 300, Lansing, MI 48917
Traffic Analysis & Design, Inc., 2419 Kinglet Ct, Lansing, MI 48911

ALTERNATIVES

N/A

FINANCIAL IMPACT

The cost for the signal modeling services are included in the Road Fund Budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I respectfully recommend the Board of Commissioners adopt the attached resolution and accept the proposals from all three selected consultants for the 2023-2024 as-needed contract.

Agenda Item 9b

TO: Kelly Jones, Managing Director of Road Department
FROM: James Hudgins, Director of Purchasing
DATE: December 16, 2022
RE: Memorandum of Performance for RFP No. 241-22:
2023-2024 Signal Modeling & Timing Permit Consulting Services

Per your request, the Purchasing Department sought proposals from Michigan Department of Transportation (MDOT) prequalified and experienced engineering firms for the purpose of entering into a contract to provide professional engineering services for years 2023 through 2024, with a possible 2-year contract extension for years 2025-2026.

The scope of work includes, but is not limited to, the required MDOT prequalified classifications: Design - Traffic: Signal, Design - Traffic: Signal Operations, and Design - Traffic: Signal Operations – Complex. The intent is to improve intersection operation, replace the existing signal equipment, and optimize the level of service (LOS) at various intersections within Ingham County.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	37	10
Vendors responding	7	4

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Range of Costs / Rate per Hour See Packet
TADI	Yes, Lansing MI	\$59.40 to \$145.20
HUBBELL, ROTH & CLARK INC.	Yes, Holt MI	\$57.00 to \$199.00
BERGMANN	No, Lansing MI (Eaton County)	\$100.00 to \$200.00
RS ENGINEERING LLC	No, Lansing MI (Eaton County)	\$113.40 to \$224.20
ROWE PROFESSIONAL SERVICES CO.	No, Flint MI	\$65.00 to \$225.00
DLZ	Yes, Lansing MI	\$95.00 to \$229.00
FISHBECK	Yes, Lansing MI	\$80.00 to \$257.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN ENGINEERING SERVICES CONTRACT FOR AS-NEEDED SIGNAL MODELING AND TIMING PERMIT SERVICES FOR 2023-2024

WHEREAS, the Ingham County Purchasing Department (ICRD) solicited proposals from Michigan Department of Transportation prequalified and experienced engineering firms to provide signal modeling and timing permit services on an as-needed basis throughout 2023 and 2024, receiving seven proposals; and

WHEREAS, 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 cost for the as-needed signal modeling and timing permit services are included in the 2023 Road Fund Budget; and

WHEREAS, when retaining consultant services for a specific project, the ICRD will strive to retain the most cost-effective consultant able to provide the experience and expertise necessary for the specific project under contract; and

WHEREAS, the County, on behalf of the Road Department, will enter into an agreement with the selected consultants, which ensures requirements and responsibilities are defined; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize an engineering services contract with the following consultants to provide the requested as-needed signal modeling and timing permit services for 2023-2024:

DLZ Michigan, Inc., 1425 Keystone Ave, Lansing, MI 48911
RS Engineering, LLC, 6709 Centurion Drive, Suite 300, Lansing, MI 48917
Traffic Analysis & Design, Inc., 2419 Kinglet Ct, Lansing, MI 48911

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an engineering services contract with DLZ Michigan, Inc. located at 1425 Keystone Ave, Lansing, MI 48911; RS Engineering, LLC located at 6709 Centurion Drive, Suite 300, Lansing, MI 48917; and Traffic Analysis & Design, Inc. located at 2419 Kinglet Ct, Lansing, MI 48911 to provide the 2023-2024 as-needed signal modeling and timing permit services at fees not to exceed those stated in their respective proposals.

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: January 3, 2023

SUBJECT: Proposed Resolution to Enter into an Agreement with the Michigan Department of Transportation for Construction Engineering Services on the Meridian Road and Grand River Avenue (M-43) Project

For the Meeting Agendas of January 17, 18 and 24

BACKGROUND

The Ingham County Road Department (ICRD) has received federal Highway Safety Improvement Program (HSIP) funding for the north segment of Meridian Road at Grand River Avenue (M-43) in Section 25 of Meridian Township. The scope of work includes hot mix asphalt intersection widening, concrete curb and gutter, earthwork, tree removal, storm sewer and pavement markings. The ICRD has coordinated this project with the Michigan Department of Transportation (MDOT) project which will install a traffic signal at this location. Both projects have been designed pursuant to applicable federal, state and local design specifications. MDOT Agreement #22-5492 was approved and executed according to Resolution #22-554, which defined the Road Department’s responsibilities and obligations for the funding.

However, as this is a joint project between the two agencies, the responsible party’s role for administering the construction engineering services for the project needs to be defined. Per MDOT Contract 22-5525, MDOT will reimburse the Road Department for expenses related to the MDOT portion of the project.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department will be reimbursed by MDOT for construction engineering services related to their portion of the project. MDOT has budgeted \$41,300 towards this project, which equates to 15% of their portion of the overall construction cost. The remainder of the construction engineering costs will be the responsibility of the Road Department, which has been included in the 2023 Road Fund Budget.

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to enter into an agreement with MDOT as described in Contract 22-5525.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION FOR CONSTRUCTION ENGINEERING SERVICES ON THE MERIDIAN ROAD AND GRAND RIVER AVENUE (M-43) PROJECT

WHEREAS, the Road Department received federal Highway Safety Improvement Program (HSIP) funding for the north segment of Meridian Road at Grand River Avenue (M-43) in Section 25 of Meridian Township; and

WHEREAS, the Road Department coordinated this intersection widening project with a Michigan Department of Transportation (MDOT) project which will install a traffic signal at the same intersection; and

WHEREAS, the MDOT Contract #22-5492 was authorized and executed according to Resolution #22-554, which defined roles and responsibilities associated with the project funding; and

WHEREAS, MDOT has requested the Road Department to perform the construction engineering services on their behalf for the joint project, in which the Road Department will be reimbursed for the work performed on MDOT's portion of the project as detailed in MDOT Contract #22-5525; and

WHEREAS, the construction engineering costs for the Road Department's portion of the project have been included in the 2023 Road Fund Budget; and

WHEREAS, the County, on behalf of the Road Department, must enter into an agreement with MDOT as detailed in MDOT Contract #22-5525.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Contract #22-5525 with the Michigan Department of Transportation to perform construction engineering services for the joint project with the Road Department at the intersection of Meridian Road and Grand River Avenue (M-43) in Section 25 of Meridian Township, for which the Road Department will be reimbursed for the construction engineering work performed on MDOT's portion of the project, anticipated to be approximately \$41,300.

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 9d

TO: County Services and Finance Committees

FROM: Andrew Dunn, Director of Operations ICRD

DATE: December 23, 2022

SUBJECT: Proposed Resolution Authorizing a Contract for Bulk Fuel Delivery for the Ingham County Road Department

For the agendas January 17 and 18

BACKGROUND

The purpose of this memorandum is to request the approval to purchase bulk fuels including unleaded gasoline and diesel fuel that will be supplied and delivered to Road Department district garages on an as-needed basis. The contract will be effective for one year. The Road Department annually purchases approximately 180,000 gallons of fuel for maintenance and construction operations.

Bids were sought per Invitation to Bid (ITB) #227-22 from experienced and qualified vendors for the purpose of delivering fuel to the Road Department district garages for a period of one year. The bids were received and evaluated by the Purchasing Department as detailed in the attached Memo of Performance. The Purchasing Department and the Road Department are in concurrence to award the contract to the lowest, most complete and qualified bidder, Avery Oil & Propane.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department budget includes sufficient funds to cover the cost of this contract.

OTHER CONSIDERATIONS

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

RECOMMENDATION

I recommend that the approval of the attached resolution to authorize a contract with Avery Oil & Propane for the purchase of bulk for the Ingham County Road Department.

Agenda Item 9d

TO: Andrew Dunn, Director of Operations, Ingham County Road Department
FROM: James Hudgins, Director of Purchasing
DATE: December 12, 2022
RE: Memorandum of Performance for IFB No. 227-22 Bulk Fuel Delivery for the Ingham County Road Department

Per your request, the Purchasing Department sought bids from experienced and qualified vendors for the purpose of entering into a contract to provide bulk fuels including unleaded gasoline and diesel fuels to the Ingham County Road Department’s Western, Eastern and Metro garages on as as-needed basis. The Contractor, upon request, will also take quarterly samples of Ingham County Road Department stored gasoline and diesel fuel for analysis and reporting for all locations.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	16	6
Vendors responding	3	1

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 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 or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Regular Octane Unleaded Gasoline (Min. 87 Octane) <i>Estimated Annual Qty: 60,000 Gallons</i>	Premium #2 Treated Ultra Low Sulfur Diesel Fuel <i>Estimated Annual Qty: 120,000 Gallons</i>	Quarterly Fuel Testing
		Differential Price/Gallon	Differential Price/Gallon	Cost Per Service
RKA Petroleum	No, Romulus MI	\$0.0754	\$0.0964	\$400.00
		<u>Notes:</u> None		
Avery Oil & Propane Inc.	Yes, Mason MI	\$0.12	\$0.12	\$50.00
		<u>Notes:</u> The differential above contains costs that suppliers invoice as a separate line item of approximately .013, and other costs that are incurred but not on the invoice from suppliers such as freight and the cost to treat the diesel fuel.		
Corrigan Oil Co.	No, Brighton MI	\$0.885 OPLA*	\$0.885 OPLA*	Depends on test requirements
		<u>Notes:</u> There is a \$9.95 Environmental fee per delivery Minimum per delivery 3000 gallons total *There is an additional \$0.02 added on in the winter months for winter mix.		

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT FOR BULK FUEL DELIVERY

WHEREAS, the Road Department annually purchases approximately 180,000 gallons of fuel for use during maintenance and construction operations; and

WHEREAS, the Purchasing Department recently released bid packet #227-22 and received competitive bid proposals for the delivery of bulk fuels including unleaded gasoline and diesel; and

WHEREAS, bids for the delivery of fuel were solicited and evaluated by the Purchasing Department, and it is their recommendation, together with the concurrence of the Road Department staff, to award this contract to the lowest, most complete, qualified bidder and purchase fuel on an as-needed, unit price basis from Avery Oil & Propane; and

WHEREAS, the Road Department budget includes sufficient funds for this contract.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bid and authorizes a contract with Avery Oil & Propane, located at 402 North St, Mason Michigan 48854 for the purchase of unleaded gasoline and diesel fuel on an as-needed, unit price basis for a period of one year at the rates detailed in their proposal response to ITB #227-22.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute purchase orders with Avery Oil & Propane to purchase unleaded gasoline and diesel fuel 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 contract documents on behalf of the County after approval as to form by the County Attorney.

TO: County Services and Finance Committees

FROM: Andrew Dunn, Director of Operations ICRD

DATE: December 23, 2022

SUBJECT: Proposed Resolution Authorizing Contracts for the purchase of furnishing and delivering 34CS Slag, CS-T Trap Rock, 29A Crushed Natural, 29A Crushed Limestone, 3/8 x #4 Crushed Limestone, H1 Limestone & Ohio #9 Aggregates for the Ingham County Road Department.

For the agendas on January 17 and 18

BACKGROUND

The purpose of this memorandum is to request approval to purchase 34CS Slag, CS-T Trap Rock, 29A Crushed Limestone, 3/8 x #4 Crushed Limestone, H1 Limestone & Ohio #9 Aggregates from Yellow Rose Transport and 29A Crushed Natural Aggregate from Aggregate Industries.

Bids for various stone were solicited and evaluated by the Ingham County Purchasing Department for Invitation to Bid (ITB) #225-22 as shown per the Memorandum of Performance. Yellow Rose Transport has the lowest bids for 34CS Slag, CS-T Trap Rock, 29A Crushed Limestone, 3/8 x #4 Crushed Limestone, H1 Limestone & Ohio #9. Aggregate Industries has the lowest bid for 29A Crushed Natural Aggregate. Materials will be purchased on an as needed, unit price basis for a one-year period.

ALTERNATIVES

N/A

FINANCIAL IMPACT

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

OTHER CONSIDERATIONS

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

RECOMMENDATION

I recommend that the Committees approve the attached resolution to authorize a contract with Yellow Rose Transport for 34CS Slag, CS-T Trap Rock, 29A Crushed Limestone, 3/8 x #4 Crushed Limestone, H1 Limestone & Ohio #9 Aggregates and with Aggregate Industries for 29A Crushed Natural Aggregate.

Agenda Item 9e

TO: Andrew Dunn, Director of Operations, Ingham County Road Department

FROM: James Hudgins, Director of Purchasing

DATE: November 15, 2022

RE: Memorandum of Performance for IFB No. 225-22: 34CS Slag, CS-T Trap Rock, 29A Crushed Natural, 29A Crushed Limestone, 3/8 x #4 Crushed Limestone, H1 Limestone & Ohio #9 Aggregates

Per your request, the Purchasing Department sought bids for the purchase of furnishing and delivering 34CS Slag, CS-T Trap Rock, 29A Crushed Natural, 29A Crushed Limestone, 3/8 x #4 Crushed Limestone, H1 Limestone & Ohio #9 Aggregates for 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	35	8
Vendors responding	2	0

A summary of the vendors' costs is on the following page.

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 or by phone at 676-7309

SUMMARY OF VENDORS' COSTS

Vendor	Yellow Rose Transport			Vendor	Aggregate Industries (Meyer Material Co.)		
Local Preference	No, Nunica MI			Local Preference	No, Dundee Michigan		
Aggregate Description	Delivery location	Unit	Unit Price	Aggregate Description	Delivery location	Unit	Unit Price
34CS Slag	Western Garage - Mason	Ton	\$48.00	34CS Slag	Western Garage - Mason	Ton	No Bid
	Metro Garage - Lansing	Ton	\$48.00		Metro Garage - Lansing	Ton	No Bid
	Eastern Garage - Williamston	Ton	\$49.95		Eastern Garage - Williamston	Ton	No Bid
CS-T Trap Rock	Western Garage - Mason	Ton	\$61.50	CS-T Trap Rock	Western Garage - Mason	Ton	No Bid
	Metro Garage - Lansing	Ton	\$61.50		Metro Garage - Lansing	Ton	No Bid
	Eastern Garage - Williamston	Ton	\$63.50		Eastern Garage - Williamston	Ton	No Bid
29A Crushed Natural Aggregate	Western Garage - Mason	Ton	\$46.50	29A Crushed Natural Aggregate	Western Garage - Mason	Ton	\$32.65
	Metro Garage - Lansing	Ton	\$46.50		Metro Garage - Lansing	Ton	\$32.65
	Eastern Garage - Williamston	Ton	\$48.50		Eastern Garage - Williamston	Ton	\$32.65
29A Crushed Limestone	Western Garage - Mason	Ton	\$38.50	29A Crushed Limestone	Western Garage - Mason	Ton	No Bid
	Metro Garage - Lansing	Ton	\$38.50		Metro Garage - Lansing	Ton	No Bid
	Eastern Garage - Williamston	Ton	\$40.50		Eastern Garage - Williamston	Ton	No Bid
3/8 x #4 Crushed Limestone	Western Garage - Mason	Ton	\$38.50	3/8 x #4 Crushed Limestone	Western Garage - Mason	Ton	No Bid
	Metro Garage - Lansing	Ton	\$38.50		Metro Garage - Lansing	Ton	No Bid
	Eastern Garage - Williamston	Ton	\$40.50		Eastern Garage - Williamston	Ton	No Bid
H1 Limestone	Western Garage - Mason	Ton	\$38.50	H1 Limestone	Western Garage - Mason	Ton	No Bid
	Metro Garage - Lansing	Ton	\$38.50		Metro Garage - Lansing	Ton	No Bid
	Eastern Garage - Williamston	Ton	\$40.00		Eastern Garage - Williamston	Ton	No Bid
Ohio #9 Aggregate	Western Garage - Mason	Ton	\$38.50	Ohio #9 Aggregate	Western Garage - Mason	Ton	No Bid
	Metro Garage - Lansing	Ton	\$38.50		Metro Garage - Lansing	Ton	No Bid
	Eastern Garage - Williamston	Ton	\$40.00		Eastern Garage - Williamston	Ton	No Bid

Recorder: Julie Buckmaster

Witness: James Hudgins

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE CONTRACTS FOR
THE PURCHASE OF FURNISHING AND DELIVERING 34CS SLAG, CS-T TRAP ROCK,
29A CRUSHED NATURAL, 29A CRUSHED LIMESTONE, 3/8 x #4 CRUSHED LIMESTONE,
H1 LIMESTONE & OHIO #9 AGGREGATES**

WHEREAS, the Road Department annually purchases approximately 10,000 tons of various aggregates for road maintenance and construction operations; and

WHEREAS, the Purchasing Department recently released Invitation to Bid (ITB) #225-22 and received competitive bid proposals for furnishing and delivering 34CS Slag, CS-T Trap Rock, 29A Natural, 29A Crushed Limestone, 3/8 x #4 Crushed Limestone, H1 Limestone, and Ohio #9 Aggregates for a period of one (1) year; and

WHEREAS, bids for 34CS Slag, CS-T Trap Rock, 29A Natural, 29A Crushed Limestone, 3/8 x #4 Crushed Limestone, H1 Limestone, and Ohio #9 Aggregates were solicited and evaluated by the Purchasing Department, and it is their recommendation, together with the concurrence of Road Department staff, to award the contract to the lowest qualified bidder, Yellow Rose Transport, for furnishing 34CS Slag, CS-T Trap Rock, 29A Crushed Limestone, 3/8 x #4 Crushed Limestone, H1 Limestone, and Ohio #9 Aggregates, and to Aggregate Industries for furnishing 29A Natural Aggregate; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bid and authorizes entering into a contract with Yellow Rose Transport, Inc located at 3531 Busch Dr SW, Grandville, Michigan 49418 for furnishing 34CS Slag, CS-T Trap Rock, 29A Crushed Limestone, 3/8 x #4 Crushed Limestone, H1 Limestone, and Ohio #9 Aggregates.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also authorizes entering into a contract with Aggregate Industries located at 7529 Standish PI Ste 100, Rockville, Maryland 20855 for furnishing 29A Natural Aggregate to the Road Department on an as-needed, unit price basis for a one year period at the rates detailed in the proposal responses to ITB #225-22.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute purchase orders with Yellow Rose Transport and Aggregate Industries to purchase aggregate as needed and budgeted, 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 contract documents on behalf of the County after approval as to form by the County Attorney.

TO: County Services and Finance Committees

FROM: Andrew Dunn, Director of Operations ICRD

DATE: December 23, 2022

SUBJECT: Proposed Resolution Authorizing Contracts for the purchase of furnishing and delivering processed road gravels, various crushed aggregates, Class 2 Sand, and 2NS Sand for the Ingham County Road Department.

For the agendas on January 17 and 18

BACKGROUND

The purpose of this memorandum is to request approval to purchase processed road gravels, various crushed aggregates, Class 2 Sand, and 2NS Sand from Sunrise Aggregates, Stoneco of Michigan, and Crandell Bros Trucking.

Bids for various gravel and sand were solicited and evaluated by the Ingham County Purchasing Department for Invitation to Bid (ITB) #226-22 as shown per the Memorandum of Performance. Sunrise Aggregates, Stoneco of Michigan, and Crandell Bros Trucking had the lowest and most complete bids. Materials will be purchased on an as-needed, unit price basis for a period of one-year.

ALTERNATIVES

N/A

FINANCIAL IMPACT

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

OTHER CONSIDERATIONS

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

RECOMMENDATION

I recommend that the Committees approve the attached resolution to authorize a contract with Sunrise Aggregates, Stoneco of Michigan, and Crandell Bros Trucking.

Agenda Item 9f

TO: Andrew Dunn, Director of Operations, Ingham County Road Department
FROM: James C. Hudgins, Jr., Director of Purchasing
DATE: November 15, 2022
RE: Memorandum of Performance for IFB No. 226-22: Processed Road Gravels, Various Crushed Aggregates, Class 2 Sand and 2NS Sand

The Ingham County Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing and delivering processed road gravels, various crushed aggregates, Class 2 Sand, and 2NS Sand to the three (3) garage locations within Ingham County.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	35	8
Vendors responding	6	2
Vendor non-responsive – missing forms	1	0

A summary of the vendors' costs is on the following page.

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 or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Delivery Location	Western Garage - Mason	Metro Garage - Lansing	Eastern Garage - Williamsto	Western Garage - Mason	Metro Garage - Lansing	Eastern Garage - Williamston	Western Garage - Mason	Metro Garage - Lansing	Eastern Garage - Williamston	Western Garage - Mason	Metro Garage - Lansing	Eastern Garage - Williamston
Sunrise Aggregate	Yes, Dansville MI	Aggregate Description	22A Processed Road Gravel			23A Processed Road Gravel			1" Limestone (Ohio#4)			1" x 3" Crushed Limestone		
		Price/Ton	\$12.45	\$13.40	\$12.45	\$12.45	\$13.40	\$12.45	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
		Aggregate Description	6A Crushed Natural Aggregate			4"-8" Rip Rap Stone (Natural)			Class 2 Sand			2NS Sand		
		Price/Ton	\$28.80	\$29.70	\$28.80	\$41.50	\$42.40	\$41.50	\$8.75	\$9.65	\$8.75	\$15.00	\$15.90	\$15.00
Michigan Paving /Stoneco	No, Middleville MI	Aggregate Description	22A Processed Road Gravel			23A Processed Road Gravel			1" Limestone (Ohio#4)			1" x 3" Crushed Limestone		
		Price/Ton	\$14.10	\$15.20	\$15.20	\$14.40	\$15.35	\$16.85	\$28.65	\$28.65	\$28.65	\$26.15	\$26.15	\$26.15
		Aggregate Description	6A Crushed Natural Aggregate			4"-8" Rip Rap Stone (Natural)			Class 2 Sand			2NS Sand		
		Price/Ton	\$21.90	\$21.90	\$21.80	No Bid	No Bid	No Bid	\$9.30	\$8.80	\$10.30	\$19.85	\$19.85	\$19.75
Carrick Trucking	Yes, Mason MI	Aggregate Description	22A Processed Road Gravel			23A Processed Road Gravel			1" Limestone (Ohio#4)			1" x 3" Crushed Limestone		
		Price/Ton	\$14.55	\$14.70	\$14.95	\$14.55	\$14.70	\$14.95	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
		Aggregate Description	6A Crushed Natural Aggregate			4"-8" Rip Rap Stone (Natural)			Class 2 Sand			2NS Sand		
		Price/Ton	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	14.55	14.7	14.95	no bid	No Bid	No Bid
Aggregate Industries (Meyer Material Co.)	No, Dundee MI	Aggregate Description	22A Processed Road Gravel			23A Processed Road Gravel			1" Limestone (Ohio#4)			1" x 3" Crushed Limestone		
		Price/Ton	\$18.40	\$18.40	\$18.40	\$30.50	\$30.50	\$30.50	No Bid	No Bid	No Bid	\$30.75	\$30.75	\$30.75
		Aggregate Description	6A Crushed Natural Aggregate			4"-8" Rip Rap Stone (Natural)			Class 2 Sand			2NS Sand		
		Price/Ton	\$25.65	\$25.65	\$25.65	\$38.00	\$38.00	\$38.00	\$15.40	\$15.40	\$15.40	\$23.25	\$23.25	\$23.25
Schlegel Sand & Gravel	No, Lansing MI Clinton County	Aggregate Description	22A Processed Road Gravel			23A Processed Road Gravel			1" Limestone (Ohio#4)			1" x 3" Crushed Limestone		
		Price/Ton	\$16.68	\$16.68	\$19.46	\$16.68	\$16.68	\$19.46	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
		Aggregate Description	6A Crushed Natural Aggregate			4"-8" Rip Rap Stone (Natural)			Class 2 Sand			2NS Sand		
		Price/Ton	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$21.07	\$18.89	\$18.89	\$18.74	\$18.74	\$20.04
Crandell Bros. Trucking	No, Charlotte MI	Aggregate Description	22A Processed Road Gravel			23A Processed Road Gravel			1" Limestone (Ohio#4)			1" x 3" Crushed Limestone		
		Price/Ton	\$15.00	\$15.00	\$17.00	\$15.00	\$15.00	\$17.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
		Aggregate Description	6A Crushed Natural Aggregate			4"-8" Rip Rap Stone (Natural)			Class 2 Sand			2NS Sand		
		Price/Ton	\$32.00	\$32.00	\$32.00	\$45.00	\$45.00	\$45.00	\$10.00	\$10.00	\$12.00	\$16.00	\$16.00	\$18.00
Top Grade Aggregates	No, Hamilton MI	Non-responsive - Forms not completed												

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE CONTRACTS FOR
THE PURCHASE OF FURNISHING AND DELIVERING PROCESSED ROAD GRAVELS,
VARIOUS CRUSHED AGGREGATES, CLASS 2 SAND, AND 2NS SAND**

WHEREAS, the Road Department annually purchases approximately 10,000 tons of various aggregates for road maintenance and construction operations; and

WHEREAS, the Purchasing Department recently released Invitation to Bid (ITB) #226-22 and received competitive bid proposals for furnishing and delivering processed road gravels, various crushed aggregates, Class 2 Sand, and 2NS Sand for a period of one (1) year; and

WHEREAS, bids for processed road gravels, various crushed aggregates, Class 2 Sand, and 2NS Sand were solicited and evaluated by the Purchasing Department, and it is their recommendation, together with the concurrence of Road Department staff, to award the contract to the lowest qualified bidders, Sunrise Aggregates, Stoneco of Michigan, and Crandell Bros Trucking; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bid and authorizes entering into a contract with the following:

Sunrise Aggregates located at 2100 Swan Rd, Dansville, Michigan 48819

Stoneco of Michigan located at 3700 Patterson Rd, Middleville, Michigan 49333

Crandell Bros Trucking located at 800 Island Hwy, Charlotte, Michigan 48813

for furnishing processed road gravels, various crushed aggregates, Class 2 Sand, and 2NS Sand to the Road Department on an as-needed, unit price basis for a one-year period, at the rates detailed in the proposal responses to ITB #226-22.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute purchase orders with Sunrise Aggregates, Stoneco of Michigan, and Crandell Bros Trucking to purchase these above-named materials as needed and budgeted, 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 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: Kelly R. Jones, Managing Director
Road Department

DATE: January 3, 2023

SUBJECT: Proposed Resolution of Commitment for Transportation Alternatives Program Funds to Construct Non-Motorized Facilities on Lake Lansing Road between Abbot Road and Hagadorn Road

For the Meeting Agendas of January 17, 18, and 24

BACKGROUND

The federal government provides Transportation Alternatives Program (TAP) funding, which in Michigan is administered through the Michigan Department of Transportation (MDOT). Only Act 51 Agencies are eligible to apply for and receive TAP funding.

The Road Department has received a conditional commitment for \$200,000 of TAP funding to construct non-motorized facilities on Lake Lansing Road between Abbot Road and Hagadorn Road in Meridian Township. As a condition of the funding, the Act 51 Agency must attest to the existence of, and commit to, providing the matching funds necessary to carry out the project. Additionally, the Agency must commit to design, construct, and maintain the proposed facilities for the use of the general public, while satisfying all the requirements of MDOT and the Federal Highway Administration. Finally, the Agency must commit to owning, operating, and implementing a maintenance program over the design life of the facilities constructed with TAP funding. A formal commitment from Ingham County, on behalf of the Road Department, for all the above items is required as part of the funding award process.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department will be required to provide a \$50,000 match to the \$200,000 in TAP funds. This local match has been included in the 2023 Road Fund Budget.

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution of commitment to secure TAP funds on the Lake Lansing Road project.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION OF COMMITMENT FOR TRANSPORTATION ALTERNATIVES PROGRAM FUNDS TO CONSTRUCT NON-MOTORIZED FACILITIES ON LAKE LANSING ROAD BETWEEN ABBOT ROAD AND HAGADORN ROAD

WHEREAS, the Transportation Alternatives Program (TAP) is a federally funded program administered in Michigan by the Michigan Department of Transportation (MDOT); and

WHEREAS, the Road Department has received a conditional commitment for \$200,000 of TAP funding to construct non-motorized facilities on Lake Lansing Road between Abbot Road and Hagadorn Road in Meridian Township; and

WHEREAS, the Road Department attests to the existence of, and commits to, the \$50,000 of matching funds necessary to carry out the project in 2023; and

WHEREAS, the Road Department has committed to design, construct, and maintain the proposed paved shoulders for the use of the general public and satisfy all the requirements of MDOT and the Federal Highway Administration; and

WHEREAS, the Road Department commits to owning, operating, and implementing a maintenance program over the design life of the facilities constructed with TAP funding; and

WHEREAS, MDOT requires a formal commitment from Ingham County, on behalf of the Road Department, to certify that all financing is in place, to certify a maintenance commitment, and to authorize an agency agent to implement the TAP project development.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, on behalf of the Road Department, supports the construction project on Lake Lansing Road between Abbot Road and Hagadorn Road in Meridian Township (“the Project”).

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners, on behalf of the Road Department, certifies that the financing is secured, available, and committed for use in constructing the Project; commits to owning, operating, and funding/implementing a maintenance plan/program over the design life of the facility constructed with TAP funds; and authorizes Kelly Jones, PE, Managing Director for the Road Department, to act on behalf of the Ingham County Board of Commissioners to implement the Transportation Alternatives Program development.

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.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION RECOGNIZING BLACK HISTORY/CULTURAL DIVERSITY MONTH
IN INGHAM COUNTY**

WHEREAS, each February “National African American History Month” also known as “Black History Month” is observed to celebrate and honor the many achievements and contributions made by African Americans to our economic, cultural, spiritual, and political development; and

WHEREAS, in 1915, Dr. Carter Godwin Woodson founded the Association for the Study of Negro Life and History and through that Association, he began pressing for the establishment of Negro History Week as a way to bring national attention to the accomplishments of African Americans; and

WHEREAS, Dr. Woodson's dream became a reality in 1926, he chose the second week of February for the observance because of its proximity to the birthdays of Abraham Lincoln and Frederick Douglass, two individuals whom Dr. Woodson felt had dramatically affected the lives of African Americans; and

WHEREAS, in the early 1970's the event was called Black History Week, and in 1976, the Association succeeded in expanding the observance, which then became Black History Month; and

WHEREAS, the United States is a diverse nation comprised of citizens from various ethnic groups and cultures; and

WHEREAS, it is important to promote a greater awareness of the history and culture of all ethnic groups across our country.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby recognizes the month of February, 2023 as “Black History/Cultural Diversity Month” in Ingham County.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO FURTHER AMEND RESOLUTION #21-398 TO CREATE THE
INGHAM COUNTY HOUSING TRUST FUND COMMITTEE**

WHEREAS, Resolution #21-398 created the Ingham County Housing Trust Fund Committee consisting of seven members: the County Services Committee Chair, the Ingham County Treasurer, the Ingham County Land Bank Executive Director, a representative from the Racial Equity Taskforce, the County Controller, and two county residents; and

WHEREAS, the first amendment, Resolution #21-485, established terms for the members of the Ingham County Housing Trust Fund Committee; and

WHEREAS, it is necessary to further amend the resolution to allow the County Services Committee Chair to appoint a designee from the County Services Committee to serve in the Chair's stead.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends Resolution #21-398 to allow the County Services Chair the option to appoint a designee from the County Services Committee to the Ingham County Housing Trust Fund Committee.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING RICHARD TERRILL

WHEREAS, Richard (Rick) Terrill began working for Ingham County as Facilities Director on October 4, 2004; and

WHEREAS, Rick's responsibilities as Facilities Director included but were not limited to: construction administration, contract negotiations, recommendations for annual Capital Improvement Plans (CIPs), maintenance and security of all County buildings, liaison to the Building Authority, and day-to-day management of the Facilities Department; and

WHEREAS, with competing interests from the Courts, Elected Officials, and department heads for office improvements and renovations, Rick's diplomacy, honesty, and commitment to excellence served him and the County well in prioritizing projects; and

WHEREAS, a few of Rick's many accomplishments as Facilities Director include the 9-1-1 Center, the Animal Control & Shelter, the Elk and Rhino exhibits at Potter Park Zoo, Forest Community Health Center, Allen Street Neighborhood Clinic, 30th Circuit Court Annex, and the \$70 million Ingham County Justice Complex; and

WHEREAS, on February 14, 2023, after 18+ years of dedicated service to the County of Ingham, Rick Terrill will be retiring and traveling the country with his wife, Mary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners honors Rick Terrill for over 18 years of service to the County of Ingham.

BE IT FURTHER RESOLVED, that the Board of Commissioners congratulates Rick Terrill on his retirement and wishes him the best in future endeavors.

TO: Board of Commissioners County Services & Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: January 9, 2023
SUBJECT: Resolution to Approve Reclassification Requests

For the meeting agendas of January 17 and January 18

BACKGROUND

The Managerial and Confidential Personnel Group Manual and each Ingham County collective bargaining agreement are effective January 1, 2022 through December 31, 2024 and each include a process for employee submission of reclassification requests. The Human Resources Department has executed the process for reclassification requests for employees in these various groups. The reclassification requests were processed in a manner consistent with the approved process by the Human Resources Department. 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 to Approve Reclassification Requests.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE RECLASSIFICATION REQUESTS

WHEREAS, the Managerial and Confidential Personnel Group Manual and each Ingham County collective bargaining agreement are effective January 1, 2022 through December 31, 2024 and each include a process for employee submission of reclassification requests; and

WHEREAS, the Human Resources Department has executed the process for reclassification requests for employees in these various groups; and

WHEREAS, the reclassification requests were processed in a manner consistent with the approved process by the Human Resources Department.

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>
142054	Court Records Coordinator - FOC	Move from UAW G to UAW I
601202	CHR II to Children’s Special Healthcare Services Benefits Representative	Move from UAW D to UAW F
601203	CHR II to Children’s Special Healthcare Services Benefits Representative	Move from UAW D to UAW F
130051	ADR/Case Processing Coordinator	Move from ICEA Court 5 to ICEA Court 8
601170	Dental Hygienist	Increase in UAW Market Exception Rate
601173	Dental Hygienist	Increase in UAW Market Exception Rate
601178	Dental Hygienist	Increase in UAW Market Exception Rate
601411	Dental Hygienist	Increase in UAW Market Exception Rate
601503	Dental Hygienist	Increase in UAW Market Exception Rate
130009	Judicial Assistant – Circuit Court	Move from MC 6 to MC 8
130010	Judicial Assistant – Circuit Court	Move from MC 6 to MC 8
130011	Judicial Assistant – Circuit Court	Move from MC 6 to MC 8
130012	Judicial Assistant – Circuit Court	Move from MC 6 to MC 8
130013	Judicial Assistant – Circuit Court	Move from MC 6 to MC 8
130014	Judicial Assistant – Circuit Court	Move from MC 6 to MC 8
130015	Judicial Assistant – Circuit Court	Move from MC 6 to MC 8
148004	Judicial Assistant – Probate Court	Move from MC 6 to MC 8
148005	Judicial Assistant – Probate Court	Move from MC 6 to MC 8

The financial impact associated with the proposed reclassifications is as follows:

<u>Position Title</u>	2022 <u>Current Grade, Step 5</u>	2022 <u>Proposed Grade, Step 5</u>	<u>Difference</u>
Ct. Records Coordinator	UAW G: 51,501.53	UAW I: 57,683.02	6,181.49
Child. Spec. Healthcare Svcs. Benefit Rep.	UAW D: 43,194.87	UAW F: 48,678.62	5,483.75
Child. Spec. Healthcare Svcs. Benefit Rep.	UAW D: 43,194.87	UAW F: 48,678.62	5,483.75
ADR/Case Proc. Coord.	ICEA Ct. 5: 59,216.73	ICEA Ct. 8: 76,572.21	17,355.48
Dental Hygienist	UAW ME: 66,256.08	UAW ME: 70,564.31	4,308.23
Dental Hygienist	UAW ME: 66,256.08	UAW ME: 70,564.31	4,308.23
Dental Hygienist	UAW ME: 66,256.08	UAW ME: 70,564.31	4,308.23
Dental Hygienist	UAW ME: 66,256.08	UAW ME: 70,564.31	4,308.23
Dental Hygienist	UAW ME: 66,256.08	UAW ME: 70,564.31	4,308.23
Judicial Asst. – Cir. Ct.	MC 6: 59,276.88	MC 8: 70,264.23	10,987.35
Judicial Asst. – Cir. Ct.	MC 6: 59,276.88	MC 8: 70,264.23	10,987.35
Judicial Asst. – Cir. Ct.	MC 6: 59,276.88	MC 8: 70,264.23	10,987.35
Judicial Asst. – Cir. Ct.	MC 6: 59,276.88	MC 8: 70,264.23	10,987.35
Judicial Asst. – Cir. Ct.	MC 6: 59,276.88	MC 8: 70,264.23	10,987.35
Judicial Asst. – Cir. Ct.	MC 6: 59,276.88	MC 8: 70,264.23	10,987.35
Judicial Asst. – Cir. Ct.	MC 6: 59,276.88	MC 8: 70,264.23	10,987.35
Judicial Asst. – Probate Ct.	MC 6: 59,276.88	MC 8: 70,264.23	10,987.35
Judicial Asst. – Probate Ct.	MC 6: 59,276.88	MC 8: 70,264.23	10,987.35
TOTAL:			154,931.77

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.