

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, NOVEMBER 21, 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 [November 7, 2023](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Equal Employment Opportunity Committee – Resolution to Adopt the [By-Laws](#) of the Ingham County Equal Opportunity Committee
2. Health Department – Notice of Emergency Purchase Order for [Urgent Revenue Cycle Management Expertise](#)
3. Innovation & Technology Department
 - a. Resolution to Approve the Renewal of the [Hyland](#) OnBase Annual Support
 - b. Resolution to Approve the Invoice for Renewing [CourtView](#) Support Services
 - c. Resolution to Approve Renewal of [PACC/PAAM](#) Licensing and Support
 - d. Resolution to Approve Renewal of Pluralsight Staff Training from [CDWG](#)
4. Facilities Department
 - a. Resolution to Authorize an Agreement with [Trane U.S. Inc.](#), for Upgrading the Temperature Controls and Software at the 9-1-1 Center
 - b. Resolution to Authorize an Agreement with [Moore Trosper Construction Co.](#), for the Renovations to the Michigan Department of Health and Human Services Space at the Human Services Building
5. Road Department
 - a. Resolution to Authorize a Purchase Order for Helically Corrugated [Steel Pipe](#)
 - b. Resolution to Authorize a Purchase Order for [Bulk Fuel](#) Delivery
 - c. Resolution to Authorize Contracts for 2024-2025 As-Needed [Engineering Design](#) Services
 - d. Resolution to Authorize Contracts for 2024-2025 As-Needed [Material Testing](#) and/or Fabrication Inspection Services

6. Human Resources Department
 - a. Resolution to Approve UAW TOPS and Managerial & Confidential [Reclassification](#) Requests and an ICEA County Professional Job Title Change
 - b. Resolution to Authorize Renewing a Subscription with Governmentjobs.com, Inc. DBA [NEOGOV](#) for Human Resources Software
 - c. Resolution to Authorize a Statement of Work Agreement with [Compass](#), a Division of Encompass EAP, for a Cultural Assessment of the Road Department

7. Controller's Office
 - a. Resolution to Approve a Purchase Agreement for [426 S. Walnut Street](#), Lansing
 - b. Report on [Montgomery Drain](#) by Third Party Engineer

8. Board of Commissioners Office – Request for a Step Increase for [Managing Director](#) of Road Department

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
November 7, 2023
Draft Minutes

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

Members Absent: Peña.

Others Present: Treasurer Alan Fox, Carla Clos, Roger Swets, Becky Bennett, Gregg Todd, Sue Graham, Courtney Johnson, Madison Hughes, and others.

The meeting was called to order by Chairperson Celentino at 6:00 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual Public participation was offered via Zoom at <https://ingham.zoom.us/j/87805478336>.

Approval of the October 17, 2023 Minutes

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE OPEN AND CLOSED SESSION MINUTES OF THE OCTOBER 17, 2023 COUNTY SERVICES COMMITTEE.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Peña.

Additions to the Agenda

Substitute

11. Human Resources Department – Resolution to Approve UAW TOPS ~~and Managerial~~ and ICEA County Professional Reclassification Requests.

Chairperson Celentino stated, without objection, the following amendment would be made to Agenda Item No. 11:

<u>Position Title</u>	<u>2023 Current Grade, Step 5</u>	<u>2023 Proposed Grade, Step 5</u>	<u>Difference</u>
Correctional Admin. Asst.	UAW E: 46,971.90	UAW H E: 55,603.90	8,632.00

Limited Public Comment

Alan Fox, Ingham County Treasurer, provided an overview of the items for the Treasurer's Office on the County Services Agenda.

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

2. Treasurer's Office
 - a. Foreclosing Governmental Unit Report of Real Property Foreclosure Sales Report
 - b. Resolution to Authorize a Position Conversion within the Ingham County Treasurer's Office
 - c. Resolution to Authorize Submission of Michigan Community Development Block Grant Funding for Housing Improving Local Livability Program Application
 - d. Resolution to Adopt the Michigan Housing Development Authority Citizen Participation Plan in Order to Apply for Michigan Community Development Block Grant Funding
 - e. Resolution to Approve the Policies and Procedures for a Down Payment Assistance Program for Income Qualified Buyers of New Construction and Rehab Homes Developed Utilizing Housing Trust Fund Dollars

4. Circuit Court – Juvenile Division – Resolution to Authorize a Staffing Adjustment at the Youth Center

5. 9-1-1 Central Dispatch Center – Authorization to Start an Employee Above Step 2

6. Parks Department
 - a. Notice of Emergency Purchase for Tractor Repair – Lake Lansing Parks
 - b. Notice of Emergency Purchase of Hazardous Tree Removal at Lake Lansing North

7. Health Department – Resolution to Convert Position #601398 from a .5 FTE Disease Control Nurse to a 1.0 FTE Disease Control Lead

8. Innovation & Technology Department – Resolution to Approve the Support Renewal for Hardware from Cisco Systems

9. Facilities Department
 - a. Notice of Emergency Purchase Order for the Human Services Building Backflow Preventer
 - b. Resolution to Authorize a Purchase Order to Lansing Glass Co. to Replace the Doors and Windows at the Public Entrance to Tri-County Office on Aging at the Human Services Building
 - c. Resolution to Authorize an Agreement with Trane U.S. Inc., for the Split HVAC Unit in the Animal Control Garage
 - d. Resolution to Authorize a Purchase Order to Trane U.S. Inc., for Repairs to the 155 Ton Chiller at the Human Services Building

10. Road Department
 - a. Resolution to Authorize a Second-Party Agreement with the Michigan Department of Transportation for the Holt Road Bridge Project
 - b. Resolution to Authorize a Second-Party Agreement with the Michigan Department of Transportation for the Hagadorn Road and Sandhill Road Project

12. Controller's Office
 - a. Resolution to Amend Agreement with Rehmann for Auditing Services
 - b. Resolution to Approve a Healthy Vending Policy for County Vending Machines
13. Board of Commissioners Office – Resolution Setting a Public Hearing for the Webberville Deannexation Proposal
14. Board Referral – Petition from the Village of Webberville Requesting a Hearing for the Relinquishment of Certain Territory to the Township of Leroy

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Peña.

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

1. Interviews – Capital Region International Airport Authority

Drew Seguin interviewed for the Capital Region International Airport Authority.

Jennifer Jacob interviewed for the Capital Region International Airport Authority.

Jeff Smith interviewed for the Capital Region International Airport Authority.

3. Drain Commissioner – Resolution Pledging Full Faith and Credit to Additional 2023 Drainage District Notes

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

Commissioner Grebner stated that the questions that he would ask would primarily be financial. Commissioner Grebner further questioned if all of the drain notes that were issued, for the foreseeable future, would need the full faith and credit of the County because they had become unmarketable as standalone items because people would view them as a strange entity and would not be able to get a credit rating on it.

Commissioner Grebner stated that the Drain Commission would need an entity to back their notes and asked if that would be the County.

Roger Swets, Dickinson Wright Bond Counsel, stated confirmation.

Commissioner Grebner asked, if that was true, would a new booklet of Drain Notes be provided each year on an annual cycle and asked what would be done moving forward. Commissioner Grebner further stated that the issuance of credit to notes instead of the bonds was a new process.

Swets stated, historically, they would need to pledge full faith and credit to bonds because they would be longer term and often out of the bond market. Swets further stated that the notes was a

new thing and could potentially become a long term thing if the banks continued to have liquidity concerns.

Swets stated that there was a possibility that within a year or two, one of the banks that bought notes without full faith and credit may get back into the business. Swets further stated that they would potentially want the competitive pressure from other banks wanting to bid on the notes.

Swets stated that they tried to go out for proposals and attempted to get the best interest rate. Swets further stated that if one of the banks showed interest, they would want to continue to seek full faith and credit from the County to get the most competitive results.

Commissioner Grebner stated that, in the past, the notes had been issued through the year when it was convenient. Commissioner Grebner further asked if they would bring the resolutions continually or in a batch format.

Swets stated that the resolution that had been brought to the Commissioners in April of 2023 had batched the notes for the year. Swets further stated that the Board of Commissioners approved full faith and credit up to \$15 million of notes for the year.

Swets stated that the reason for the resolution on the agenda was due to an unusual circumstance that allowed them to bring a few notes forward from 2024 to be able to save some money. Swets further stated there would be a resolution for 2024 that they planned to bring to the December 12, 2023 Board of Commissioners meeting and that would batch the issues for 2024.

Discussion.

Commissioner Grebner asked if the batch creation created timing issues for the Drain Commissioner's Office because they would need to know the amounts of the individual notes by the time they had gotten the full faith pledge or if the pledge had been to an amount and then provide that to those pertinent. Commissioner Grebner further asked if the previous \$15 million was undifferentiated or a bunch of notes that totaled \$15 million.

Swets stated that the pledge would be to the dollar amount. Swets further clarified that they knew the amounts of the notes that were to be rolled over into the next year, but not any of the new ones.

Commissioner Grebner asked what the total amount that would be pledged, as some of the pledged notes were multi-year commitments.

Swets clarified that the notes were typically issued with 13- or 18-month maturities. Swets further clarified that they would roll off as projects went out to be built and bonds were issued.

Swets stated that there were maintenance notes that were paid off by the Annual Maintenance Assessments. Swets further stated that there would probably be an amount a little more than \$15 million that would be rolling forward.

Commissioner Grebner asked about the length of the bonds.

Swets clarified that an emergency maintenance note that was payable over a number of years, but that was not typical.

Discussion.

Commissioner Grebner stated that the batches had been in place in order to reduce the issuance cost. Commissioner Grebner further stated that the County was, not intentionally, giving little gifts of two, three, and four thousand dollars to three of the bond holders by paying them at par.

Commissioner Grebner asked if the notes were below par after being awarded.

Swets responded that concept did not apply to notes, as the notes were issued at par and paid off at par. Swets further stated that no additional money was given to those note holders for getting them paid off early.

Discussion.

Commissioner Grebner stated it was inevitable and they did not see how they could avoid doing it while also financing it at the same time. Commissioner Grebner further stated it was an interesting anomaly that some people were receiving small bonuses.

Swets stated they would probably not complain about getting their low-interest loans paid off early.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Peña.

Carla Clos, Deputy Drain Commissioner, introduced Janene McIntyre, McIntyre Law Group founder, to the County Services Committee and stated McIntyre had served as bond counsel for a number of issuances for the Drain Commissioner's Office. Clos further thanked the County Services Committee for their time and assisting them to save the tax payers some money.

11. Human Resources Department – Resolution to Approve UAW TOPS and ICEA County Professional Reclassification Requests

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

Commissioner Sebolt disclosed that the UAW TOPS was part of an International Union that was affiliated with their employer, the Michigan American Federation of Labor and Congress of Industrial Organizations (AFL-CIO).

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Peña.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:39 p.m.

**NOVEMBER 21, 2023 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

1. Equal Employment Opportunity Committee – *Resolution to Adopt the By-Laws of the Ingham County Equal Opportunity Committee*

This resolution approves the adoption of by-laws for the EEOC. The by-laws will provide a structured framework for the Equal Opportunity Committee operations, further define its scope of work, promote transparency and accountability, and ensure compliance. The by-laws will serve as a tool for the Equal Opportunity Committee to further understand and pursue its goals and objectives.

See memo for details.

2. Health Department – *Notice of Emergency Purchase Order for Urgent Revenue Cycle Management Expertise*

This emergency PO allows the Ingham Community Health Centers (ICHC) to contract with AnnexMed’s RCM for account receivable billing. The ICHC has generated a significant accounts receivable (A/R) backlog that exceeds \$4 million. Approximately \$1.95 million of the AR backlog is at 91 or more days old. These accounts are at risk of reaching legal filing limits, which may result in loss of revenue.

See memo for details.

3a. Innovation & Technology Department – *Resolution to Approve the Renewal of the Hyland OnBase Annual Support*

This resolution approves the renewal of Hyland OnBase document imaging and workflow platform software, which is used by our courts and other departments. The annual \$176,000 funding is available in the IT Network Maintenance Imaging Fund.

See memo for details.

3b. Innovation & Technology Department – *Resolution to Approve the Invoice for Renewing CourtView Support Services*

This resolution approves the renewal of CourtView software utilized by our Courts and the Prosecuting Attorney’s Office. The funding for the \$176,533 annual support payment is available in IT’s LOFT Fund.

See memo for details.

3c. Innovation & Technology Department – *Resolution to Approve Renewal of PACC/PAAM Licensing and Support*

This resolution approves the renewal of PACC/PAAM software licensing and support. This software is used by the Prosecuting Attorney’s Office. Funding of the \$9,010 in IT’s LOFT Fund.

See memo for details.

3d. Innovation & Technology Department – Resolution to Approve Renewal Pluralsight Staff Training from CDWG

This resolution approves the renewal of Pluralsight online training for IT technical staff. The funding for the \$20,468.25 total will come from the County’s Innovation and Technology Department’s Staff Development and Training Fund.

See memo for details.

4a. Facilities Department – Resolution to Authorize an Agreement with Trane U.S. Inc., for Upgrading the Temperature Controls and Software at the 9-1-1 Center

This resolution authorizes an agreement with Trane U.S. for the upgrade of temperature controls and software at the 9-1-1 Center. The current controls are failing, resulting in uncomfortable temperatures for the dispatchers.

The funding for the \$16,638 upgrades is available in the Facilities Department building and equipment maintenance line item.

See memo for details.

4b. Facilities Department – Resolution to Authorize an Agreement with Moore Trosper Construction Co., for the Renovations to the Michigan Department of Health and Human Services Space at the Human Services Building

This resolution authorizes an agreement with Moore Trosper Construction Co., 4224 Keller Road, Holt, Michigan, 48842, for the renovations to the Michigan Department Health and Human Services space at the Human Services Building for a not to exceed amount of \$1,724,400 which includes a \$100,000 contingency.

Costs of renovation will be paid for by the State of Michigan through an amended lease agreement.

See memo for details.

5a. Road Department – Resolution to Authorize a Purchase Order for Helically Corrugated Steel Pipe

This resolution approves the purchase of helically corrugated steel pipe for the Road Department from Contech Engineered Solutions, LLC. This pipe is used for drainage culverts and storm sewer construction. Contech’s quote is the far-right column below:

Vendor Name		St. Regis Culvert Inc.	Jensen Bridge and Supply Co.	Contech Engineered Solutions LLC
Local Preference		No, Charlotte MI	No, Sandusky MI	Yes, Mason MI
<i>Aluminized Type 2 Pipe Diameter</i>	<i>Gauge</i>	<i>Price per Linear ft.</i>	<i>Price per Linear ft.</i>	<i>Price per Linear ft.</i>
8" Spiral Aluminized Type 2	14	N/A	N/A	N/A
12" Spiral Aluminized Type 2	14	\$ 15.96	\$ 13.85	\$ 14.75
15" Spiral Aluminized Type 2	14	\$ 19.95	\$ 17.26	\$ 18.15
18" Spiral Aluminized Type 2	14	\$ 23.94	\$ 20.68	\$ 20.95
24" Spiral Aluminized Type 2	14	\$ 32.00	\$ 27.54	\$ 27.75
30" Spiral Aluminized Type 2	14	\$ 40.80	\$ 34.40	\$ 35.25
36" Spiral Aluminized Type 2	14	\$ 48.96	\$ 40.84	\$ 41.75
48" Spiral Aluminized Type 2	14	\$ 65.84	\$ 56.49	\$ 55.10
60" Spiral Aluminized Type 2	12	\$ 126.95	\$ 101.81	\$ 92.25
72" Spiral Aluminized Type 2	12	N/A	\$ 128.59	\$ 119.75
<i>Aluminized Type 2 Connecting Bands</i>	<i>Gauge</i>	<i>Width</i>	<i>Price Each</i>	<i>Price Each</i>
12" Aluminized Connecting Band	14	24"	\$ 32.00	\$1.75/foot
24" Aluminized Connecting Band	14	24"	\$ 64.00	\$2.25/foot

Funding is available in the 2024 Road Department Budget.

See memo for details.

5b. Road Department – Resolution to Authorize a Purchase Order for Bulk Fuel Delivery

This resolution authorizes a PO for bulk fuel for the Road Department. Annually, the Road Department purchases roughly 180,000 gallons of gas/diesel for maintenance and construction operations.

Avery Oil & Propane was the lowest responsible bidder. The Road Department has funding available in the 2024 Road Budget.

See memo for details.

5c. Road Department – Resolution to Authorize a Contract for 2024-2025 As-Needed Engineering Design Services

This resolution authorizes contracts with the following engineering firms to perform as-needed engineering design services for the Road Department:

- Bergmann, 7050 W. Saginaw Highway, Suite 200, Lansing, MI 48917
- C2AE, 106 W. Allegan Street, Suite 500, Lansing, MI 48933
- DLZ Michigan, Inc., 1425 Keystone Avenue, Lansing, MI 48911
- Fishbeck 5913 Executive Drive, Suite 100, Lansing, MI 48911
- RS Engineering, LLC, 6709 Centurion Drive, Suite 300, Lansing, MI 48917

See memo for details.

5d. Road Department – Resolution to Authorize a Contract for 2024-2025 As-Needed Material Testing and/or Fabrication Inspection Services

This resolution authorizes contracts with the following material testing and fabrication inspection services firms for Road Department requires services:

Materials Testing Consultants, 2855 Jolly Road, Okemos, MI 48864
 Soil and Materials Engineers, Inc., 2663 Eaton Rapids Road, Lansing, MI 48911
 Professional Service Industries, Inc., 3120 Sovereign Drive, Suite C, Lansing, MI 48911

See memo for details.

6a. Human Resources – Resolution to Approve UAW TOPS and Managerial & Confidential Reclassification Requests and an ICEA County Professional Job Title Change

This resolution approves the following reclassifications:

<u>Position Title</u>	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	<u>Difference</u>
Court Recorder	UAW G: 52,531.56	UAW J: 62,262.46	9,730.90
Court Recorder	UAW G: 52,531.56	UAW J: 62,262.46	9,730.90
Court Recorder	UAW G: 52,531.56	UAW J: 62,262.46	9,730.90
Court Recorder	UAW G: 52,531.56	UAW J: 62,262.46	9,730.90
Court Recorder	UAW G: 52,531.56	UAW J: 62,262.46	9,730.90
Court Recorder	UAW G: 52,531.56	UAW J: 62,262.46	9,730.90
Benefits Coordinator	MC 5: 56,158.71	MC 6: 60,462.42	<u>4,303.71</u>
TOTAL:			62,689.11

See memo for details.

6b. Human Resources – Resolution to Authorize Renewing a Subscription with Governmentjobs.com, Inc. DBA NEOGOV for Human Resources Software

This resolution approves a two-year renewal with NEOGOV for human resources software. HR utilizes NEOGOV for hiring, recruiting, training, and other HR-related functions. The two-year cost of \$197,931.12 is available in the 2024/2025 Human Resources proposed budgets.

See memo for details.

6c. Human Resources – Resolution to Authorize a Statement of Work Agreement with Compass, a Division of Encompass EAP, for a Cultural Assessment of the Road Department

This resolution approves an agreement with Compass to perform a cultural assessment of the Road Department with a focus on teamwork, communication, trust, fairness, leadership, job performance, and working relationships.

Funding for the \$25,000 contract will be through the County Contingency Fund.

See memo for details.

7a. Controller’s Office– Resolution to Approve a Purchase Agreement for 426 S. Walnut Street, Lansing

This resolution approves the purchase agreement for 426 S. Walnut St, Lansing (Circuit Court Annex) for \$935,000 as per our discussion in closed session.

See memo for details.

8. **Board of Commissioners Office – Request for a Step Increase for Managing Director of Road Department**

This approves an eligible step increase for Kelly Jones from ROAD 9, Step 4 to ROAD 9, Step 5.

Additional Items:

7b. **Controller's Office – Report on Montgomery Drain by Third Party Engineer**

Agenda Item 1

TO: Board of Commissioners County Services
FROM: Feliz E. Rodriguez, Diversity, Equity & Inclusion Director
DATE: November 3, 2023
SUBJECT: Resolution adopting the by-laws for the Ingham County Equal Opportunity Committee
For the meetings of November 21st

BACKGROUND

The Ingham County Equal Opportunity Committee has developed by-laws and recommends their adoption by the Ingham County Board of Commissioners through the attached resolution. The by-laws will provide a structured framework for the Equal Opportunity Committee operations, further define its scope of work, promote transparency and accountability, and ensure compliance. The by-laws will serve as a tool for the Equal Opportunity Committee to further understand and pursue its goals and objectives.

ALTERNATIVES

None.

FINANCIAL IMPACT

None.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend approval of the resolution.

Introduced by the County Services Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ADOPT THE BY-LAWS OF THE INGHAM COUNTY
EQUAL OPPORTUNITY COMMITTEE**

WHEREAS, Ingham County has been committed and maintains its commitment to equal opportunity and non-discrimination for all persons; and

WHEREAS, pursuant to Resolution #18-369 the Ingham County Board of Commissioners adopted a revised Equal Opportunity Employment Plan; and

WHEREAS, the plan emphasizes the Ingham County Board of Commissioner's goal to recruit and maintain a diverse workforce based on the general characteristics of its population in an effort to provide the highest quality of service to its constituents, as well as to provide equal opportunity in its employment on the basis of merit and fitness, regardless of race, color, religion, sex, sexual orientation, gender identity or gender expression, national origin, disability, height, weight, marital status, age or political affiliation (except where age, sex or lack of disability constitutes a bona fide occupational qualification); and

WHEREAS, the Equal Opportunity Committee has developed proposed by-laws and is recommending their adoption by the Ingham County Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the by-laws of the Ingham County Equal Opportunity Committee.

BE IT FURTHER RESOLVED, that the by-laws, as referenced herein and attached, shall become effective immediately upon adoption by the Board of Commissioners.

ARTICLE I - NAME, MEMBERS, TERM OF OFFICE, HOW SELECTED

Purpose of the Committee

The role of the Ingham County Equal Opportunity Committee (EOC) is to serve as an advisory body to the Board of Commissioners on matters involving equal opportunity for all County employees, applicants, contractors, and stakeholders. The EOC makes recommendations to the County Services Committee and the Board of Commissioners as necessary to carry out the County's commitment to equal opportunity.

This Committee advises on and monitors the demographics of employees and applicants to amplify diverse representation, expand recruitment efforts and improve retention. The EOC ensures the County follows non-discriminatory practices, including removing systemic barriers for potential applicants, applicants, employees, contractors, and stakeholders. This Committee to the best extent possible ensures County purchasing is done from equal opportunity employers. The EOC works to support local businesses and simplify the process to become a registered vendor of the County.

The membership of the EOC will represent the broad base of citizens of Ingham County with expressed interest in issues affecting equal opportunity in the county. The membership will take an advocacy position for equal opportunity regarding services and legislation affecting equal opportunity in Ingham County.

Section 1: Name

The official name of this advisory Committee is the Ingham County Equal Opportunity Committee (hereinafter referred to as EOC).

Section 2: Definitions

- a. "Commissioners" means the Ingham County Committee of Commissioners.
- b. "EOC" means the Equal Opportunity Committee to the Committee and the Commissioners.
- c. "Open Meetings Act" means 267 PA 1976, as amended, of the public acts of Michigan.

Section 3: Membership of the Committee

The membership of the EOC will consist of voting members, Ingham County representatives, the Office of Diversity, Equity & Inclusion, and a liaison from the County Board of Commissioners. The EOC members are appointed by the County Board of Commissioners upon recommendation of its County Services Committee.

Section 4: Term of Office

The appointments to the EOC are for one-year terms, except appointments to fill the remainder of unexpired terms. Whenever any vacancies will occur in any office, the remainder of the term will be filled by an EOC member elected by majority vote of members present at the meeting.

Section 5: Attendance Standards

Board of Commissioners has adopted an attendance policy which states that citizen appointees who have 2 consecutive absences from their regular meetings will receive notification from the Director of the Board of Commissioners' Office inquiring about their absences and advising that Committee members who miss 3 meetings out of 4 meetings, unless barred by statute, are automatically deemed to have resigned from that board or commission and appropriate steps will be taken to fill the vacancy.

It is the expectation that Officers of the EOC attend all committee meetings, leadership meetings and subgroup meetings as scheduled. Officers who are unable to attend meetings, must notify the Chair in advance. Officers who miss three consecutive leadership meetings and/or committee meetings will be required to step down from their Officer status.

ARTICLE II - OFFICERS, TERM OF OFFICE, ELECTION, DUTIES

Section 1: Officers

The officers of the Committee will total four: Chairperson, Vice-Chairperson, Secretary and Treasurer

Section 2: Term of Office

The term of office will be a period of one year, from January 1 – December 31. For vacancies occurring mid-term, the new Officer selected will serve the remainder of the term and be eligible for election for a full term.

Officers will be eligible for re-election but will not serve more than three successive full terms in office equal to 3 years.

Section 3: Elections

To be elected an officer, a member will be nominated and voted on each calendar year. The slate will be presented to the EOC elections in November.

Section 4: Duties of the Chairperson

- a. The Chairperson will prepare the agenda for each Committee meeting and facilitate the meeting unless they delegate these duties to another Committee member.
- b. The Chairperson will speak on behalf of the Committee and represent the EOC at meetings of official and community groups when appropriate to participate.
- c. The Chairperson will meet with the Commissioners, including such individual members, as necessary. They will meet with County administrators, and other officials, task forces as well as individual members of human service agencies, as necessary.
- d. In collaboration with the Diversity, Equity and Inclusion Director, the Chairperson will coordinate activities, policies, and procedures for EOC.
- e. Work closely with the Vice Chair and Secretary to draft meeting agendas and review minutes.

Section 5: Duties of the Vice-Chairperson

- a. The Vice-Chairperson will assume the duties of the Chairperson in the Chairperson's absence or by the Chairperson's delegation.
- b. The Vice-Chairperson will be responsible to ensure the Open Meetings Act is followed.
- c. Assume the role of Secretary for the purpose of meeting minute documentation in the absence of the EOC Secretary.
- d. Arrange a meeting with new Committee members in order to ensure proper orientation to the Committee.

Section 6: Duties of the Secretary

- a. Work with Committee Chair and County staff to ensure the notice and issue of EOC meetings and agenda.
- b. Be responsible for the keeping and reporting of adequate records of all transactions of the Committee.
- c. Record the minutes of EOC meetings and submit to Board of Commissioners staff within ten (10) days of Committee approval.
- d. Make EOC monthly reports during meetings.
- e. Work with the Office of Diversity, Equity & Inclusion to review the budget and report out as needed.

ARTICLE III - DUTIES OF THE COMMITTEE

Section 1: Duties

- a. Serve as advisors to the Board of Commissioners on matters that will ensure equal opportunity for all County employees, residents, and stakeholders.
- b. Make recommendations to the County Services Committee and/or the Board of Commissioners as necessary to carry out the County's commitment to equal opportunity.
- c. Review reports submitted by stakeholders.
- d. Provide an annual report to the County Services Committee based on its work during the previous calendar year.
- e. Review the Plan for its continued relevance at least every two (2) years.
- f. The EOC will revise its own bylaws and review annually to update and guide its business practices.

Section 2: Organizational Duties

- a. The EOC reports to the County Services Committee which acts as a liaison to the Ingham County Board of Commissioners.
- b. The EOC will work cooperatively with other County Departments in recommending strategies to overcome barriers and all other types of discrimination.
- c. The EOC will cooperate with other organizations, commissions, boards with common interests.

ARTICLE IV - MEETINGS, QUORUM, MINUTES

Section 1: Meetings

The EOC will meet monthly on the second Monday of the month. The time and place of regularly scheduled meetings will be determined at the final annual meeting in December. Meeting dates may be amended or changed by a recommendation and notification of the membership.

Section 2: Special Meetings

The EOC may meet in a special meeting at the call of the Chairperson. Public notice will be given 48 hours in advance for all special meetings as required by the Open Meetings Act.

Section 3: Order of Business

The agenda for EOC meetings will include Call to Order, Roll Call, Reading and Correcting of Minutes, Addition of Items to the Agenda, Limited Public Comment (not to exceed 5 minutes each), and Adjournment.

Section 4: Open Meetings

All meetings of the Committee will be open to the public as required by the Open Meetings Act, except that closed sessions may be held as permitted by the Open Meetings Act.

Section 5. Quorum & Requirements for Committee Action

A quorum of the Committee will be 51% of voting members. When the Committee has quorum, they are able to vote at the meeting.

AN EXECUTIVE COMMITTEE QUORUM: THE THREE ELECTED OFFICERS AND THE LIAISON FROM THE OFFICE OF DIVERSITY, EQUITY & INCLUSION WILL CONSTITUTE THE EXECUTIVE COMMITTEE, WHICH IS EMPOWERED TO TRANACT NECESSARY EOC BUSINESS IN THE INTERIM BETWEEN EOC MEETINGS. THREE MEMBERS WILL CONSTITUTE A QUORUM FOR MEETINGS OF THE EXECUTIVE COMMITTEE.

Section 6: Minutes

The Committee will keep minutes of each meeting and will meet the provisions of the Open Meetings Act.

ARTICLE V - RULES & ORDER OF BUSINESS AT MEETINGS

Section 1: Rules of Order

When not otherwise provided in these bylaws, Robert's Rules of Order, Revised, will govern the process and procedures of Committee meetings.

ARTICLE VI - AMENDMENTS TO BYLAWS, EFFECTIVE DATES, SUSPENSION OF RULES

Section 1: Amendments to Bylaws

- a. The Committee may alter, amend, change, modify or repeal any or all of these bylaws at a properly called meeting of the Committee pursuant to the provisions of this Article.
- b. Any proposed change to these bylaws will be submitted to the entire EOC in writing not more than 30 days and not less than seven days prior to a properly called meeting of the Committee at which the proposed change is to be considered and acted upon. A quorum is required to change, alter, modify, repeal, or amend any or all of these bylaws.
- c. After these bylaws have taken effect, changes in these bylaws will only be in sections submitted to the entire Committee. Amendments to proposed changes will not result in changes in these bylaws inconsistent with the title of the section to be amended.
- d. An addition to these bylaws that is not consistent with the title of a section already existing will be submitted, as a proposed new section. Amendments to a proposed new section will not result in language inconsistent with the title of the proposed new section that was submitted to the entire EOC.
- e. Any section proposed to be amended may be repealed. Any section proposed to be repealed may be amended.

Section 2: Suspension of Rules

Article V of these bylaws may be suspended during a meeting of the EOC by a quorum vote.

Section 3: Adoption of these Bylaws (Effective Date)

These bylaws will take effect at the next regular meeting of the Committee, following the meeting at which they were adopted by the EOC, so long as the requirements set out for notification or proposed changes in these bylaws.

Section 4: Precedence of State Law

If any of these bylaws, or any program thereof, are found in conflict with state or federal law, the Committee, upon deliberation, may modify the aforementioned bylaw.

Agenda Item 2

TO: County Service and Finance Committees
FROM: Kris Drake, Executive Director & Deputy Health Officer
DATE: November 6, 2023
SUBJECT: Urgent Revenue Cycle Management Expertise

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

The revenue cycle management (RCM) function, within Ingham Community Health Centers (ICHC), has generated a significant accounts receivable (A/R) backlog that exceeds \$4 million. Approximately \$1.95 million of the AR backlog is at 91 or more days old. These accounts are at risk of reaching legal filing limits, which may result in loss of revenue. The RCM has not been able to address the backlog due to staff shortages and leadership challenges. With the Billing & Reporting Manager position now vacant, ICHC is need of urgent external RCM expertise to address the burgeoning AR challenge. Therefore, an emergency purchase order was issued to AnnexMed for the provision of RCM services. The cost for AnnexMed's RCM services is \$116,000.

Funds for this purchase are available in Line Item 51161581-818000-02001.

The Controller, Medical Health Officer, and Purchasing Director approved this purchase.

Respectfully,

Kris Drake, MHA, FACHE
Executive Director, Ingham Community Health Centers
Deputy Health Officer, Ingham County Health Department

TO: Board of Commissioners, County Services Committee, and Finance Committee
FROM: Deb Fett, CIO
DATE: November 7, 2023
SUBJECT: Renewal of Hyland OnBase Annual Support
For the meeting agendas of November 21st, November 22nd, and November 28th, 2023

BACKGROUND

OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments. It is key to our document management and streamlining of our processes. Our support contract expires on December 31st, 2023. In 2016 we did a split of our support model to using Hyland under the GSA contract for our licensing support and ImageSoft for our direct support of the application. This resulted in a net savings of \$41,342.92. In 2022, Hyland moved to a subscription licensing model for all new license purchases. They invoice those renewals separately, so 2023 includes an increase of \$50,990.57 for the first-year renewal of subscription licensing purchased in 2022. The subscription licenses are primarily licenses purchased as part of the Circuit Court Family Division imaging project with a smaller number of licenses purchased for other departments. In addition to this, the maintenance costs for our perpetual licenses purchased before 2022 saw a slight increase.

ALTERNATIVES

By working through ImageSoft and Hyland for our support, we have the following results:

2019 support costs paid	\$182,288.30
2020 Actual invoice total	\$207,663.43
2021 Actual invoice total	\$203,650.17
2022 Actual invoice total	\$215,963.69

FINANCIAL IMPACT

The funding for the \$50,990.57 and the \$124,683.41 invoices from Hyland (total of \$175,673.98) is budgeted and will come from the County’s Innovation and Technology Department Network Maintenance – Imaging Fund #636-25870 932050.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

None

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for Hyland support renewals in the amount not to exceed \$176,000.00 which includes a small contingency.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF THE HYLAND ONBASE ANNUAL SUPPORT

WHEREAS, OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments; and

WHEREAS, utilization of the OnBase application by the County is key to our document management and several new projects will increase its streamlining of our processes; and

WHEREAS, the current licensing subscription agreement will expire on December 31st, 2023; and

WHEREAS, the annual contract amount is in the approved 2024 budget.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of the Hyland OnBase annual support by paying invoices in the amount not to exceed \$176,000.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology's Imaging Fund (636-25870-932050).

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

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

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

FROM: Deb Fett, CIO

DATE: November 7 2023

SUBJECT: Renew CourtView Support Services
For the meeting agendas of November 21st, 22nd, and 28th, 2023

BACKGROUND

Ingham County currently uses CourtView software in our various criminal justice areas including our Courts and Prosecuting Attorneys’ Office. There is an annual maintenance agreement in place to maintain the application, receive support, and receive needed software updates that will expire on December 31st, 2023. This support has been purchased every year since Ingham County has owned the application. The last invoice for total maintenance cost was \$170,232, this year’s upcoming cost proposed by Equivant is \$176,533. This is being put forth now to ensure timely payment with 2023 funds.

ALTERNATIVES

While the County is in process of moving to the State case management solution, we will continue to need support on this software until after any transition is completed. That may include yet another year of support after this one depending on the timeline for implementation.

FINANCIAL IMPACT

The funding for the \$176,533 total will come from the County’s Innovation and Technology Department’s LOFT Fund #636-25820-932050 for 2023.

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.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the invoice renewal for Equivant support of the CourtView software in the amount of \$176,533.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE INVOICE FOR RENEWING
COURTVIEW SUPPORT SERVICES**

WHEREAS, Ingham County currently utilizes CourtView Software as our criminal justice application; and

WHEREAS, annual maintenance is required to maintain the system and had been purchased every year since Ingham County purchased the software; and

WHEREAS, the payment totaling \$176,533 for annual support is due for the support from January 1st, 2024 - December 31st, 2024; and

WHEREAS, this annual payment has been planned for and budgeted and will provide the needed application support and upgrades needed to maintain our current applications.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize payment of the invoice for the renewal of support from Equivant in the amount not to exceed \$176,533.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology's LOFT Fund (636-25820-932050).

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

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

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

FROM: Deb Fett, CIO

DATE: November 6, 2023

SUBJECT: PACC/PAAM Licensing and Support Renewal
For the Agendas of November 21st, November 22nd, and November 28th.

BACKGROUND

PACC/PAAM is the software that our Ingham County Prosecutor’s Office relies on for case tracking, victims’ rights notifications and warrant charging guidance information. It is a creation of the Prosecuting Attorneys Association of Michigan.

Last year’s licensing and support costs were \$5,566. This year the cost will be \$9,010 as they have realigned costs with services yet again. The major portion is now paid as dues and services and not as support, thus changing what IT is responsible for.

ALTERNATIVES

Ingham County could choose not to use the software.

FINANCIAL IMPACT

The funding for the \$9,010 total will come from the County’s LOFT Fund 636-25820-932050.

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.

OTHER CONSIDERATIONS

The PACC/PAAM system has been used by our Prosecutor’s Office for many years and is used by many of the counties in Michigan. It serves as a hub for the creation of a statewide network between prosecuting attorneys and state agencies, such as the Michigan State Police, Department of Human Services, and the Department of Corrections.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for PACC/PAAM Licensing and Support renewal in the amount of \$9,010.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE RENEWAL OF PACC/PAAM LICENSING AND SUPPORT

WHEREAS, Ingham County Prosecutor's Office relies on our PAAC/PAAM system; and

WHEREAS, the software has been in use for many years; and

WHEREAS, the renewal for licensing and support will be \$9,010.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of licensing and support from PACC/PAAM in an amount not to exceed \$9,010.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Innovation and Technology's LOFT Fund #63625820-932050.

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 3d

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

FROM: Deb Fett, CIO

DATE: November 8, 2023

SUBJECT: Pluralsight Training for ITD staff
For the meeting agendas of November 21st, 22nd and 28th, 2023

BACKGROUND

Innovation and Technology Department (ITD) utilizes online training for our technical staff to ensure that they have access to the latest skills and best practices in the industry. Our current provider is Pluralsight, which we have found to be the best option of the available training providers as they offer not only the training but a skillset analysis that will allow us to more accurately find just the right topics needed to ensure staff are not wasting time with topics in which they are already proficient. This contract expires November 15, 2023 and ITD would like to renew.

ALTERNATIVES

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

FINANCIAL IMPACT

The funding for the \$20,468.25 total will come from the County's Innovation and Technology Department's Staff Development and Training Fund #636-95800-960000. This was quoted by CDWG under the State of Michigan MiDeal Contract.

OTHER CONSIDERATIONS

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

STRATEGIC PLANNING IMPACT

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

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for Pluralsight training from CDWG in the amount of \$20,468.25.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE RENEWAL OF PLURALSIGHT STAFF TRAINING FROM CDWG

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

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

WHEREAS, ITD has been pleased with the offerings from Pluralsight and has found it to be very effective; and

WHEREAS, the subscription for training for our entire ITD staff for one year expires November 15, 2023.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of Pluralsight training from CDWG in the amount not to exceed \$20,468.25.

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

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

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

TO: Board of Commissioners, County Services & Finance Committees
FROM: Glenn Canning, Facilities Director
DATE: November 7, 2023
RE: Resolution to Authorize an Agreement with Trane U.S. Inc., for Upgrading the Temperature Controls and Software at the 9-1-1 Center

For the meeting agendas of: November 21 & 22

BACKGROUND

The software and controllers that controls the temperatures of the 9-1-1 Center are in need of upgrades, the current software has caused the temperatures of the 9-1-1 Center to become uncomfortable for the dispatchers. Trane who is on the Omnia co-operative agreement therefore three quotes are not required per the Ingham County Purchasing Policy, submitted a proposal of \$16,638.

ALTERNATIVES

The alternative would be to not approve leaving the staff to remain working in uncomfortable conditions in a high stress work environment.

FINANCIAL IMPACT

Funds are available in building equipment maintenance line item #261-32500-932000.

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to Trane U.S. Inc., for the upgrades to the temperature controls and software.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH TRANE U.S. INC., FOR UPGRADING THE TEMPERATURE CONTROLS AND SOFTWARE AT THE 9-1-1 CENTER

WHEREAS, the software and controllers that control the temperatures of the 9-1-1 Center are in need of upgrades, the current software has caused the temperatures of the 9-1-1 Center to become uncomfortable for the dispatchers; and

WHEREAS, per the Ingham County Purchasing Policy, vendors on the Omnia Co-Operative Agreement do not require three quotes; and

WHEREAS, Trane U.S. Inc., is on the Omnia Co-Operative Agreement; and

WHEREAS, the Facilities Department recommends an agreement with Trane U.S. Inc., for \$16,638 to upgrade the temperature controls and software at the 9-1-1 Center; and

WHEREAS, funds are available in the building equipment maintenance line item #261-32500-932000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Trane U.S. Inc., 3350 Pine Tree Road, Lansing, Michigan 48911, for upgrading the temperature controls and software at the 9-1-1 Center for an amount not to exceed \$16,638.

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

Agenda Item 4b

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

FROM: Glenn Canning, Facilities Director

DATE: November 7, 2023

RE: Resolution to Authorize an Agreement with Moore Trosper Construction Co., for the Renovations to the Michigan Department of Health and Human Services Space at the Human Services Building

For the meeting agendas of: November 20, 21 & 22

BACKGROUND

Michigan Department of Health and Human Services (MDHHS) currently leases approximately 55,026 square feet of space at the Human Services Building (HSB). It is unknown when the space was last updated. The space is outdated and in need of renovations. The renovations include but are not limited to removal of existing gypsum board partitions, modifications to existing partitions, installation of new gypsum board partitions, new flooring, paint, sound attenuation panels, cabinetry, window film, doors, frames, hardware, security type windows, ceiling modifications, toilet room renovations, mechanical system adjustments, light fixture replacements, and new lighting control systems.

Moore Trosper submitted the lowest responsive and responsible proposal of \$1,624,400 for the renovations, we are requesting a contingency of \$100,000 for any unforeseen circumstances, for a total not to exceed amount of \$1,724,400.

ALTERNATIVES

The alternative would be to not approve allowing the space to become less useful as the needs of MDHHS has changed over the years and risking higher construction costs.

FINANCIAL IMPACT

The funds for this renovation will be reimbursed by the State of Michigan through payments made under an amended lease.

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 Moore Trosper to renovate the MDHHS leased space at HSB.

Agenda Item 4b

TO: Glenn Canning, Facilities Director
CC: Joel Hathon, Project Manager, Facilities
FROM: James Hudgins, Director of Purchasing
DATE: August 23, 2023
RE: Memorandum of Performance for RFP No. 39-23 Improvements to the Michigan Department of Health and Human Services

Per your request, the Purchasing Department sought proposals from qualified and experienced general contractors to enter into a contract for the purpose of making improvements to the existing area leased by the Michigan Department of Health and Human Services, located within the Ingham County Human Services Building (HSB).

The spaces being renovated are all located on the ground floor level of the HSB. The scope of work includes, but is not limited to, removing existing gypsum board partitions, modifying existing partitions, installing new gypsum board partitions, new flooring, paint, sound attenuation panels, cabinetry, window film, doors, frames, hardware, security type windows, ceiling modifications, toilet room renovations, mechanical system adjustments, light fixture replacements, and new lighting control systems.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	93	18
Vendors attending pre-bid/proposal meeting	13	10
Vendors responding	4	4

A summary of the vendors' costs:

Vendor Name	Local Preference	Total Cost
Royal Paint Company	Unresponsive - not a general contractor	
Moore Trospen Construction Co.	Yes, Holt MI	\$ 1,624,400.00
Laux Construction LLC	Yes, Mason MI	\$ 1,625,700.00
Wolverine Building Group	Yes, Lansing MI	\$ 1,783,250.00
Demaria Building Company	Yes, Okemos MI	\$ 1,813,327.00

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

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

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

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MOORE TROSPER
CONSTRUCTION CO., FOR THE RENOVATIONS TO THE MICHIGAN DEPARTMENT OF
HEALTH AND HUMAN SERVICES SPACE AT THE HUMAN SERVICES BUILDING**

WHEREAS, Michigan Department of Health and Human Services (MDHHS) currently leases approximately 55,026 square feet of space at the Human Services Building (HSB); and

WHEREAS, it is unknown when the space was last updated, the space is outdated and in need of renovations; and

WHEREAS, the renovations include but are not limited to: removal of existing gypsum board partitions, modifications to existing partitions, installation of new gypsum board partitions, new flooring, paint, sound attenuation panels, cabinetry, window film, doors, frames, hardware, security type windows, ceiling modifications, toilet room renovations, mechanical system adjustments, light fixture replacements, and new lighting control systems; and

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

WHEREAS, the Facilities Department recommends an agreement with Moore Trosper Construction Co., a local vendor who submitted the lowest responsive and responsible proposal of \$1,624,400 for the renovations to MDHHS space at HSB; and

WHEREAS, the Facilities Department is requesting a contingency of \$100,000 for any unforeseen circumstances; and

WHEREAS, the lease with the State of Michigan will need to be amended to include the funding for this project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Moore Trosper Construction Co., 4224 Keller Road, Holt, Michigan, 48842, for the renovations to the Michigan Department Health and Human Services space at the Human Services Building for a not to exceed amount of \$1,724,400 which includes a \$100,000 contingency.

BE IT FURTHER RESOLVED, that the lease with the State of Michigan for the Michigan Department of Health and Human Services space at the Human Services Building is hereby amended by an amount not to exceed \$1,724,400 to reimburse Ingham County for costs associated with this project.

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: County Services and Finance Committees

FROM: Andrew Dunn, Director of Operations ICRD

DATE: November 7, 2023

SUBJECT: Proposed Resolution Authorizing a Purchase Order for Helically Corrugated Steel Pipe

For the agendas on November 21 and 22

BACKGROUND

The purpose of this memorandum is to request approval to purchase helically corrugated steel pipe from Contech Engineered Solutions LLC.

Bids for pipe were solicited and evaluated by the Ingham County Purchasing Department for Invitation for Bid (IFB) #212-23 as shown per the Memorandum of Performance. Contech Engineered Solutions LLC was the lowest bid on steel pipe and is also a local vendor. Jensen Bridge and Supply Co was removed from consideration because they submitted a bid with prices guaranteed for only 30 days.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department 2024 budget includes sufficient funds to cover the cost associated with this contract. The 2024 bid unit prices have increased on an average of 15 percent of 2023 unit prices. The estimated total cost is less than \$100,000.

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 purchase order with Contech Engineered Solutions, LLC for helically corrugated steel pipe for a one (1) year term (2024 calendar year), with an option to renew for the 2025 calendar year.

Agenda Item 5a

TO: Andrew Dunn, Director of Operations, Ingham County Road Department
FROM: James Hudgins, Director of Purchasing
DATE: October 26, 2023
RE: Memorandum of Performance for IFB No. 212-23 Helically Corrugated Steel Pipe

The Ingham County Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing helically corrugated steel pipe for the Ingham County Road Department, for a period of one (1) year with an option for a one-year renewal. Prices will remain constant with no price increases for the initial one-year term of the contract.

Material is to conform to Section 909.05 of the Michigan Department of Transportation 2020 Standard Specifications for Construction for Corrugated Steel Pipe with the exception of re-rolled pipe ends shall have at least three circumferential corrugations. Standard lengths of helically corrugated steel pipe with re-rolled ends will be purchased in 20-foot, 24-foot, and 30-foot lengths. Connecting bands shall be a two bolt-hole style and include bolts.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	17	2
Vendors responding	3	1

A summary of the vendors' costs is on the following pages:

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.

VENDOR COSTS

Vendor Name		St. Regis Culvert Inc.	Jensen Bridge and Supply Co.	Contech Engineered Solutions LLC
Local Preference		No, Charlotte MI	No, Sandusky MI	Yes, Mason MI
<i>Aluminized Type 2 Pipe Diameter</i>	<i>Gauge</i>	<i>Price per Linear ft.</i>	<i>Price per Linear ft.</i>	<i>Price per Linear ft.</i>
8" Spiral Aluminized Type 2	14	N/A	N/A	N/A
12" Spiral Aluminized Type 2	14	\$ 15.96	\$ 13.85	\$ 14.75
15" Spiral Aluminized Type 2	14	\$ 19.95	\$ 17.26	\$ 18.15
18" Spiral Aluminized Type 2	14	\$ 23.94	\$ 20.68	\$ 20.95
24" Spiral Aluminized Type 2	14	\$ 32.00	\$ 27.54	\$ 27.75
30" Spiral Aluminized Type 2	14	\$ 40.80	\$ 34.40	\$ 35.25
36" Spiral Aluminized Type 2	14	\$ 48.96	\$ 40.84	\$ 41.75
48" Spiral Aluminized Type 2	14	\$ 65.84	\$ 56.49	\$ 55.10
60" Spiral Aluminized Type 2	12	\$ 126.95	\$ 101.81	\$ 92.25
72" Spiral Aluminized Type 2	12	N/A	\$ 128.59	\$ 119.75
<i>Aluminized Type 2 Connecting Bands</i>	<i>Gauge</i>	<i>Width</i>	<i>Price Each</i>	<i>Price Each</i>
12" Aluminized Connecting Band	14	24"	\$ 32.00	\$1.75/foot
24" Aluminized Connecting Band	14	24"	\$ 64.00	\$2.25/foot

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER FOR
HELICALLY CORRUGATED STEEL PIPE**

WHEREAS, the Road Department annually purchases approximately 2,000 feet of corrugated steel pipe for use as drainage culverts and storm sewer construction; and

WHEREAS, the Purchasing Department recently released bid packet #212-23 and received competitive bid proposals for furnishing helically corrugated steel pipe for a period of one (1) year with an option for a one-year renewal, beginning from date of January 1, 2024; and

WHEREAS, bids for helically corrugated steel pipe 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 most complete lowest qualified bidder, Contech Engineered Solutions, LLC for furnishing helically corrugated steel pipe; and

WHEREAS, the Road Department 2024 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 from Contech Engineered Solutions, LLC, located at 661 Jerico Dr, Mason, Michigan for furnishing helically corrugated steel pipe to the Road Department per bid packet #212-23 for a one-year period, with a one-year renewal option, beginning from date of January 1, 2024.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute purchase orders with Contech Engineered Solutions, LLC to purchase pipe 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 that are consistent with this resolution on behalf of the County after approval as to form by the County Attorney.

Agenda Item 5b

TO: County Services and Finance Committees

FROM: Andrew Dunn, Director of Operations ICRD

DATE: November 7, 2023

SUBJECT: Proposed Resolution Authorizing a purchase order for Bulk Fuel Delivery

For the agendas November 21 and 22

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 for Bid (IFB) #215-23 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 purchase order with Avery Oil & Propane for the purchase of bulk fuel for the Ingham County Road Department.

Agenda Item 5b

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

FROM: James Hudgins, Director of Purchasing

DATE: October 26, 2023

RE: Memorandum of Performance for IFB No. 215-23 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	19	6
Vendors responding	3	1
Vendors Unresponsive	2	0

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

You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the 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)	Premium #2 Treated Ultra Low Sulfur Diesel Fuel	Quarterly Fuel Testing	Time Stamp
		<i>Estimated Annual Qty:</i> <i>60,000 Gallons</i>	<i>Estimated Annual Qty:</i> <i>120,000 Gallons</i>		
		Differential Price/Gallon	Differential Price/Gallon	Cost Per Service	
Avery Oil & Propane Inc.	Yes, Mason MI	\$ 0.12	\$ 0.12	\$ 50.00	10/25/23 @ 1:33 PM
		Notes: 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.			
Sunoco / Gladieux	No, Dallas TX	\$ 0.25	\$ 0.25	\$ 150.00	10/26/23 @ 10:33 AM
		Notes: None listed			
Webster Garner	No, Clio MI	\$ 0.12	\$ 0.14	No Cost	10/26/23 @ 10:27 AM
		Notes: Webster + Garner Oil and Propane			
RKA Petroleum	No, Romulus MI	Unresponsive, "All prices quoted shall be in United States dollars and "whole cent"; no cent fractions shall be used. There are no exceptions."			10/25/23 @ 4:33 PM
Corrigan Oil Co.	No, Brighton MI	Unresponsive, "All prices quoted shall be in United States dollars and "whole cent"; no cent fractions shall be used. There are no exceptions."			10/26/23 @ 7:17 AM

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PURCHASE ORDER 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 #215-23 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 2024 budget includes sufficient funds for this contract.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the bid from 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 IFB #215-23.

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: Board of Commissioners, County Services and Finance Committees

FROM: Neal Galehouse, Director of Engineering
Road Department

DATE: November 7, 2023

SUBJECT: Proposed Resolution to Authorize a Contract for 2024-2025 As-Needed Engineering Design Services

For the Meeting Agendas of November 21, 22, and 28

BACKGROUND

Road Department staffing is such that many times during the engineering design phase of projects there is insufficient staff, equipment, or expertise to perform all project related data collection, design, or document preparation required to meet funding deadlines. As a result, the Road Department must rely on engineering design consultants to perform the work when needed.

The Purchasing Department solicited proposals under RFP #220-23 from Michigan Department of Transportation prequalified and experienced engineering design firms to provide services on an as-needed basis throughout 2024 and 2025. A total of nine proposals were received, which were reviewed by Road Department staff for adherence to county purchasing requirements, experience, expertise, proposed labor rates, and overall value to the county.

Based on the review of the proposals, the Road Department recommends that five of the nine respondents be retained to provide the requested services. When retaining engineering design services for a specific project, the Road Department 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 Road Department recommends that the following respondents be retained to provide the requested as-needed engineering design services for 2024 and 2025:

Bergmann, 7050 W. Saginaw Highway, Suite 200, Lansing, MI 48917
C2AE, 106 W. Allegan Street, Suite 500, Lansing, MI 48933
DLZ Michigan, Inc., 1425 Keystone Avenue, Lansing, MI 48911
Fishbeck 5913 Executive Drive, Suite 100, Lansing, MI 48911
RS Engineering, LLC, 6709 Centurion Drive, Suite 300, Lansing, MI 48917

ALTERNATIVES

Increased staffing will be necessary to provide these services without the use of consultants.

FINANCIAL IMPACT

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

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I respectfully recommend the Board of Commissioners adopt the attached resolution and accept the proposals from the five vendors above.

Agenda Item 5c

TO: Neal Galehouse, Director of Engineering
FROM: James Hudgins, Director of Purchasing
DATE: June 26, 2019
RE: Memorandum of Performance for RFP No. 220-23 2024-2025 As-Needed Engineering Design 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 2024 and 2025 as-needed engineering design services for the Ingham County Road Department.

The scope of work includes, but is not limited to, staffing of full-time/part-time engineer(s), surveyor(s), and/or technician(s) as needed to perform duties regularly associated with all aspects of road & bridge design, miscellaneous traffic engineering and survey. The consultant(s) shall use the current edition of the following design standards: AASHTO, MDOT, MMUTCD, along with the Ingham County Drain Commission's and Road Department's standards and rules.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	139	40
Vendors responding	9	6

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.

Vendor's Providing Proposals:

Vendor Name	Local Preference
RS Engineering	No, Lansing (Eaton County) MI
BERGMANN	No, Lansing (Eaton County) MI
Fishbeck	Yes, Lansing MI
Mannik Smith Group	Yes, Okemos MI
DLZ	Yes, Lansing MI
ROWE Professional Services Co.	No, Flint MI
C2AE	Yes, Lansing MI
Spaulding DeDecker	Yes, Lansing MI
HUBBELL, ROTH & CLARK INC.	Yes, Holt MI

Costs as separate attachment .pfd.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE CONTRACTS FOR
2024-2025 AS-NEEDED ENGINEERING DESIGN SERVICES**

WHEREAS, Road Department staffing is such that many times during the engineering design phase of projects there is insufficient staff, equipment, or expertise to perform all project related data collection, design, or document preparation required to meet funding deadlines; and

WHEREAS, the Purchasing Department solicited proposals (RFP #220-23) from Michigan Department of Transportation prequalified and experienced engineering design firms to provide services on an as-needed basis throughout 2024 and 2025, receiving nine 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, when retaining services for a specific project, the Road Department 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; 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 costs for these services have been included in the Road Fund Budget; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize a contract with the following consultants to provide the requested as-needed engineering design services:

Bergmann, 7050 W. Saginaw Highway, Suite 200, Lansing, MI 48917
C2AE, 106 W. Allegan Street, Suite 500, Lansing, MI 48933
DLZ Michigan, Inc., 1425 Keystone Avenue, Lansing, MI 48911
Fishbeck 5913 Executive Drive, Suite 100, Lansing, MI 48911
RS Engineering, LLC, 6709 Centurion Drive, Suite 300, Lansing, MI 48917

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Bergmann, 7050 W. Saginaw Highway, Suite 200, Lansing, MI 48917; C2AE, 106 W. Allegan Street, Suite 500, Lansing, MI 48933; DLZ Michigan, Inc., 1425 Keystone Avenue, Lansing, MI 48911; Fishbeck 5913 Executive Drive, Suite 100, Lansing, MI 48911; and RS Engineering, LLC, 6709 Centurion Drive, Suite 300, Lansing, MI 48917 to provide as-needed engineering design services throughout 2024 and 2025 at rates not to exceed those stated in their proposals to RFP #220-23.

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 and Finance Committees

FROM: Neal Galehouse, Director of Engineering
Road Department

DATE: November 7, 2023

SUBJECT: Proposed Resolution to Authorize a Contract for 2024-2025 As-Needed Material Testing and/or Fabrication Inspection Services

For the Meeting Agendas of November 21, 22, and 28

BACKGROUND

Road Department staffing is such that many times during the construction season there is insufficient staff, equipment, or expertise to perform all the project related material testing and/or fabrication inspections required for road and/or bridge projects. As a result, the Road Department must rely on consultants to supplement staff.

The Purchasing Department solicited proposals under RFP #219-23 from Michigan Department of Transportation prequalified and experienced material testing and fabrication inspection firms to provide the services on an as-needed basis throughout 2024 and 2025. A total of five proposals were received, which were reviewed by Road Department staff for adherence to county purchasing requirements, experience, expertise, proposed labor rates, and overall value to the county.

Based on the review of the proposals, the Road Department recommends that three of the five respondents be retained to provide the requested services. When retaining material testing and/or fabrication inspection services for a specific project, the Road Department 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 Road Department recommends that the following respondents be retained to provide the requested material testing and/or fabrication services for 2024 and 2025:

Materials Testing Consultants, 2855 Jolly Road, Okemos, MI 48864
Soil and Materials Engineers, Inc., 2663 Eaton Rapids Road, Lansing, MI 48911
Professional Service Industries, Inc., 3120 Sovereign Drive, Suite C, Lansing, MI 48911

ALTERNATIVES

N/A

FINANCIAL IMPACT

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

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I respectfully recommend the Board of Commissioners adopt the attached resolution and accept the proposals from the three vendors above.

Agenda Item 5d

TO: Neal Galehouse, Director of Engineering
FROM: James Hudgins, Director of Purchasing
DATE: October 19, 2023
RE: Memorandum of Performance for RFP No. 219-23: 2024-2025 As-Needed Material Testing and/or Fabrication Inspection Services

Per your request, the Purchasing Department sought proposals from MDOT prequalified and experienced engineering firms for the purpose of entering into a contract to provide 2024 and 2025 As-Needed Material Testing and/or Fabrication Inspection Services.

The scope of work includes, but is not limited to; material testing and/or fabrication inspection services for Ingham County Road Department federal-aid road and/or bridge construction projects within the public road rights-of-way in Ingham County, Michigan. Staffing will be on-site in the field or in-plant on an as-needed; full-time or part-time basis.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	23	6
Vendors responding	5	5

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 VENDOR'S COST:

Vendor Name	SME	PSI	DLZ	MTC	NTH
Local	Yes, Lansing MI	Yes, Lansing MI	Yes, Lansing MI	Yes, Okemos MI	Yes, East Lansing MI
Density Tech & Concrete Technician	\$90/hr	N/A	N/A	\$70/hr	Varies
HMA Plant & Aggregate Sampling Technician	\$105/hr	\$59/hr	N/A	\$70/hr	Varies
Certified Welding Inspector, Level II NDT Tech.	\$150/hr	N/A	N/A	\$150/hr	Varies
NACE CIP-1 or 2 Coatings Specialist	\$150/hr	N/A	N/A	N/A	Varies
Field/Project Assistant	\$110/hr	N/A	N/A	\$60/hr	Varies
Non-Pressed Precast Fabrication Inspector/Visual Inspection	\$125/hr	\$75/hr	N/A	\$85/hr	Varies
Pressed Precast Fabrication Shop Inspector/In-plant Inspection	\$125/hr	\$75/hr	N/A	\$85/hr	Varies
Certified Welding Inspector	\$150/hr	N/A	N/A	\$120/hr	Varies
Construction Inspector	N/A	N/A	\$75/hr	N/A	N/A
Senior Inspector	N/A	N/A	\$81.25/hr	N/A	N/A
Junior Construction Inspector	N/A	N/A	\$65/hr	N/A	N/A
Structural Steel/CWI	N/A	N/A	\$100/hr	N/A	N/A
Project Consultant	\$170/hr	\$110/hr	\$120/hr	\$160/hr	N/A
Project Management/Reports	15% of each Invoice	N/A	N/A	\$150/hr	N/A
Contract Administrator	N/A	N/A	\$90/hr	N/A	N/A
Overtime Rates	Standard Rate 1.5%	\$88.50/hr & \$112.50/hr	N/A	1.3% X Standard Rate	N/A
Concrete Compressive Strength Cylinders	\$23/each	\$22/each	\$23/each	\$22/each	\$22/each
Washed Gradations	\$240/each	N/A	N/A	\$200/each	N/A
HMA Extraction/Gradation	N/A	\$195/each	\$425/each	\$400/each	\$210/each
Crushed Content	\$95/each	N/A	N/A	\$85/each	N/A
Sieve Analysis	N/A	\$85/each	\$96/each	\$185/each	\$85/each

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE CONTRACTS FOR
2024-2025 AS-NEEDED MATERIAL TESTING AND/OR FABRICATION INSPECTION SERVICES**

WHEREAS, Road Department staffing is such that many times during the construction season there is insufficient staff, equipment, or expertise to perform all project related material testing and/or fabrication inspections required for road and/or bridge projects; and

WHEREAS, the Purchasing Department solicited proposals (RFP #219-23) from Michigan Department of Transportation prequalified and experienced material testing and fabrication inspection firms to provide services on an as-needed basis throughout 2024 and 2025, receiving five 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, when retaining services for a specific project, the Road Department 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; 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 costs for these services have been included in the Road Fund Budget; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize a contract with the following consultants to provide the requested as-needed material testing and/or fabrication inspection services:

Materials Testing Consultants, 2855 Jolly Road, Okemos, MI 48864
Soil and Materials Engineers, Inc., 2663 Eaton Rapids Road, Lansing, MI 48911
Professional Service Industries, Inc., 3120 Sovereign Drive, Suite C, Lansing, MI 48911

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Materials Testing Consultants, 2855 Jolly Road, Okemos, MI 48864; Soil and Materials Engineers, Inc., 2663 Eaton Rapids Road, Lansing, MI 48911; and Professional Service Industries, Inc., 3120 Sovereign Drive, Suite C, Lansing, MI 48911 to provide as-needed material testing and/or fabrication inspection services throughout 2024 and 2025 at rates not to exceed those stated in their proposals to RFP #219-23.

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 & Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: November 7, 2023
SUBJECT: Resolution to Approve UAW TOPS and Managerial & Confidential Reclassification Requests, and ICEA County Professional Job Title Change

For the meeting agendas of November 21 and November 22

BACKGROUND

The UAW TOPS and ICEA County Professional collective bargaining agreements and the Managerial & Confidential Personnel Manual are effective January 1, 2022 through December 31, 2024. These agreements and manual each include a process for employee submission of reclassification requests. The Human Resources Department has executed the approved process for reclassification requests for employees in these groups. 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.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE UAW TOPS AND MANAGERIAL & CONFIDENTIAL RECLASSIFICATION REQUESTS AND AN ICEA COUNTY PROFESSIONAL JOB TITLE CHANGE

WHEREAS, the UAW TOPS and ICEA County Professional collective bargaining agreements and the Managerial & Confidential Personnel Manual are each effective January 1, 2022 through December 31, 2024; and

WHEREAS, these agreements and manual include a process for employee submission of reclassification requests; and

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

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>
130035	Court Recorder Probate/Cir. Ct.	Move from UAW G to UAW J
130037	Court Recorder Probate/Cir. Ct.	Move from UAW G to UAW J
130061	Court Recorder Probate/Cir. Ct.	Move from UAW G to UAW J
148013	Court Recorder Probate/Cir. Ct.	Move from UAW G to UAW J
148016	Court Recorder Probate/Cir. Ct.	Move from UAW G to UAW J
148053	Court Recorder Probate/Cir. Ct.	Move from UAW G to UAW J
601414	Grants Coordinator to Grants Administrator	Remains ICEA Co Pro 8 w/Job Title Change
226012	Benefits Coordinator (Vacant)	Move from MC 5 to MC 6

<u>Position Title</u>	2023		<u>Difference</u>
	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	
Court Recorder	UAW G: 52,531.56	UAW J: 62,262.46	9,730.90
Court Recorder	UAW G: 52,531.56	UAW J: 62,262.46	9,730.90
Court Recorder	UAW G: 52,531.56	UAW J: 62,262.46	9,730.90
Court Recorder	UAW G: 52,531.56	UAW J: 62,262.46	9,730.90
Court Recorder	UAW G: 52,531.56	UAW J: 62,262.46	9,730.90
Court Recorder	UAW G: 52,531.56	UAW J: 62,262.46	9,730.90
Benefits Coordinator	MC 5: 56,158.71	MC 6: 60,462.42	4,303.71

TOTAL: 62,689.11

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.

TO: Board of Commissioners County Services & Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: November 9, 2023
SUBJECT: Resolution to Authorize Renewing a Subscription with GovernmentJobs.Com, Inc. DBA NEOGOV for Human Resources Software
For the meeting agendas of November 21 and November 22

BACKGROUND

The current GovernmentJobs.com, Inc. DBA NEOGOV subscription for human resources software expires on December 31, 2023. The Human Resources Department recommends renewing the subscription with GovernmentJobs.com, Inc. DBA NEOGOV to continue utilizing human resources software for recruiting, hiring, onboarding, and learning management effective January 1, 2024 through December 31, 2025.

ALTERNATIVES

If the subscription were not to be renewed, the use of the human resources software products for recruiting, hiring, onboarding and learning management would discontinue, resulting in reverting to ineffective and inefficient recruiting, hiring, onboarding and learning management methodology.

FINANCIAL IMPACT

The cost to renew the subscription for two years is in the amount of \$197,931.12, for which funds are available in the General Fund.

STRATEGIC PLAN CONSIDERATIONS

Renewing the subscription for two years would allow for continuing to provide effective and efficient human resources services to County employees and County residents, including recruitment of employees who value public service.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize renewing the subscription with GovernmentJobs.Com, Inc. DBA NEOGOV for human resources software.

Introduced by the County Services & Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE RENEWING A SUBSCRIPTION WITH
GOVERNMENTJOBS.COM, INC. DBA NEOGOV FOR HUMAN RESOURCES SOFTWARE**

WHEREAS, the current GovernmentJobs.com, Inc. DBA NEOGOV subscription for human resources software expires on December 31, 2023; and

WHEREAS, the Human Resources Department recommends renewing the subscription with GovernmentJobs.com, Inc. DBA NEOGOV to continue utilizing human resources software for recruiting, hiring, onboarding, and learning management effective January 1, 2024 through December 31, 2025 in the amount of \$197,931.12; and

WHEREAS, funds are available in the appropriate General Fund line item.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a renewing the subscription with GovernmentJobs.com, Inc. DBA NEOGOV, 2120 Park Pl, Suite 100, El Segundo, CA 90245, for human resources software for a two-year period, effective January 1, 2024 through December 31, 2025.

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

TO: Board of Commissioners County Services & Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: November 9, 2023
SUBJECT: Resolution to Authorize Entering into a Statement of Work Agreement with Compass, a Division of Encompass EAP, for a Cultural Assessment of the Road Department
For the meeting agendas of November 21 and November 22

BACKGROUND

Recent employee relations interactions between employees and management at the Road Department demonstrate a need to examine the working environment and gain cultural insight to learn what is working well and to determine the nature of any real or perceived challenges or barriers. Compass, a division of Encompass, Ingham County’s employee assistance program provider provides cultural assessment services for this purpose, with a focus on teamwork, communication, trust, fairness, leadership, job performance and working relationships and has proposed entering into a Statement of Work Agreement for the Road Department for this purpose.

ALTERNATIVES

If the Statement of Work Agreement is not authorized, continuing employee relations issues are likely to occur without identification and resolution of any real or perceived challenges or barriers to successful working relationships.

FINANCIAL IMPACT

The Cultural Assessment process is proposed in an amount not to exceed \$25,000, funding for which is available in the contingency fund.

STRATEGIC PLAN CONSIDERATIONS

Fostering healthy, productive working relationships enhances the ability of the County to attract and retain employees who value public service.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

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

Introduced by the County Services & Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A STATEMENT OF WORK AGREEMENT WITH
COMPASS, A DIVISION OF ENCOMPASS EAP, FOR A CULTURAL ASSESSMENT OF THE
ROAD DEPARTMENT**

WHEREAS, recent employee relations interactions between employees and management at the Road Department demonstrate a need to examine the working environment and gain cultural insight to learn what is working well and to determine the nature of any real or perceived challenges or barriers; and

WHEREAS, Compass, a division of Encompass, Ingham County's employee assistance program provider provides cultural assessment services for this purpose, with a focus on teamwork, communication, trust, fairness, leadership, job performance and working relationships and has proposed entering into a Statement of Work Agreement for the Road Department for this purpose; and

WHEREAS, continuing employee relations issues are likely to occur without identification and resolution of any real or perceived challenges or barriers to successful working relationships.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a Statement of Work Agreement with Compass, a Division of Encompass EAP, for a cultural assessment of the Road Department in an amount not to exceed \$25,000, to be funded through the County Contingency Fund.

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

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

Agenda Item 7a

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: November 8, 2023
SUBJECT: Resolution to Purchase Circuit Court Annex, 426 S. Walnut Street, Lansing
County Services November 21 and Finance November 22

BACKGROUND

Please see attached the resolution and purchase agreement for 426 S. Walnut Street, Lansing. As discussed in the September 19 County Services and September 20 Finance Committee closed sessions, this would approve the purchase of the property for \$935,000.

FINANCIAL IMPACT

Funding for the \$935,000 purchase would be through the ARPA Visiting Judge program.

RECOMMENDATIONS

Recommend approval of the resolution and purchase of 426 S. Walnut Street.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A PURCHASE AGREEMENT FOR
426 S. WALNUT STREET, LANSING**

WHEREAS, the Ingham County Board of Commissioners approved the American Rescue Plan Act (ARPA) 30th Circuit Court Visiting Judge Program through Resolution #22-212, to help reduce the Court's jury trial backlog created by COVID-19; and

WHEREAS, to house the Visiting Judge Program, the lease of 426 S. Walnut Street, Lansing was approved through Resolution #22-213; and

WHEREAS, the projected ongoing need for additional court room space and the proximity of 426 S. Walnut to the Veterans Memorial Courthouse make the property worth purchasing; and

WHEREAS, the property owner, Community Mental Health Association of Michigan, has agreed to sale the property to Ingham County for \$935,000; and

WHEREAS, Corporate Counsel has drafted the attached Purchase Agreement for 426 S. Walnut Street, Lansing for Board Chair's signature.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves a Purchase Agreement with Community Mental Health Association of Michigan for 426 S. Walnut Street, Lansing, Michigan with a purchase price of \$935,000.

BE IT FURTHER RESOLVED, that the purchase of 426 S. Walnut Street will be funded through the ARPA 30th Circuit Court Visiting Judge Program.

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

Agenda Item 7b

TO: Board of Commissioners County Services Committee
FROM: Gregg Todd, Controller
DATE: July 11, 2023
SUBJECT: Report on Montgomery Drain by Third Party Engineer
For the meeting agenda of November 21

BACKGROUND

The County Commissioners approved \$1,000,000 in ARPA funding to the Montgomery Drain to go toward the construction of Division XII – Ranney Park Phase II. A contingency on the funding was a third-party engineering review of this phase of the project to verify the efficacy and need for the phase for the successful operation of the Montgomery Drain.

Attached is the review by the PEA Group, which has concluded that Division XII will provide the level of water treatment required by the ICDC evidenced by decreased E. Coli counts, visible clear water plumes, capture of the first flush, and implementation of Low Impact Development.

PEA GROUP



2379 Woodlake Drive, Suite 480
Okemos, MI 48864

517.393.2902
peagroup.com

November 7, 2023

BY EMAIL gtodd@ingham.org

Mr. Gregg Todd, Controller
Ingham County Controller's Office
342 S. Jefferson St.
Mason, MI 48854

RE: Requested Review of Montgomery Drain Project Plans – Division XII – Ranney Park - Park 2

Dear Mr. Todd:

PEA Group was contracted to review the Montgomery Drain Project Plans – Division XII – Ranney Park – Park 2, to evaluate if the plans meet the water treatment requirements of the Ingham County Drain Commissioner. PEA Group reviewed the Division XII plans and other documents in order to reach our findings. PEA Group has found that Division XII will provide the level of water treatment required by the ICDC evidenced by decreased E. Coli counts, visible clear water plumes, capture of the first flush, and implementation of Low Impact Development. Further details can be found in the attached Memorandum.

We believe this review fulfills your request. If you have any questions, please feel free to contact us.

Sincerely,



Alan D. Boyer, PE
Senior Project Manager



Amanda Reed
Staff Engineer I

cc. Paul Pratt, Deputy Drain Commissioner BY EMAIL ppratt@ingham.org

attachment



Memorandum

To: Mr. Gregg Todd, Ingham County Controller

From: Alan D. Boyer, PE

Amanda Reed

Date: November 7, 2023

Re: Requested Review of Montgomery Drain Project Plans – Division XII – Ranney Park – Park 2

Introduction

On July 2nd, 2023, PEA Group was contracted to review the Montgomery Drain Project Plans – Division XII – Ranney Park – Park 2, to evaluate if the plans will meet the water treatment requirements of the Ingham County Drain Commissioner (ICDC). The proposed design utilizes different types of Low Impact Development (LID) to manage stormwater runoff. As of today, all divisions of the Montgomery Drain Project are not fully constructed, and the project is not fully online.

Division XII shows that runoff from the site is captured within the stormwater treatment basin, cycled through the Treatment Train, and discharged into the Red Cedar River after the basin exceeds the storage elevation of 5-year 24-hour storm event. Surface runoff is contained within the system outlined in Division XII and continuously treated before discharging into nearby waters. The Montgomery Drain Project is designed to capture ninety-six percent of all rainfall events (Lindemann, 2018). Division XII can treat 5,040,000 gallons of runoff per day; surface runoff contained within the system can be treated in 4 days. The design uses LID such as retention ponds, vegetative swales, and permeable pavement. These designs allow water to infiltrate, thus filtering out sediments and other pollutants before returning to the groundwater and/or surface water. The proposed design also provides multiple methods for aeration of stormwater runoff which increases the dissolved oxygen. Energy dissipators are included in the design to prevent resuspension of sediments. Rip rap will be placed at every stormwater outlet and weirs will be included between detention ponds (GEI Consultants and Wade Trim, 2022).

Reviewed Documents

PEA Group received the Division XII plans created by GEI Consultants and Wade Trim, and the Montgomery Drain Maintenance and Improvement Project Alternatives Analysis by Patrick E. Lindemann for the review. PEA Group reviewed the Rules of the Ingham County Drain Commissioner Standards for Stormwater Management, Systems, Procedures and Design Criteria. PEA Group requested field sampling data and received data prepared by Spicer Group. Satellite and field imagery was viewed as visible evidence to support or refute this data. PEA Group also contacted Tim Inman from Spicer Group and Brian Cenci from GEI Consultants to discuss the methodology used in designing the Montgomery Drain Project.

Findings

PEA Group has found that Division XII will provide the level of water treatment required by the ICDC evidenced by decreased E. Coli counts, visible clear water plumes, capture of the first flush, and implementation of Low Impact Development. Division XII also provides public education by including a designated area for public education which provides shelter, seating, lighting, and a view of the upstream Treatment Train. This meets the first Best Management Practice (BMP) of the Environmental Protection Agency's (EPA) Phase II regulations (Lindemann, 2023).

Prior to construction, wet weather sampling was completed on June 23rd, 2017, which showed the Most Probable Number (MPN) of E. Coli to be greater than 2419 (Short and Colaianne, 2017). Sampling taken place on April 29th, 2021, resulted in an MPN of 17 (Short and Freeby, 2021). Although the Montgomery Drain Project is not fully online, the project completed so far has significantly reduced the amount of E. Coli. present in the Montgomery Drain. The plans include several methods for aerating stormwater (water quality wall, aeration creek, and stepped waterfall). Dissolved oxygen is necessary for organisms to break down and remove pollutants such as E. Coli. A further decrease in bacteria is expected after completion of Division XII since Division XII includes additional components of the Treatment Train.

Satellite imagery and photos taken in the field show recent clean water plume discharges into the Red Cedar River. Figures 1 through 4 show a progression of changes leading to Figure 5; this image shows this same area after development of the Montgomery Drain Project started. The image shows a plume of clean water coming from the Montgomery Drain and mixing into the turbid water in the Red Cedar River. Since the development of Division XII has begun, stormwater being discharged to the Red Cedar River is visibly cleaner and is expected to be cleaner after the completion of the Montgomery Drain Project.



Figure 1: October 10th, 2009

The outlet of the Montgomery Drain into the Red Cedar River. The water discharging into the river from the drain in this image is visibly dirty compared to the river. The implementation of Division XII as part of the Montgomery Drain Treatment Train is proposed to improve the water quality discharged into the river.



Figure 2: March 11th, 2020

Before construction of the Montgomery Drain Project. The Red Cedar River is murky, and stormwater is pooling along Red Cedar Parkway.



Figure 3: October 23rd, 2020

After construction began on the Montgomery Drain Project. The Stormwater Treatment Basin is visibly turbid compared to the river. This image shows the basin can contain surface runoff to prevent polluted water from entering the river.



Figure 3: March 25th, 2021

After 5 months of the basin being implemented, runoff in the basin is visibly cleaner. The coloration of the Red Cedar River appears to be the same as the Stormwater Treatment Basin, showing that the implementation of the basin has improved water quality prior to discharge into the river.



Figure 5: Montgomery Drain outlet to Red Cedar River

This image shows water discharged (lower right of the photo) from the Montgomery Drain into the Red Cedar River. The water from the drain is visibly cleaner than the water in the river. Division XII is a key component of the Treatment Train.

Conclusion

Division XII does provide the level of water treatment required by the ICDC. The reviewed documents show that stormwater runoff is contained within the treatment train and continuously treated prior to being discharged into the Red Cedar River and has already been successful in cleaning stormwater runoff prior to completion of construction.

References

GEI Consultants and Wade Trim. (2022). *Montgomery Drain Project Plans – Division XII – Ranney Park – Park 2*. Lansing, MI: GEI Consultants. Detroit, MI: Wade Trim.

Ingham County Drain Commissioner. (2018). *Montgomery Drain Maintenance and Improvement Project; Project Alternatives Analysis*. Ingham County, MI: Patrick Lindemann.

Spicer Group. (2017). *Field Activity Summary*. Lansing, MI: Emily Short and Nick Colaianne.

Spicer Group. (2021). *Field Activity Summary – TMDL Sampling*. Lansing, MI: Emily Short and Meredith Freeby.

Ingham County Drain Commissioner. (2023). *Rules of the Ingham County Drain Commissioner*. Ingham County, MI: Patrick Lindemann.

Spicer Group and GEI Consultants. (2023). *Methods for designing the Montgomery Drain Project*. Lansing, MI: Tim Inman, PE, PS. Lansing, MI: Brian Cenci, PE

Agenda Item 8

TO: Board of Commissioners County Services Committee
FROM: Becky Bennett, Director, Board of Commissioners' Office
DATE: November 9, 2023
SUBJECT: Request for a Step Increase for Managing Director of Road Department

The Managing Director of the Road Department is eligible for a step increase on her anniversary date which is November 23, 2023. Section B.2 of the *Managerial and Confidential Employee Personnel Manual* sets forth rules for application of step increases in compensation for employees subject to provisions of the *Manual*. Current language in the *Manual* requires that employees not at the top step of the salary range for their classification may be considered for a step increase upon approval of an immediate supervisor. However, step increases for several cited positions are subject to approval of a presiding Judge or liaison committee of the Board of Commissioners.

The Managing Director of the Road Department is eligible to receive an increase from ROAD 9, Step 4 (\$127,731.60) to ROAD 9, Step 5 (\$134,501.38) of the salary schedule, a difference of \$6,769.78. The cost of this step increase is included within the 2023 budget for the Road Department. In accordance with the *Managerial and Confidential Employee Personnel Manual*, this request for a step increase is before you for your approval.

If you have any questions, feel free to contact me.