

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, SEPTEMBER 19, 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 [August 29, 2023 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Capital Region International Airport – Update
2. Treasurer’s Office
 - a. Resolution to Transfer \$520,000 in [Housing Trust Fund Funds](#) Already Allocated to the Ingham County Land Bank to Provide Gap Financing for Five Organizations/Contractors for the New Construction/Rehab of Seven Single-Family Houses
 - b. Resolution to Approve a Local Support Letter Authorizing the Ingham County Housing Trust Fund to Submit a [Letter of Intent](#) to Apply for the Community Development Block Grant Housing Improving Local Livability Program Made Available through the Michigan State Housing Development Authority for Homeowner Improvement and Demolition/Reconstruction/Resale Projects in Non-Entitlement Areas of Ingham County
3. Clerk’s Office – Resolution to Authorize the [Election Education Mailer](#) for 2023
4. Office of the Public Defender – Resolution to Authorize the Addition of Two Assistant [Public Defender Positions](#) and One Social Worker Position within the Office of the Public Defender
5. 55th District Court – [Reorganization](#) of the 55th District Court (*Discussion*)
6. Financial Services Department – Authorization to Start an [Employee Above Step 2](#)
7. Parks Department – Notice of [Emergency Purchase](#) for Lake Lansing North Septic Replacement
8. Purchasing Department – Resolution to Approve the Disposal of [County-Owned Surplus](#)

9. Innovation & Technology Department
 - a. Resolution to Approve the Purchase of [Cloudflare DNS Services](#) from Sentinel Technologies
 - b. Resolution to Approve [Redundancy in Phone System](#) by Sentinel Technologies

10. Facilities Department
 - a. Resolution to Authorize an Agreement with [Redguard Fire & Security, Inc.](#), for Monitoring, Warranty and Inspection Services for the Fire Panel at the Hilliard Building
 - b. Resolution to Authorize an Agreement with [Boynton Fire Safety Service LLC](#), for the Fire Safety Services for Multiple County Facilities

11. Road Department
 - a. Resolution to Approve [Stop Sign Traffic Control Orders](#) for Various Roads in the Okemos Square Subdivision
 - b. Resolution for Final Plat Approval for Phase 4 of [Sierra Ridge Estates](#) and Public County Road Acceptance of Fresno Lane
 - c. Resolution to Approve the [Reorganization](#) of the Road Department

12. Human Resources Department
 - a. Resolution Certifying Representatives for the [MERS 2023 Retirement Conference](#)
 - b. Resolution to [Waive the Public Act 152](#) Health Care Requirements for 2024
 - c. Resolution to Accept the Recommendation of the Ingham County [Health Care Coalition](#) for Employee Benefits for 2024 and Authorizing Letters of Agreement with Bargaining Units

13. Board of Commissioners – Request for a [Step Increase](#) for Chief Public Defender

14. Controller’s Office
 - a. Resolution to Approve an Agreement with [Andrews Technology HMS, Inc.](#) for Time and Attendance Services
 - b. Closed Session Consult with Counsel Pursuant to MCL 15.268 (1)(d) (*Closed Session*)

Announcements
Public Comment
Adjournment

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

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

COUNTY SERVICES COMMITTEE
August 29, 2023
Draft Minutes

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

Members Absent: None.

Others Present: Alan Fox, Sue Graham, Kelly Jones, Jim Hudgins, Glenn Canning, Sheldon Lewis, Deb Fett, Derrick Quinney, Trisha Gerring, Eric Smith, Jared Cypher, Gregg Todd, Michael Townsend, Becky Bennett, Deanna LaBrenz, and others.

The meeting was called to order by Chairperson Celentino at 6:00 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual Public participation was offered via Zoom at <https://ingham.zoom.us/j/81848426836>.

Approval of the August 15, 2023 Minutes

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE AUGUST 15, 2023 OPEN AND CLOSED SESSION MINUTES.

Commissioner Sebolt proposed to amend the minutes as follows:

Commissioner Sebolt wanted to clarify that this was all ~~Technical, Professional, and Officeworkers Association of Michigan (TPOAM) funding~~ **PA 51 funding**.

This was considered a friendly amendment.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

1. Budget Hearings
 - t. Ingham Conservation District

Limited Public Comment

None.

1. Budget Hearings

The representatives from each of the following departments/affiliated entities indicated, by verbal acknowledgement, silence, or absence, that they were satisfied with their respective portions of the Controller's Recommended Budget:

- a. Tri-County Regional Planning
- b. Treasurer
- c. Road Department
- e. Purchasing
- f. Innovation and Technology
- h. Hotel/Motel
- i. Financial Services
- j. Farmland and Open Space Preservation Millage
- k. Facilities
- l. Equalization
- m. Economic Development
- n. Drain Commissioner
- o. County Clerk
- p. County Attorney
- q. Controller/Administrator
- r. Board of Commissioners
- s. Advisory Boards
 - 1. Women's Commission
 - 2. Historical Commission
 - 3. Equal Opportunity Committee
- t. Ingham Conservation District

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. MAIVILLE, TO ADOPT THE FOLLOWING ITEMS ON THE CONTROLLER'S RECOMMENDED BUDGET:

- a. Tri-County Regional Planning
- b. Treasurer
- c. Road Department
- e. Purchasing
- f. Innovation and Technology
- h. Hotel/Motel
- i. Financial Services
- j. Farmland and Open Space Preservation Millage
- k. Facilities
- l. Equalization
- m. Economic Development
- n. Drain Commissioner
- o. County Clerk
- p. County Attorney
- q. Controller/Administrator

- r. Board of Commissioners
- s. Advisory Boards
 - 1. Women’s Commission
 - 2. Historical Commission
 - 3. Equal Opportunity Committee
- t. Ingham Conservation District

Commissioner Maiville stated they needed to disclose that they had a family member employed by the Ingham Conservation District.

THE MOTION CARRIED UNANIMOUSLY.

- 1. Budget Hearings
 - d. Register of Deeds

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. LAWRENCE, TO ADOPT THE CONTROLLER’S RECOMMENDED BUDGET FOR THE REGISTER OF DEEDS.

Derrick Quinney, Ingham County Register of Deeds, requested a consideration for \$25,000 from the Z list for a contract for legal services for the Register of Deeds Office, as they had become aware of the need on a daily basis for documents that had come through the Register of Deeds Office. Register Quinney further stated when they had taken the position in 2015, individuals would come into the office not knowing what the Register of Deeds could provide to them.

Register Quinney stated they had taken on the commitment to go out and educate their constituents on the duties and services provided by the Register of Deeds Office and that Commissioner Lawrence had been a part of the presentations for education. Register Quinney further stated, when the COVID-19 Pandemic occurred, they had to back off providing that service, but were starting to provide it again in conjunction with the Treasurer’s Office.

Register Quinney stated they were requesting the ability to provide information to individuals seeking legal services, because per State statute, they were not allowed to provide that information in the office, but would like to be able to provide a pilot program to assist in making referrals for services outside the office.

Tricia Gerring, Ingham County Chief Deputy Register of Deeds, stated they dealt with a lot of people who did not have the means to start estate planning and had situations where family members were being forced to sign over deeds. Gerring further stated these people did not know what to do or what documents to fill out as the Register of Deeds was unable to legally say anything, and as a result, they would have a lot of people who were frustrated with their office.

Gerring stated they were attempting to mitigate the issue by providing them with a phone number or a place to go, as a lot of the legal clinics were overwhelmed as fewer students were working the services. Gerring further stated they were specifically looking to provide something to people who needed help, like people with low income, to stop them from being taken advantage of in and outside of their families.

Commissioner Sebolt stated they liked the idea, and asked if there was legally a difference between the Register of Deeds Office providing this service, or the office paying someone to provide the advice.

Register Quinney stated they would have to defer to legal counsel.

Commissioner Sebolt clarified that because they could not legally provide the information, was there a distinction in paying someone to provide this information, as it felt like the same thing.

Gregg Todd, Ingham County Controller, stated they could get a legal opinion, but as of now, they did not have one.

Commissioner Lawrence stated that they and Register Quinney had come up with this idea together and that it would be an incredible service to offer Ingham County residents. Commissioner Lawrence further stated they had practiced this area of law for the past 10 years, and that they knew personally how often people would come into the Register of Deeds Office and would not know what they were doing, as there was a lack of education in this area of law.

Commissioner Lawrence stated when people would call the Register of Deeds Office, they did not know what they were talking about and would end up signing documents that should not be signed, which resulted in property being deeded to people who had passed. Commissioner Lawrence provided an example of this situation.

Commissioner Lawrence stated there needed to be some mechanism to get legal advice to these people, and there was a way to have a contract with an outside agency and an outside law firm. Commissioner Lawrence further stated that firm would have the malpractice insurance and would provide the legal advice.

Commissioner Lawrence stated then the Register of Deeds Office could provide people a service so they could get the help they needed. Commissioner Lawrence further stated there were wrinkles to iron out, but there was a way to do it, and the benefit to the citizens of Ingham County would be astronomical.

Commissioner Grebner asked what the hourly rate of pay would be.

Commissioner Lawrence stated they were thinking a relationship similar to the one between the Circuit Court and Reid Felsing, where a specified amount of money would be paid monthly, regardless of how much time had been put in.

Commissioner Grebner stated they would hate for it to be a situation where someone would put a few hours in as possible in order to be profitable, but they hoped it would be more similar to how they paid indigent attorneys.

Register Quinney stated, as Commissioner Lawrence indicated, there were wrinkles that had to be ironed out.

Commissioner Grebner stated they were hoping for someone who was new, someone who would consider this as a hobby, saw it as social work, or someone who was around retirement age.

Register Quinney stated that \$25,000 was not a lot of money, but it was enough to get the program started.

Commissioner Grebner stated they could pay \$40 an hour and they could offer quite a bit of service. Commissioner Grebner further stated, they were willing to bet that the Register of Deeds Office did not have a ton of people who wandered in on a typical day.

Gerring stated about 90% of people who come into the Register of Deeds Office were confused and had no idea what they were doing.

Register Quinney stated that was why they took on providing education to constituents, as educating them about being proactive before they came to the Register of Deeds made it an easier transition.

Commissioner Grebner stated there were a quarter of a million adults but only 20 of them at their meetings, but the real problem was the one person that would come in, who did not know what they were doing.

Register Quinney stated Commissioner Grebner was more than welcome to come to an education presentation.

Commissioner Grebner asked if they were thinking about the minimum amount of service per person to provide basic answers, or something more like the Public Defender's Office.

Gerring stated it was not a Probate Court type situation with a caseload, and it would be more for helping people to set up specific deeds, like estate planning.

Commissioner Grebner asked if it would be like one to two hours per person.

Register Quinney stated they were ironing out the wrinkles.

Commissioner Grebner asked if this person would be present for office hours.

Gerring stated it would be best if there was someone they could call, as it would keep the separation between the Register of Deeds Office and legal advice, but that details needed to be hammered out.

Commissioner Grebner provided an anecdote for how to indirectly ask for advice at County offices about difficult situations.

Commissioner Maiville stated they would support if they were able to do it, and they wondered how it paralleled efforts for foreclosures and resources. Commissioner Maiville further stated they

knew that resources had been provided in the Treasurer's Office and wondered what could be leveraged.

Alan Fox, Ingham County Treasurer, stated as Quinney indicated, they had been working together with a senior citizen organization to start educational efforts to make people aware of what they needed before they ran into problems. Treasurer Fox further stated they had not talked to or heard about the proposal from the Register of Deeds Office, but that in cases where there was a delinquent tax issue, they could imagine a situation where delinquent tax revolving money to provide resources, in addition to the \$25,000 that the Register of Deeds Office was seeking.

Treasurer Fox stated that not every case involved delinquent taxes or the threat of foreclosures, as the Register of Deeds office dealt with issues more broadly. Treasurer Fox further stated they would love to have someone who could help untangle all of the different issues that produced the threat of foreclosure.

Treasurer Fox stated the last count of properties in foreclosure was around 40 to 50, with an estimate of hundreds more they were unaware of. Treasurer Fox further stated they thought the idea was wonderful, but without having talked to the Register of Deeds about it, they felt confident there was a way to use the resource and supplement it with the delinquent tax revolving fund, but without the threat of foreclosure.

Commissioner Sebolt stated they had a strict view of the Z List as being for a one-time spending item, and that if this was a successful program, then it would become an ongoing expenditure. Commissioner Sebolt asked how they would balance out adding \$25,000 to the budget each year.

Register Quinney stated they had not ironed that wrinkle out.

Gerring stated it was hard to say as it was their first experience with the process, but they would assume the office was generating revenue for the County, but they would have to work it out with the Controller and Budget Director.

Todd stated that Michael Townsend, Ingham County Budget Director, reminded them that the Register of Deeds Office provided twice the revenue as their expense, even though it could be converted to the budget, it could be balanced out in their budget.

Commissioner Grebner stated they never thought of the Z List as one time monetary expense and they disagreed with Commissioner Sebolt, it was just an addition to running the County. Commissioner Grebner further stated if Commissioners did not have that, then they could never add programs, and they had no particular fear added this to the base.

Commissioner Peña stated they had an opportunity to attend a presentation from the Treasurer and the Register of Deeds Office, and the feedback provided said it had been well received and informative. Commissioner Peña further stated they would like to say they did see value and it had merit in continuing the ventures into the public.

Commissioner Peña stated as Commissioner Lawrence mentioned, there were a variety of issues where individual families had been split due to family tragedy, and this information would be conducive to keeping people in their homes and able to pay their taxes.

Commissioner Grebner stated this was the first they had heard, but that this was consistent with the County's general conversion from the old line functions to the increasing social work approach to the world. Commissioner Grebner further stated the Treasurer's Office used to have a ruthless method of collecting taxes, but that increasingly, the Treasurer's Office was having to deal with people who had no money and were in a terrible mess, to inform them of programs the County offered.

Commissioner Grebner stated it sounded like the Register of Deeds Office was heading in that direction, and that it was probably a good trend. Commissioner Grebner further stated that they agreed that the program should be done remotely, but that they wanted to point out that the Mason Historical Courthouse was a mightily empty building, and it was almost sad to not stick someone in there to occupy an office, as it was built to have 100 or more employees, but now houses dusty shelves of books and old records that were not being used.

Commissioner Grebner stated they liked the idea that they might be able to join this program with the Treasurer's Office, and they were not concerned about which case would be billed to whom, but with enough money for the Register of Deeds Office so that it would provide a smokescreen that would not divert delinquent tax funds into it, but they would not be terribly concerned with keeping exact records. Commissioner Grebner further stated staff should explore how it should be set up, as there would likely be some crossover between the delinquent tax fund and potential foreclosures with this service.

Commissioner Grebner stated that \$25,000 was not going to buy a lot of legal coverage, and \$100,000 would buy a lot more.

Chairperson Celentino stated they thought it was a good idea, they liked the concept, and there was a need for it, and with the questions that had been asked, they thought it would be a future program that would stay with the County.

Commissioner Sebolt stated they could only speak for themselves, but based off another comment made by another Commissioner, he wanted to clarify that it was their expectation that all of the Countywide Elected Officials were only using funding streams for the appropriate and legal use of those funding streams, and that no one was creating any smokescreens, but following the spirit and letter of the law.

Commissioner Maiville stated it might be the case with deeds that people would look at them and decide the cleanest way was to let them go into foreclosure so the County would get involved.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. LAWRENCE, TO ADD CONTRACT LEGAL SERVICES FOR THE REGISTER OF DEEDS OFFICE FOR THE AMOUNT OF \$25,000 TO THE Z LIST.

Commissioner Grebner stated this would almost certainly involve the Ingham County Land Bank, as many properties that have stumbled into the Land Bank had deed issues too.

Register Quinney stated there was potential.

Treasurer Fox stated if a property had been foreclosed, it would remove the deed process, which was why sometimes people would see it best for the property to go into foreclosure.

Commissioner Lawrence stated they were very excited about the prospect, as they thought it could have far-reaching implications, and also alleviate the Treasurer's Office and Probate Court as well. Commissioner Lawrence further stated they had thought there had been a statement made that there had been more Z List requests in the 2024 budget cycle compared to the 2023 budget cycle, in the minutes of the Human Services Committee meeting on August 28, 2023.

Commissioner Lawrence asked if the Controller had any knowledge about what requests had been made and if there were any more forthcoming.

Todd stated this was the final liaison committee night, and Human Resources would be requesting funding for the wage study.

Commissioner Lawrence requested an overview of what had been requested of the Z List as of then.

Todd provided an overview of the Z list fund requests.

Discussion.

THE MOTION TO ADD CONTRACT LEGAL SERVICES FOR THE REGISTER OF DEEDS OFFICE FOR THE AMOUNT OF \$25,000 TO THE Z LIST CARRIED UNANIMOUSLY.

THE MOTION TO ADOPT THE CONTROLLER'S RECOMMENDED BUDGET FOR THE REGISTER OF DEEDS CARRIED UNANIMOUSLY.

1. Budget Hearings
 - g. Human Resources

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SEBOLT, TO ADOPT THE CONTROLLER'S RECOMMENDED BUDGET FOR HUMAN RESOURCES.

Sue Graham, Ingham County Human Resources Director, stated in the 2023 Controller's Recommended Budget, the Human Resource Department was allocated \$500,000 to ensue a classification compensation wage study to go across the County. Graham further stated they requested an additional \$51,000 in the 2024 allocation to enable the completion of the wage study for all positions.

Commissioner Grebner asked if it was not put in, what Human Resources would do.

Todd stated there would be two options, the first option would be to place it on contingency and ask for additional money, or they could reduce services they were providing to keep it under the \$500,000 limit.

Commissioner Grebner stated they were saying the equivalent of, if it was not put in the Z List, they would pay for it anyway and make it work.

Commissioner Sebolt asked if the actual cost exceeded the estimated cost.

Graham stated confirmation.

Commissioner Sebolt stated this was what they meant by a one-time expense.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SEBOLT, TO ADD THE WAGE STUDY TO THE Z LIST FOR THE AMOUNT OF \$51,000.

Commissioner Grebner stated they liked adding this as the Finance Committee needed some things to put below the line to say they would not be paying for, but would pay for it anyway.

Commissioner Peña stated it would give a similar experience, as they had had in the County Services Committee, as this type of investigation on the contemporary equivalent to other counties had been done. Commissioner Peña further stated it was a good idea to proceed with the investigation, and they concurred this was a good idea.

THE MOTION TO ADD THE WAGE STUDY TO THE Z LIST FOR THE AMOUNT OF \$51,000 CARRIED UNANIMOUSLY.

THE MOTION TO ADOPT THE CONTROLLER'S RECOMMENDED BUDGET FOR HUMAN RESOURCES CARRIED UNANIMOUSLY.

2. Final Ranking

MOVED BY COMM. LAWRENCE, SUPPORTED BY COMM. GREBNER, TO RANK THE Z LIST REQUESTS AS FOLLOWS:

1. CONTRACT LEGAL SERVICES FOR THE REGISTER OF DEEDS OFFICE FOR THE AMOUNT OF \$25,000.
2. WAGE STUDY FOR THE AMOUNT OF \$51,000 FOR HUMAN RESOURCES.

Commissioner Grebner stated the Finance Committee had \$300,000 to play with, but that they would frequently adjust the Z List, and that occasionally, the Controller would come in and discover other issues, but that the Finance Committee would make sense of it all and pull it together. Commissioner Grebner further stated the goal was to not have ongoing expenditures exceed ongoing revenue, and that seemed to threaten the split to widen in the future.

Commissioner Grebner stated the Finance Committee had a moderate amount of leeway as they were talking about a \$100 million budget, and these items were small, and they could make it work.

Commissioner Sebolt stated the reclassification money was far beyond the mission and creed of the Human Services Committee and it should have come out of the County Services Committee. Commissioner Sebolt further stated as a member of the Finance Committee, they were thinking that would be something the Finance Committee would cut.

THE MOTION PASSED UNANIMOUSLY.

Announcements:

Commissioner Ruest stated they wanted to reiterate the kudos to the Capital Area Transportation Authority (CATA) bus services as well as the Ingham County Medical Facility that had helped the Adult Foster Care (AFC) home that was hit by a tornado last weekend. Commissioner Ruest further stated there was only one patient who needed to go to the hospital out of 17, and CATA was out there immediately.

Commissioner Ruest stated the Ingham County Medical Care Facility had opened up a wing and accepted everyone and they had been working extremely well with the AFC to rehome the patients. Commissioner Ruest further stated it was an amazing job done amidst the crisis.

Commissioner Sebolt stated that Gretchen Whitmer, State of Michigan Governor, accepted the State of Emergency Declaration for Ingham County. Commissioner Sebolt further stated there had been a lot of people out in the storm and the following day, including parts of I-96 that had been shut down.

Commissioner Sebolt stated the declaration should help to alleviate local and County resources.

Chairperson Celentino stated they wanted to thank Commissioner Sebolt and the County staff for the hours needed to expedite the process.

Commissioner Maiville stated they wanted to shout out the Sheriff's Department, and the Road Department, as they had been out all night clearing trees.

Commissioner Peña stated the County had Unity in the Community on Friday evening August 25, 2023, and they had been reliant on volunteers from the Road Department and Sheriff's Departments and they did not make an appearance at Unity in the Community as they had been needed elsewhere. Commissioner Peña further stated he agreed with Commissioner Maiville's comment.

Commissioner Peña stated that Commissioner Tennis did not make an appearance as he had a large tree in his yard that had fallen over, but he appreciated Commissioner Tennis not showing up and dunking him in the dunk tank.

Public Comment:

Treasurer Fox stated at 9:00 a.m. on August 30, 2023, at the Allen Neighborhood Center, there would be an announcement of the Housing Trust Fund Competitive Grant proposal that the Board of Commissioners had approved, and Commissioner Sebolt would be leading the way by introducing recipients that were speaking. Treasurer Fox further stated all Commissioners were invited.

Adjournment

The meeting was adjourned at 6:50 p.m.

**SEPTEMBER 19, 2023 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

2a. Treasurer's Office – Resolution to Transfer \$520,000 in Housing Trust Funds Already Allocated to the Ingham County Land Bank to Provide Gap Financing for Five Organizations/Contractors for the New Construction/Rehab of Seven Single Family Houses

This resolution authorizes a transfer of \$520,000 in HTF funds already allocated to the Ingham County Land Bank to provide gap financing for seven new single-family houses. Land Bank has demonstrated commitment to supporting the work of emerging developers, including working with HTF Competitive grant applicants to identify opportunities for gap financing projects to allow for the construction of up to 7 of the 16 houses approved through Resolution #23-047. The Ingham County Land Bank will transfer a total of \$520,000 of the \$1,750,000 allocated for the new construction/rehab of single-family homes back to the Housing Trust Fund for use as additional competitive grant funds.

The projects include:

- \$150,000 to Habitat for Humanity Capital Region for the new construction of two houses on Ingham St in Lansing
- \$100,000 to VMG Construction LLC for the new construction of two houses on Christiansen Rd. in Lansing
- \$90,000 to Eastside Community Action for the new construction of one house on McCullough St in Lansing
- \$90,000 to Business Credit Coaching and Consulting LLC for the new construction of one house on Dornell St. in Lansing
- \$90,000 to the Mikey 23 Foundation for rehabilitation of 1821 S. Rundle in Lansing

See memo for details.

2b. Treasurer's Office – Resolution to Approve a Local Support Letter Authorizing the Ingham County Housing Trust Fund to Submit a Letter of Intent to Apply for the Community Development Block Grant Housing Improving Local Livability Program Made Available through the Michigan State Housing Development Authority for Homeowner Improvement and Demolition/Reconstruction/Resale Projects in Non-Entitlement Areas of Ingham County

This resolution approves a local support letter for the Housing Trust Fund to submit a letter of intent to apply for a CDBG Housing Improving Local Livability Program funds. The Housing Trust Fund plans on applying for \$500,000 in funds and the letter of intent to apply is due September 25.

See memo for details.

3. **Clerk's Office – Resolution to Authorize the Election Education Mailer for 2023**

This resolution authorizes the mailing of an Election Education Mailer to prepare Ingham County voters for the 2024 Presidential Election and inform them to election changes resulting from Proposal 2022-02, which gave Michigan's qualified registered voters the ability to sign up for their local Clerk's Permanent Mail Ballot List (PMBL), guaranteed at least 9 days of early voting, expands the window of time that Military and Overseas Voters can have their ballots received, and more.

An RFP for mailing services was issued, and Detroit Legal News Co., D/B/A: Inland Press won the bid. Funding for the not to exceed price of \$65,000 is available in the County Clerk's Office budget.

See memo for details.

4. **Office of the Public Defender – Resolution to Authorize the Addition of Two Assistant Public Defender Positions and One Social Worker Position within the Office of the Public Defender**

This resolution approves the positions requested by the Public Defender but deferred until the Controller's Recommended Budget was finalized. The County portion of these positions are in the 2024 budget.

See memo for details.

6. **Financial Services Department – Authorization to Start an Employee Above Step 2**

This authorizes starting a new Accountant with over 10 years of experience in accounting and finance at an ICEA Grade 8 Step 4. The Human Resources Department reviewed the candidate's resume against the requested salary and is in support of the compensation level.

See memo for details.

7. **Parks Department – Notice of Emergency Purchase for Lake Lansing North Septic Replacement**

This authorizes an Emergency PO in the amount of \$6,735 to Michigan Septic for the replacement of a septic tank at Lake Lansing North that had its lid collapse.

See memo for details.

8. **Purchasing Department – Resolution to Approve the Disposal of County-Owned Surplus**

This resolution approves the disposal of surplus County property publicly advertised online through GOVDEALS.COM. Bidder payment is received by GOVDEALS.COM and then the proceeds are forwarded to the Purchasing Department, and subsequently deposited in the General Fund or appropriate account. There is no cost to the County since the bidder pays a 12.5% premium on the winning bid amount. The surplus list is attached to the resolution.

See memo for details.

9a. Innovation & Technology Department – Resolution to Approve the Purchase of Cloudflare DNS Services from Sentinel Technologies

This resolution approves the purchase of Cloudflare Domain Naming Service (DNS) services from Sentinel Technologies. Ingham County currently hosts our own Domain Naming Service (DNS) servers which provide name resolution to users utilizing the public internet. The self-hosted servers are redundant but have a single point of failure being the County's single connection to the internet. In addition, these servers do not have any technology in place to prevent various types of DNS related attacks such as Distributed Denial of Service attacks (DDoS). Best practices dictate that DNS servers are hosted on multiple connections to the internet.

Funding for the five-year service agreement of \$247,000 is available in the Innovation and Technology Department's Network Software fund.

See memo for details.

9b. Innovation & Technology Department – Resolution to Approve Redundancy in Phone System by Sentinel Technologies

This resolution authorizes the purchase of hardware, software, and installation services from Sentinel Technologies for redundant phone systems. This will add a secondary connection that can spread out usage across the sites during normal times but also replace the primary should it experience an outage. This proposal will also upgrade our phone system to full redundancy.

Funding for the not to exceed \$37,000 cost is budgeted and will come from the County's Network Fund.

See memo for details.

10a. Facilities Department – Resolution to Authorize an Agreement with Redguard Fire & Security, Inc., for Monitoring, Warranty and Inspection Services for the Fire Panel at the Hilliard Building

This resolution authorizes an agreement with Redguard Fire & Security, Inc. for daily monitoring, alerts for any malfunctions, yearly inspection of equipment, and a five-year extended warranty for services.

10b. Facilities Department – Resolution to Authorize an Agreement with Boynton Fire Safety Service LLC, for the Fire Safety Services for Multiple County Facilities

This resolution authorizes a three-year agreement with Boynton Fire Safety Services for fire alarm testing, fire extinguisher, and fire suppression services. The current agreement for fire safety services has expired and a request for proposal was carried out by the Purchasing department who solicited proposals from qualified vendors. Boynton Fire Safety Services, a local vendor, submitted the lowest responsive and responsible proposal of \$73,080 for a three-year term with a two-year renewal option.

Funding is available in the Facilities Maintenance Contractual budget.

See memo for details.

11a. Road Department – Resolution to Approve Stop Sign Traffic Control Orders for Various Roads in the Okemos Square Subdivision

This resolution approves the Stop Sign Traffic Control Orders for the following intersections in Okemos Square Subdivision:

- Capeside Drive at Graystone Drive – Replace the yield sign with a stop sign
- WB Seville Drive at Graystone Drive – Install a stop sign (no existing signage)
- SB Seville Drive at Graystone Drive – Install a stop sign (no existing signage)
- Hidden Meadows Court at Graystone Drive – Install a stop sign (no existing signage)

Funding for stop sign installation is included in the 2023 Road Fund budget.

See memo for details.

11b. Road Department – Resolution for Final Plat Approval for Phase 4 of Sierra Ridge Estates and Public County Road Acceptance of Fresno Lane

This resolution approves the final plat for Phase 4 of Sierra Ridge Estates and public road acceptance of Fresno Lane. The Sierra Ridge Estates Phase 4 development consists of 14 lots, which is part of a 96-lot residential subdivision located north of Lake Lansing Road and east of Newton Road in Section 4, Meridian Township.

The limits of Fresno Lane to be added to the road network commence at the units completed in Phase 2 and terminate at the cul-de-sac for a total length of 900 feet. The extended portion of Fresno Lane has been constructed up to, but not including, the top layer of asphalt in accordance with the approved road and drainage plans. The work completed to date meets Road Department standards. The Road Department has historically allowed placement of the final layer of asphalt after the lots within the plat are built-out with new homes.

See memo for details.

11c. Road Department – Resolution to Approve the Reorganization of the Road Department

This resolution authorizes the Road Department reorganization that was presented at the last County Services meeting. The reorg, which is funded entirely through the Road Department Fund, consists of the following:

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

See memo for details.

12a. Human Resources – Resolution Certifying Representatives for the MERS 2023 Retirement Conference

This resolution certifies Ingham County representatives for the 2023 MERS Retirement Conference. Representatives are:

- Employee Delegate: Jill Bauer, Sr. Budget Analyst
- Officer Delegate: Alan Fox, Treasurer

See memo for details.

12b. Human Resources – Resolution to Waive the Public Act 152 Health Care Requirements for 2024

This resolution waives the County from complying with Public Health Act 152, which requires the employer cost be no more than 80% of the cost or no more than a certain dollar amount detailed in the law (hard caps). The County will continue with the current plan medical benefits and will self-insure a portion of the health insurance cost. The uncertainty associated with the savings from this makes it very difficult to determine if the County will be in compliance with the hard caps or the 80% requirements.

See memo for details.

12c. Human Resources – Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for Employee Benefits for 2024 and Authorizing Letters of Agreement with Bargaining Units

This resolution approves the recommended changes to the 2023 healthcare benefits based on the Health Care Coalition’s recommendations, which include:

- No change to base plan with slight increases to PHP High and Standard Plans
- Increase in HSA contributions to \$ 850 single/\$1,700 2-person/family
- Increase in waiver by 5% per group (full family, two-person, single)

See memo for details.

13. Board of Commissioners – Request for a Step Increase for Chief Public Defender

This approves a step increase for the Chief Public Defender from MCF 17 Step 2 (\$124,680.27) to MCF 17 Step 3 (\$130,500.34), a difference of \$5,820.07.

See memo for details.

14a. Controller’s Office – Resolution to Approve an Agreement with Andrews Technology HMS, Inc. for Time and Attendance Services

This resolution authorizes an agreement with Andrews Technology HMS, Inc., for time and attendance services related to the BS&A ERP upgrade. Andrews was the subcontractor for the winning BS&A proposal. Time and attendance services include but are not limited to web-based time & attendance software, electronic time cards, physical time clocks (where applicable), employee web services (PC entry, mobile applications), labor tracking (activity-based reporting), accrual modules, advanced scheduling modules, and BS&A payroll interface.

The fee breakdown for the time and attendance services include:

- UKG Web-based Time & Attendance Software/Hosting: \$75,600/Year
- 20 Proximity Terminal Physical Time Clocks \$39,800/Year
- Annual Software Maintenance \$2,995/Year

• Annual Hardware Maintenance	\$5,900/Year
• Implementation	<u>\$51,400</u>
TOTAL ANDREWS YEAR ONE COSTS	\$175,695

See memo for details.

ADDITIONAL ITEMS:

1. Capital Region International Airport – Update
5. 55th District Court – Reorganization of the 55th District Court (Discussion)
- 14b. Controller’s Office – Closed session Consult with Counsel Pursuant to MCL 15.268 (1)(d) (Closed Session)

Agenda Item 2a

TO: County Services and Finance Committees

FROM: Alan Fox, Ingham County Treasurer and Housing Trust Fund Committee Chair

DATE: September 1, 2023

SUBJECT: Board of Commissioner approval for agreement amendment to transfer \$520,000 in Housing Trust Fund dollars from the Ingham County Land Bank to Housing Trust Fund Competitive Grant Funds

BACKGROUND

The Board of Commissioners created the Ingham County Housing Trust Fund (HTF) and allocated \$9 million of American Rescue Plan (ARP) funds to the HTF to promote the construction and rehab of affordable housing in Ingham County. Through Resolution #23-047, the Board approved an allocation of \$1,750,000 in Housing Trust Funds to the Ingham County Land Bank for the construction and rehab of up to 16 single-family houses. Through Resolution #23-246, the Board approved allocation of \$2 million for high density projects selected through a competitive grant application process, and authorized Ingham County Land bank (ICLB) to reallocate funding approved in Resolution #23-047 to up to eight developers, contractors, and organizations who submitted HTF competitive grant proposals for the new construction/rehab of scattered single-family homes on land owned or recently sold by the Ingham County Land Bank.

Land Bank has demonstrated commitment to supporting the work of emerging developers, including working with HTF Competitive grant applicants to identify opportunities for gap financing projects to allow for the construction of up to 7 of the 16 houses approved through resolution 23-047. The Ingham County Land Bank will transfer a total of \$520,000 of the \$1,750,000 allocated for the new construction/rehab of single-family homes back to the Housing Trust Fund for use as additional competitive grant funds. This will allow the County to authorize agreements with 5 contractors/organizations for the construction/rehab of 7 single family homes.

FINANCIAL IMPACT

The \$520,000 in transferred funds has previously been allocated within the \$1.75 million of ARP revenue designated for use by the Ingham County Land Bank. Requirements for the use of Federal ARP funds are that funds be committed by December 31, 2024 and spent by December 31, 2026. A contributing factor in the recommendation is that the recipients selected will have the capacity to complete projects earlier than the ICLB due to the volume of projects the ICLB is currently managing.

RECOMMENDATION

Amend Land Bank Agreement for Single Family Home Construction, reducing the total amount of the agreement to \$1,230,000 for the construction of up to 9 single family homes. The Housing Trust Fund Committee recommends adoption of the resolution to transfer \$520,000 of Housing Trust Fund monies to five entities for subsidizing partial construction costs to build/rehab 7 single-family houses and develop contracts as detailed below:

- \$150,000 to Habitat for Humanity Capital Region for the new construction of two houses on Ingham Street in Lansing
- \$100,000 to VMG Construction LLC for the new construction of two houses on Christiansen Road in Lansing

- \$90,000 to Eastside Community Action for the new construction of one house on McCullough Street in Lansing
- \$90,000 to Business Credit Coaching and Consulting LLC for the new construction of one house on Dornell Street in Lansing
- \$90,000 to the Mikey 23 Foundation for rehabilitation of 1821 S. Rundle in Lansing; and

Most of the proposals are ready or nearly ready to begin work, and have committed to completing work within the ARP time limits.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO TRANSFER \$520,000 IN HOUSING TRUST FUND FUNDS ALREADY ALLOCATED TO THE INGHAM COUNTY LAND BANK TO PROVIDE GAP FINANCING FOR FIVE ORGANIZATIONS/CONTRACTORS FOR THE NEW CONSTRUCTION/REHAB OF SEVEN SINGLE-FAMILY HOUSES

WHEREAS, the Ingham County Board of Commissioners (the Board), in Resolution #23-047 approved \$1,750,000 in Housing Trust Funds (HTF) to the Ingham County Land Bank (ICLB) for the construction/rehabilitation of up to 16 scattered single-family houses; and

WHEREAS, Resolution #23-276 authorized and additional \$2,000,000 in agreements for high density project proposals with a high ratio of created units per investment through the HTF competitive grants; and

WHEREAS, Resolution #23-276 also referred up to eight organizations, developers and contractors who submitted HTF Competitive Grant proposals to ICLB to identify the specific project scope, budget, and timelines for the construction/rehab of single-family housing on parcels owned/sold by ICLB; and

WHEREAS, ICLB has committed significant time, effort, and funding to prioritize partnerships with emerging developers while investing in the construction, repurposing, and rehabilitation of single-family homes to promote affordable homeownership opportunities to build wealth and equity in Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves amending the agreement authorized in Resolution #23-276 to reduce the funds awarded to the Ingham County Land Bank by \$520,000, thereby reducing the number of single-family houses to be constructed/rehabbed from up to 16 to 9, while designating \$5,000 to the Land Bank for its work to finalize these proposals; and

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into contracts up to the total amount of \$520,000 with the entities designated within the table below.

BE IT FURTHER RESOLVED, that each contract will include specific terms, consistent with American Rescue Plan requirements, to ensure housing constructed or rehabilitated using these funds will remain accessible and affordable to income-qualified residents.

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

BE IT FURTHER RESOLVED, that the 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.

Table A: Single Family New Construction/Rehab to Create New Homeowner Units

Applicant	Project Location	Number of Homeowner Units Created	Est. Cost of Construction (per unit)	Est. Sales Proceeds (per unit)	Gap Amount (per unit)	Total Proposed HTF Award
Habitat for Humanity Capital Region	Vacant lots on Ingham St Lansing	2	\$225,000	\$150,000	\$75,000	\$150,000
Eastside Community Action Center	1036 McCullough St Lansing	1	\$240,700	\$150,700	\$90,000	\$90,000
Business Credit Coaching and Consulting LLC	836 Dornell St Lansing	1	\$250,000	\$160,000	\$90,000	\$90,000
VMG Construction LLC	Vacant lots on Christensen St Lansing	2	\$225,000	\$175,000	\$50,000	\$100,000
The Mikey 23 Foundation	1821 S Rundle Lansing	1	\$250,500	\$160,500	\$90,000	\$90,000

TO: County Services and Finance Committees

FROM: Alan Fox, Ingham County Treasurer and Housing Trust Fund Committee Chair

DATE: September 8, 2023

SUBJECT: Board of Commissioner approval of Local Support Letter Authorizing the Ingham County Housing Trust Fund to apply for Community Development Block Grant (CDBG) Housing Improving Local Livability Program dollars

BACKGROUND

The Board of Commissioners created the Ingham County Housing Trust Fund (HTF) and allocated \$9 million of American Rescue Plan (ARP) funds to the HTF to promote the construction and rehab of affordable housing in Ingham County.

As of today, the County has committed nearly \$8,500,000 of the available \$9,000,000 in ARP funds to address an urgent need to increase the supply of affordable housing throughout the County, including a commitment of nearly \$3 million to support the creation of infill housing in partnership with the Ingham County Land Bank, and an additional \$1.5 million to expand established homeowner occupied rehabilitation programming with a focus on rural, out-county areas. However, due to rising construction costs and the persistent shortage of affordable housing across the region, the need for these services far outpaces the availability of funding. The Housing Trust Fund anticipates applying for \$500,000 in CDBG Housing Improving Local Livability (CHILL) Program funds to supplement and support demolition/reconstruction/resale costs for an infill housing project in Leslie managed by the Ingham County Land Bank, and for additional funds to support additional homeowner occupied housing rehab and improvement costs, leveraging funds the Board approved in RESOLUTION #23-125 committing \$1,000,000 in Housing Trust Fund funds and up to \$500,000 in the Elder Services Millage Fund Balance to eligible expenses that expand and streamline the Homeowner Rehabilitation Program administered by Capital Area Housing Partnership and Capital Area Community Services.

MSHDA has structured the CHILL Program application to include submission of a letter of intent to apply for funds, which must include a local support letter and an acknowledgement of CDBG Compliance Requirements signed by the applicant Authorizing Official (Chairperson of the Board of Commissioners), due September 25, 2023. The Housing Trust Fund is requesting Board of Commissioner support for submitting a Letter of Intent to apply. Such funding will allow for additional infill housing and the restoration and repair of homeowner occupied houses in non-entitlement areas of Ingham County

FINANCIAL IMPACT

None Immediately. If MSHDA approves Letter of Intent to Apply for the CHILL Program, and awards the anticipated request for \$500,000, the financial impact will be an additional \$500,000 for Housing Trust Fund supported infill housing and homeowner occupied housing rehab activities.

RECOMMENDATION

The recommendation is that the Ingham County Board of Commissioners authorize County Chairperson to sign the attached Local Support Letter and Acknowledgement of CDBG Compliance Requirements to authorize Ingham County Housing Trust fund to submit letter of intent to apply for CHILL Program funds by September 25, 2023. If approved by MSHDA to submit an application, the CHILL Program funds requested would support a combination of demolition/reconstruction/resale and homeowner occupied improvement projects in non-entitlement areas of Ingham county.

CDBG HOUSING IMPROVING LOCAL LIVABILITY (CHILL) PROGRAM

ACKNOWLEDGEMENT OF CDBG COMPLIANCE REQUIREMENTS FOR LETTER OF INTENT

I have reviewed the following list of MSHDA CDBG Program Compliance Documents and understand they are required to be submitted with the CDBG Application or prior to receiving a Grant Agreement as indicated.

Name:	Signature:
Title:	
Date:	

Required Compliance	Due Date
1. Citizen Participation Plan	Submitted with Application
2. Publication Affidavit and Public Hearing with Meeting Minutes	Submitted with Application
3. CDBG Authorizing Resolution	Submitted with Application
4. NEPA Environmental Review	<i>Submitted Before Grant Signed</i>
5. Community Development Narrative	Submitted with Application
6. UGLG Procurement Procedure	Submitted with Application
7. UGLG Annual Profile Review	Submitted with Application
8. Certifications by the Applicant UGLG	Submitted Before Grant Signed
9. Statement of Assurances	Submitted Before Grant Signed

REQUIRED DOCUMENT DESCRIPTIONS

1. Citizen Participation Plan (24 CFR Part 570.486 (a))

All applicants for CDBG funding are required to have adopted a Citizen Participation Plan as set forth in 24 CFR Part 570.486 (a). Applicants may develop their own plan or adopt MSHDA's Citizen Participation Plan which can be found here: [citizenparticipationdocforadoptionpdf.pdf \(michigan.gov\)](#). Additional information regarding the development of Citizen Participation Plans will be included in the application.

2. Publication Affidavit and Public Hearing with Meeting Minutes

Notice for public hearings, will show that five (5) calendar days minimum notice was provided to citizens, and that the notice was published in a local or applicable newspaper. Applicants must submit proof of notice in the form of an affidavit or a copy of the newspaper page showing the publication date and each public notice with the application.

The following items must be included in the first public notice:

- The amount of funds available for proposed project.
- The range of activities that may be undertaken, including the estimated amount proposed to be used for activities that will benefit LMI persons.
- The plans of the applicant for minimizing displacement of persons as a result of activities assisted with such funds and the benefits to be provided by persons actually displaced as a result of such activities, [if applicable].
- If applicable, the applicant must provide citizens with information regarding the applicant's performance in prior CDBG programs funded by the State.

3. CDBG Authorizing Resolution

By default, the highest elected official assumes responsibility of the grant application process, in addition to signing the grant agreement, oversight of grant activities, and signing of grant documents, pay requests, etc. However, the ability to sign grant documents can be delegated to another official (elected or hired). The Authorizing Resolution should be completed prior to signing grant related documents but is often in tandem with the public hearing for the overview of the proposed project, a template authorizing resolution form will be provided with the application. can be made available by the CDBG Specialist upon request.

4. NEPA Environmental Review

Recipients of state Community Development Block Grant (CDBG) funds are required to comply with the National Environmental Policy Act of 1969 (NEPA) regarding the environmental review of proposed project activities. The purpose of NEPA is to protect and enhance our environment by mitigating the environmental impacts of federally assisted projects. The requirements apply to the entire project; this includes both project activities funded with state CDBG funds and activities funded by other sources such as private or other public funds.

In addition, recipients of funds under the Michigan CDBG Program are required to adhere to Title I, Section 104(f) of the Housing and Community Development Act Amendments of 1981 (P.L. 97-35). Environment review requirements are further implemented through federal regulations including Environmental Review Procedures for Title I Community Development Block Grant Programs (24 CFR Part 58) and the National Environmental Policy Act of 1969 implementing regulations (40 CFR Part 1500 – 1508).

The environmental review procedures consist of gathering relevant environmental information concerning the project, writing letters, publishing certain notices, and observing the required public comment periods. The completion of environmental review procedures is a lengthy process. It is, therefore, recommended that the applicant conduct the environmental review process simultaneously with the preparation of the state CDBG application.

Recipients must appoint a Certifying Officer. The Certifying Officer, responsible for compliance with all environmental review requirements, is usually the chief elected official for the responsible entity/jurisdiction in which the project is located, or his/her designee. The designee should be an official with the legal authority to unilaterally sign a contract which obligates the grantee. The original of this executed form must be included in the Environmental Review Record.

Prior to committing any project funds or incurring any project costs, both grant and non-grant costs, and before releasing funds under the state CDBG program, recipients must complete the environmental review requirements and procedures. The incurring of costs prior to completion of environmental review procedures is prohibited pursuant to 24 CFR Part 58.22 (limitations on activities pending clearance) and 24 CFR Part 58.32 (project aggregation).

Incurring costs is defined as making any commitments relevant to the project, including signing contracts, ordering equipment, or performing any work other than activities determined to be exempt from NEPA.

Any costs incurred prior to the completion of the environmental review procedures could jeopardize or cause the withdrawal of federal funds from the project.

5. Community Development Narrative (24 CFR 91.325 (3))

The UGLG will need to provide a description of its community development and housing needs, including the needs of the low-income and moderate-income families, and the activities to be undertaken to meet these needs. The UGLG will be able to refer to any locally adopted plans to respond to questions/prompts in the application. A weblink to a copy of a locally adopted plan can be used to support references in the application, but must include page and paragraph. Additional instructions regarding the creation of a 'Community Development Narrative' will be included in the application.

6. UGLG Procurement Procedure

This procedure must be written and adopted prior to securing any contract services with CDBG funding. The procurement policy must meet all the requirements contained in 2 CFR 200.317. If a procurement policy is already in place, the UGLG must determine whether it includes all federal requirements and be based on full and open competition. The policies and procedures shall also include standards of conduct governing employees engaged in the award or administration of contracts.

7. UGLG Partnership Profile

Applicants must complete an Annual Profile Review before signing a grant agreement. Instructions will be included in the application and can be completed during the application process.

8. Certifications by the Applicant UGLG

The Applicant UGLG will be required to sign and submit forms provided by MSHDA stating that the person identified in the Authorizing Resolution certifies all application process steps have been completed and applicable laws will be followed.

9. Statement of Assurances

The Applicant UGLG will be required to sign and submit assurance forms provided by MSHDA that state that the person identified in the Authorizing Resolution assures compliance with applicable federal cross-cutting regulations.

[TO BE PLACED ON BOARD OF COMMISSIONERS OFFICE LETTERHEAD]

Ingham County Courthouse
P.O. Box 215
Mason, MI 48854-0215
(517) 676-7220

Veterans Memorial Courthouse
313 W. Kalamazoo Street
Lansing, MI 48933

9/25/2023

Re: LOCAL SUPPORT FOR INGHAM COUNTY LETTER OF INTENT TO APPLY FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) HOUSING IMPROVING LOCAL LIVABILITY (CHILL) PROGRAM

To Whom It May Concern:

On behalf of the Ingham County Board of Commissioners, I am writing this letter to express our strong support for an opportunity for Ingham County to apply for CDBG Housing Improving Local Livability Program funds. Such funding will allow for additional infill housing and the restoration and repair of homeowner occupied houses in non-entitlement areas of Ingham County where the need is great, yet remains critically underfunded.

The Housing Trust Fund (HTF) was established by the Ingham County Board of Commissioners to encourage construction, improvement, and maintenance of affordable, sustainable housing to help establish homeownership, and build wealth and equity in Ingham County.

The Housing Trust Fund Committee consists of seven members including County representatives and County residents. The Committee holds monthly public meetings where community members are encouraged to participate in discussions regarding policies and procedures for the implementation of the HTF that will ensure fair and equitable access to the fund, develop collaborative partnerships, and establish mechanisms to sustain and leverage funding opportunities.

As of today, the County has committed nearly \$8,500,000 of the available \$9,000,000 in ARP funds to address an urgent need to increase the supply of affordable housing throughout the County, including a commitment of nearly \$3 million to support the creation of infill housing in partnership with the Ingham County Land Bank, and an additional \$1.5 million to expand established homeowner occupied rehabilitation programming with a focus on rural, out-county areas. However, all indicators and feedback from County residents, housing partners, and contractors tell us that the need for services far outpaces the availability of funding.

According to the Tri-County Regional Planning Commission [Housing Drives](#) data book, many out-county and rural areas in Ingham County are facing issues with an aging housing stock, with more than a third of housing units built prior to 1970s for much of the region. The data supports the need for policies and programs supporting home repair, renovation, and rehab of these units while providing diverse housing opportunities that support aging in place for areas of the County where median age is higher and increasing at a faster rate than the regional average.

The Ingham County Board of Commissioners supports the Housing Trust Fund efforts to expand current homeowner rehabilitation and infill housing activities in non-entitlement areas of Ingham County. Through this letter of intent, the County is proposing to apply for a combination of demolition/reconstruction/resale (DRR) and homeowner improvement program (HIP) activities that meet the objectives of the CHILL Program including:

- An anticipated request of up to \$250,000 to support blight removal and redevelopment efforts at the former Leslie High School site, leveraging \$648,972 provided by a State of Michigan Blight Removal grant for this work. This is an implementation-ready site, highly visible and impactful within the Leslie Community, that is anticipated to be completed within eighteen months.
- An anticipated request of up to \$250,000 to support home owner occupied program expansion activities, supplementing the support the County committed through RESOLUTION #23-125 that approved an additional \$1,000,000 in Housing Trust Fund funds and up to \$500,000 in the Elder Services Millage Fund Balance to eligible expenses that expand and streamline the Homeowner Rehabilitation Program administered by Capital Area Housing Partnership and Capital Area Community Services.
 - Note, the exact locations of the properties to be included in this program are still to be determined but will be limited to eligible owner-occupied housing units for residents making less than 80% of the area median income (AMI) that apply for assistance through existing rehab efforts supported by the Housing Trust Fund;

As Ingham County Board of Commissioners Chair and the Housing Trust Fund Committee member, I am proud to support these initiatives to create affordable infill housing and expand housing repair/rehab efforts for income qualified households in areas of the county with demonstrable need, and look forward to the successful application and project implementation process ahead.

Sincerely,

Ryan Sebolt, Chairperson
Ingham County Board of Commissioners

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A LOCAL SUPPORT LETTER AUTHORIZING THE INGHAM COUNTY HOUSING TRUST FUND TO SUBMIT A LETTER OF INTENT TO APPLY FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT HOUSING IMPROVING LOCAL LIVABILITY PROGRAM MADE AVAILABLE THROUGH THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY FOR HOMEOWNER IMPROVEMENT AND DEMOLITION/RECONSTRUCTION/RESALE PROJECTS IN NON-ENTITLEMENT AREAS OF INGHAM COUNTY

WHEREAS, The Board of Commissioners created the Ingham County Housing Trust Fund (HTF) and allocated \$9 million of American Rescue Plan (ARP) funds to the HTF to promote the construction and rehab of affordable housing in Ingham County; and

WHEREAS, Ingham County has been invited by the Michigan State Housing Development Authority (MSHDA) to submit a letter of intent to apply for a CDBG Housing Improving Local Livability (CHILL) Program funds designed to provide financial assistance to non-entitlement units of general local governments to develop and preserve decent affordable housing for use by low-to-moderate income families; and

WHEREAS, eligible activities will support and complement existing HTF-backed efforts to make physical improvements to out-county and rural residential neighborhoods through demolition, redevelopment, and resale and the rehabilitation of homeowner occupied housing; and

WHEREAS, the project sites included in this grant must be limited to owner-occupied housing units in non-entitlement areas of Ingham county outside of the Cities of Lansing and East Lansing; and

WHEREAS, through Resolution #23-125, the Board approved allocation of \$1.5 million for rehab, and \$648,972 in a Blight Elimination Grant received by the Ingham County Land Bank will provide highly recommended local match funds for these projects; and

WHEREAS, the exact location of the properties to be included in this grant is still to be determined but will be limited to eligible owner-occupied housing units for residents making less than 80% of the area median income (AMI) that apply for assistance through programs supported by the Housing Trust Fund; and

WHEREAS, MSHDA requires a current Local Support Letter and Compliance Requirements Form be signed by the County's Chairperson indicating that this initiative has been vetted locally and has community support in order to be considered to submit a full application; and

WHEREAS, no project costs will be incurred prior to a formal invitation to submit the application, official notice of an award, completion of required environmental review procedures, and formal written authorization to incur costs is received from the Michigan State Housing Development Authority.

THEREFORE BE IT RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign the Local Support Letter and the Acknowledgement of CDBG Compliance Requirements for letter of intent to apply for CDBG Housing Improving Local Livability (CHILL) Program.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners supports the Housing Trust Fund in the submittal of a letter of intent to apply for a maximum of \$500,000 in CHILL funds to support aforementioned housing redevelopment and homeowner occupied housing rehabilitation activities.

Agenda Item 3

TO: Ingham County Board of Commissioners
 FROM: Chief Deputy County Clerk Scott Hendrickson
 DATE: September 5, 2023
 SUBJECT: Resolution to Authorize the Election Education Mailer for 2023

BACKGROUND

In 2022, voters in Michigan passed Proposal 2022-02 which gave Michigan’s qualified registered voters the ability to sign up for their local Clerk’s Permanent Mail Ballot List (PMBL), guaranteed at least 9 days of early voting, expands the window of time that Military and Overseas Voters can have their ballots received, and more. As with any change to election law, many voters will not be aware of their new and expanded rights and Clerk Byrum takes her role as a professional election administrator seriously, and is seeking to help to educate the public.

Previously, Clerk Byrum has contacted voters with regard to information about how to sign up for the Permanent Absent Voter Ballot Application List (PAVBAL), which was authorized under Proposal 2018-03. This mailing yielded tremendous results and tens of thousands of voters in Ingham County signed up for the PAVBAL list as a result of that education.

With the impending Presidential Primary election in 2024, Clerk Byrum seeks to educate voters as to the changes in Michigan Election Law. An RFP was required under the County’s purchasing policy due to the anticipated costs of this mailer. That process was completed and 8 vendors responded with proposals. The bid information is below for reference.

Vendor Name	Local Preference	Item 1		Item 2		Item 3		Item 4		Item 5		Item 6
		215,000 mailers/brochures/leaflets		215,000 mailers/brochures/leaflets		215,000 mailers/brochures/leaflets		215,000 mailers/brochures/leaflets		Cost to include warranties for the maintenance of confidentiality for this project	Quote price for postage upon invoice*	
		8.5" x 11", folding to 5.5", with one (1) color	Quote price for postage upon invoice*	8.5" x 11", folding to 5.5", with two (2) colors	Quote price for postage upon invoice*	8.5" x 9", folding to 4 1/8" x 9", with one (1) color	Quote price for postage upon invoice*	8.5" x 9", folding to 4 1/8" x 9", with two (2) colors	Quote price for postage upon invoice*			
Foresight Group	Yes, Lansing MI	\$ 12,821.35	as low as, .154 /five digit non-profit	\$ 13,887.83	as low as, .154 /five digit non-profit	\$ 12,257.28	as low as, .154 /five digit non-profit	\$ 13,144.95	as low as, .154 /five digit non-profit	No Cost	No Cost	No
Advantage Inc.	No, Anaheim CA	\$ 13,607.41	\$23,220.00 (NP saturation rate @ \$0.108/pc)	\$ 13,826.79	\$23,220.00 (NP saturation rate @ \$0.108/pc)	\$ 12,318.83	\$23,220.00 (NP saturation rate @ \$0.108/pc)	\$ 13,233.63	\$23,220.00 (NP saturation rate @ \$0.108/pc)	No Cost	No Cost	No
Extend Your Reach	Yes, Lansing MI	\$ 14,448.00	\$44,290.00	\$ 15,394.00	\$44,290.00	\$ 11,586.00	\$44,290.00	\$ 12,319.00	\$44,290.00	No Cost	No Cost	No
BRD Printing Inc.	Yes, Lansing MI	\$ 16,554.43	\$29,240.00	\$ 17,436.84	\$29,240.00	\$ 15,953.20	\$29,240.00	\$ 16,687.53	\$29,240.00	No Cost	No Cost	No
Detroit Legal News Co., D/B/A: Inland Press	No, Detroit MI	\$ 19,562.00	\$0.17 - \$0.20 each non-profit	\$ 20,342.00	\$0.17 - \$0.20 each non-profit	\$ 18,606.00	\$0.17 - \$0.20 each non-profit	\$ 19,153.00	\$0.17 - \$0.20 each non-profit	No Cost	No Cost	Yes
Allegra - Lansing Office*	Yes, Okemos MI	\$ 25,764.05	\$27,950.00	\$ 26,777.45	\$27,950.00	\$ 24,285.75	\$27,950.00	\$ 25,590.50	\$27,950.00	No Cost	No Cost	No
Indiana Printing & Publishing	No, Indiana PA	\$ 28,405.26	\$47,300.00	\$ 29,782.30	\$47,300.00	\$ 28,044.32	\$47,300.00	\$ 29,172.41	\$29,240.00	No Cost	No Cost	No
Kent Communications Inc.	No, Grand Rapids MI	\$ 36,247.67	\$30,950.00	\$ 36,588.52	\$30,950.00	\$ 34,776.52	\$30,950.00	\$ 35,117.89	\$30,950.00	No Cost	No Cost	No

*paid upfront by the County

Clerk Byrum prefers to work with union print shops for all of her mailers and unfortunately there are no local vendors who responded that were union shops. In fact, there was only one union shop who responded, Detroit Legal News Co., D/B/A: Inland Press, and they are therefore the lowest cost bidder among union shops. Clerk Byrum has a working relationship with this vendor, as they have completed a similar mailing several times before and have done excellent work. The working relationship is important because Clerk Byrum is assured that they pay diligent attention to detail, something that is very important given the sensitive nature of the election-related mail.

As such, Clerk Byrum recommends selection of the bid from Detroit Legal News Co., D/B/A: Inland Press for the completion of the work related to this project.

FINANCIAL IMPACT

The projected cost of this purchase is not to exceed \$65,000.

There is sufficient funding available in the County Clerk's Office budget, specifically Election Supplies (101-19100-726010) and Election Postage (101-19100-729000).

RECOMMENDATIONS

Approval is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE ELECTION EDUCATION MAILER FOR 2023

WHEREAS, voters in Michigan passed Proposal 2022-02, allowing for the creation of a Permanent Mail Ballot List, provided for at least 9 days of early voting, and other major changes to Michigan Election law; and

WHEREAS, one of the roles of the County Clerk, as the Chief Election Officer of Ingham County is to provide voter education; and

WHEREAS, many voters may not be aware of the full ramifications of the ballot initiative that was passed in 2022; and

WHEREAS, voters previously signed up for the Permanent Absent Voter Ballot Application List, which required local clerks to mail ballot applications before every election; and

WHEREAS, joining the Permanent Mail Ballot List will reduce the number of steps that voters need to take, specifically mailing absent voter ballot applications back to local clerks; and

WHEREAS, voters may wish to take advantage of early voting centers, but may not know how they will operate and when; and

WHEREAS, Clerk Byrum wishes to provide further information on these and other changes to election law for Ingham County's residents; and

WHEREAS, Clerk Byrum solicited bids to print and mail an educational mailing to all qualified, registered voters in Ingham County on the recent changes to election law through RFP #177-23; and

WHEREAS, several bids were received and considered to complete that work.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Clerk Byrum to enter into a contract with Detroit Legal News Co., D/B/A: Inland Press in an amount not to exceed \$65,000.

BE IT FURTHER RESOLVED, that this agreement shall be funded by the Ingham County Clerk's Elections supplies line item (101-19100-726010) and the Ingham County Clerk's Election postage line item (101-19100-729000).

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

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

Agenda Item 4

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

FROM: Keith Watson, Chief Public Defender

DATE: August 29, 2023

SUBJECT: Resolution to Add Two Additional Assistant Public Defender Positions and One Additional Social Worker Position to the Office of the Public Defender

BACKGROUND

In order to continue in compliance with standards set forth by the Michigan Indigent Defense Commission, specifically Standard 6-Indigent Defense Workloads (pending final approval by LARA) as it relates to attorney caseloads and quality of representation, the Office of the Public Defender is seeking approval from the Board of Commissioners for the addition of two Assistant Public Defender positions and one Social Worker position, effective October 1, 2023.

Funds are available through the approved 2023-2024 Michigan Indigent Defense Commission grant for this expenditure.

FINANCIAL IMPACT

The proposed resolution will add two newly-created positions of Assistant Public Defender, classified as Teamsters Assistant Public Defenders (salary range \$67,869.65-\$116,316.68) and one newly created position of Social Worker, classified as Ingham County Employee's Association, Professional Grade 8 (salary range \$65,038.93-\$78,095.48) and will be effective October 1, 2023.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of assuring fair and efficient judicial processing, specifically section A 2. (c) of the Action Plan – Develop an indigent defense services plan following guidelines issued by the State through the Michigan Indigent Defense Commission (MIDC).

ALTERNATIVES

The alternative to approval of this resolution would be to put our office in the position of non-compliance with the standards.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend that the Law & Courts and Finance Committees approve the resolution.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE ADDITION OF TWO ASSISTANT PUBLIC DEFENDER POSITIONS AND ONE SOCIAL WORKER POSITION WITHIN THE OFFICE OF THE PUBLIC DEFENDER

WHEREAS, the Ingham County Office of the Public Defender's 2023-2024 Compliance Plan and Cost Analysis was approved by the Michigan Indigent Defense Commission (MIDC) and approved by the Ingham County Commissioners in Resolution #23-345; and

WHEREAS, Standard 6 of the Plan, regarding Indigent Defense Workloads, specifically states, "defense counsel's workload is controlled to permit effective representation"; and

WHEREAS, in order to keep workloads manageable, allowing attorneys to give each client the time and effort necessary for effective representation is paramount to success; and

WHEREAS, the 2023-2024 Compliance plan was approved by the MIDC with the inclusion two Assistant Public Defender positions and one Social Worker position; and

WHEREAS, due to 2024 County budget concerns at the time Resolution #23-345 was approved, the positions were not included as part of that resolution; and

WHEREAS, County budgetary concerns were alleviated, which allows for the inclusion of these positions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the addition of two newly-created positions of Assistant Public Defender, classified as Teamsters Assistant Public Defenders (salary range \$67,869.65-\$116,316.68) and one newly created position of Social Worker, classified as Ingham County Employee's Association, Professional Grade 8 (salary range \$65,038.93-\$78,095.48) to be effective October 1, 2023.

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

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

TO: Law & Courts Committee
County Services Committee
Finance Committee

FROM: Michael J. Dillon, Court Administrator

DATE: August 23, 2023

SUBJECT: Reorganization Plan – 55th District Court

NEED FOR THE REORGANIZATION PLAN

Change is necessary for organizations to succeed and grow. Sometimes, change occurs due to a transformational event, like navigating a pandemic or moving an organization into a new justice complex. Most often, change is adaptive, being minor incremental changes that organizations adopt to address operational needs that evolve over time. A good example of adaptive change is small changes in job duties and responsibilities. Over the past 15 years, we have adapted to numerous changes by implementing strategies to adjust to changes in the law, court rules, work culture, and operational needs. Cumulatively, the changes have significantly changed how our jobs look and how we perform them.

As a result of the adaptive changes we have made, our current job descriptions do not accurately reflect the duties and responsibilities being performed. Several of our job descriptions have not been updated in years:

- Court Clerk - 1998
- Court Officer – 2014
- Court Enforcement Officer (Collection Officer) – 2014

Because of changes brought about by the pandemic, moving into a new, larger complex, and the adaptive changes over the years, we've worked with Ingham County's Human Resources Department (ICHRD) to update our job descriptions. Because of the significant changes in job duties and responsibilities and number of positions affected, ICHRD recommended that the court submit a request for reorganization.

REORGANIZATION PLAN

The plan affects UAW positions and calls for the following:

- Change the court clerk position from Grade Level D to Grade Level G.
- Change the court officer position from Grade Level E to Grade Level I.
- Change the name of the enforcement officer position to collection officer and the Grade Level from E to H.
- Change the chief clerk position from Grade Level H to Grade Level J.

FISCAL IMPACT

The cost of the reorganization plan is \$156,842. The cost increase results from the difference between the wages and fringes in UAW grade levels. Wages and fringes were calculated using the highest pay step for the affected positions. Ingham County's Budget Office provided the financial data.

CURRENT ORGANIZATION

<u>Position #</u>	<u>Job Title</u>	<u>Unit</u>	<u>Wage/Fringes</u>
137015	Court Clerk	UAW D-5	\$ 84,653
137016	Court Clerk	UAW D-5	\$ 84,653
137017	Court Clerk	UAW D-5	\$ 84,653
137019	Court Clerk	UAW D-5	\$ 84,653
137020	Court Clerk	UAW D-5	\$ 84,653
137022	Court Clerk	UAW D-5	\$ 84,653
137024	Court Clerk	UAW D-5	\$ 84,653
137025	Court Clerk	UAW D-5	\$ 84,653
			\$ 677,226
137033	Court Officer	UAW E-5	\$ 88,680
137035	Court Officer	UAW E-5	\$ 88,680
137030	Court Enforcement Officer	UAW E-5	\$ 88,680
			\$ 266,071
137006	Chief Clerk	UAW H-5	\$ 100,613
137008	Chief Clerk	UAW H-5	\$ 100,613
			\$ 201,225
TOTAL			\$ 1,144,491

REORGANIZATION PLAN

<u>Position #</u>	<u>Job Title</u>	<u>Unit</u>	<u>Wage/Fringes</u>
137015	Court Clerk	UAW G-5	\$ 96,336
137016	Court Clerk	UAW G-5	\$ 96,336
137017	Court Clerk	UAW G-5	\$ 96,336
137019	Court Clerk	UAW G-5	\$ 96,336
137020	Court Clerk	UAW G-5	\$ 96,336
137022	Court Clerk	UAW G-5	\$ 96,336
137024	Court Clerk	UAW G-5	\$ 96,336
137025	Court Clerk	UAW G-5	\$ 96,336
			\$ 770,924
137033	Court Officer	UAW I-5	\$ 105,081
137035	Court Officer	UAW I-5	\$ 105,081
137030	Court Enforcement Officer	UAW H-5	\$ 100,613
			\$ 310,775

137006	Chief Clerk	UAW J-5	\$	109,817
137008	Chief Clerk	UAW J-5	\$	109,817
			\$	219,634
TOTAL			\$	1,301,333
REORGANIZATION COSTS			\$	156,842

HUMAN RESOURCES ANALYSIS & SUPPORT OF REORGANIZATION

The Ingham County Human Resources Department conducted an analysis of the proposed reorganization. Attached is the August 17, 2023 memorandum, Support for Reorganization of the District Court Office.

UAW SUPPORT OF REORGANIZATION

On August 17, 2023, the UAW advised the ICHRD of their support of the reorganization.

REORGANIZATION REQUEST

Our employees have worked incredibly hard over the years, handling both transformational and adaptive changes professionally and with little complaint about wages. The reorganization request involves 13 employees who deserve to be paid adequately and commensurate with like jobs within the county.

The current job market lends support to our request to reorganize. We have struggled for the past several years trying to find candidates to fill open positions. When recruiting or interviewing qualified candidates, we often hear, “You don’t pay enough.” Hence, because of our pay structure, we are losing good employee candidates to other jobs.

In summary, our job descriptions have been updated to reflect the duties and responsibilities of the work being performed. The ICHRD has reviewed each position and point factored the positions. As a result of their review and analysis of the positions, the ICHRD has justly placed the positions on the Ingham County Wage Schedule for UAW TOPS employees. We respectfully request that the Ingham County Board of Commissioners adopt our reorganization plan so that our employees are paid what they deserve. Also, by increasing the wages for the affected positions, we are confident we can be competitive in the job market.

Agenda Item 5

DATE: August 17, 2023
TO: Michael Dillon, District Court Administrator
FROM: Joan Clous, Human Resources Generalist- Labor & Employee Specialist
SUBJECT: Support for reorganization of the District Court Office

Per your request, Human Resources has reviewed the information that was provided by the District Court to reorganize.

Chief District Court Clerk (137006 & 137008) UAW G (\$44,048.79 to \$52,531.56) will be reclassified a UAW J (\$52,169.43 - \$62,262.46).

District Court Clerk (137015,137016, 137017, 137019,137020,137022, 137024, & 137025) UAW D (\$36,992.45 to \$44,058.77) will be reclassified to a UAW G (\$44,048.79 to \$52,531.56).

Enforcement Officer – District Court (137030) UAW E (\$39,407.29 to \$46,971.90) will now be titled Collections Officer – District Court and placed at UAW H (\$46,618.32 to \$55,603.90).

Court Officer – District Court (137033 & 137035) UAW E (\$39,407.29 to \$46,971.90) will be reclassified to a UAW I (\$49,311.78 - \$58,836.68).

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

If I can be of further assistance, please email or call me 887-4374.

From: [Joan Clous](#)
To: [Michael Dillon](#)
Subject: FW: District Court Reorg
Date: Thursday, August 17, 2023 1:21:27 PM
Attachments: [image004.png](#)
[image001.png](#)
[image005.png](#)

Please include in your packet to the board.

From: Teresa Carter <TCarter@ingham.org>
Sent: Thursday, August 17, 2023 8:50 AM
To: Joan Clous <JClous@ingham.org>
Subject: RE: District Court Reorg

My apologies yes Joan the UAW supports the Reorg as stated below for the District Court.

Thank you

Teresa Carter
Unit Chair
Local 2256

From: Joan Clous <JClous@ingham.org>
Sent: Thursday, August 17, 2023 8:06 AM
To: Teresa Carter <TCarter@ingham.org>
Subject: FW: District Court Reorg

Hi,

Are these reclasses go to move forward?

Thanks,
Joan

From: Joan Clous
Sent: Thursday, August 10, 2023 10:59 AM
To: Teresa Carter <TCarter@ingham.org>
Subject: District Court Reorg

Teresa,

The District Court is putting through a reorg of 4 positions (Attached JDs) the points for the positions are as follows

Court Officer UAW E

1	2	3	4	5	6	7	8a	8b	9	10
11	total									
65	90	150	100	50	90	110	35	140	45	25
80	980	UAW I								

Enforcement Officer UAW E changing title to Collection Officer

1	2	3	4	5	6	7	8a	8b	9	10
11	total									
45	65	130	100	50	90	90	85	85	45	25
80	890	UAW H								

Chief District Court Clerk UAW G

1	2	3	4	5	6	7	8a	8b	9	10
11	total									
140	180	115	120	75	90	110	85	115	10	10
25	1075	UAW J								

District Court Clerk UAW D

1	2	3	4	5	6	7	8a	8b	9	10
11	total									
140	135	100	100	50	70	70	60	85	10	10
25	855	UAW G								

Please review and let me know if the union is in support.

Thanks,
Joan

Joan Clous MPA, SHRM-CP

Human Resources Specialist – Labor & Employee Relations

Ingham County

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 – Office

517-930-2075 - Cell

517-887-4396 – Fax

Transmission is Privileged and Confidential.

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



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

**INGHAM COUNTY
JOB DESCRIPTION**

CHIEF DISTRICT COURT CLERK

General Summary:

Under the supervision of the District Court Administrator, serves as a lead District Court Clerk. Regularly performs all of the functions of a District Court Clerk, performing a variety of tasks to assist in the processing of traffic, civil, criminal, and probation cases. Provides counter service, which includes receiving and receipting money and providing assistance on court matters to attorneys, law enforcement officers, jurors, and the public. Prepares and processes a variety of court documents and enters case information into the computer systems. Performs some of the more complex case processing functions of the designated division of the Court. This position serves as a lead worker to the District Court Clerks.

Essential Functions:

1. Serves as a lead worker to District Court Clerks. Responsible for training employees in clerical, computer, and minor accounting tasks.
2. Serves as primary contact for procedural questions and provides input on new procedures.
3. Assists Deputy Clerks by dealing with difficult or belligerent individuals.
4. Provides input to the Court Administrator on the development/revision of procedures impacting the designated area of responsibility.
5. Ensures the proper maintenance and processing of case records from initiation to disposition and post-judgment actions.
6. Performs complex case and record processing functions of the division.
7. Provides counter and telephone assistance to attorneys and the public regarding fines and costs due, court procedures, schedules, and specific case information.
8. Assists in maintaining the court's accounting system, including balancing register at the end of the day, posting daily receipts, processing bond account records, and performing related bookkeeping duties.
9. Assists the Court Administrator with the collection of data and creates case management reports from the court's case management system.
10. Submits and monitors ticket requests sent to the Facilities Department and Information Technology Department.
11. Serves as a liaison with the Court's case management system vendor for system related issues.
12. May design and revise forms used by the court.
13. Manages the inventory of office supplies, furnishings, and equipment.
14. May serve as a backup jury clerk.

15. Serves as backup Court Recorder.
16. Participates in the interviewing and selection of new court clerks.
17. Counsels employees concerning work product.
18. Prepares summary analysis of employee work rule violations

Other Functions:

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

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

Employment Qualifications:

Education: An Associate's Degree in paralegal studies, legal studies, criminal justice, or a related field or advanced training such as that acquired in the first two or three years of college/university, technical school, or business school.

Experience: A minimum of three years' experience in a court setting, preferably as a court clerk or similar capacity.

Other Requirements:

- Required to be certified as an Electronic Operator within one year of employment.

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

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures, or weather conditions.
2. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies, or be unconcerned with their personal safety and hygiene.
3. This position is required to travel for meetings and appointments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, handle, pinch, type, and endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in standing, walking, twisting, bending, stooping/crouching, squatting, kneeling, lifting, carrying, pushing, pulling, reaching, grasping, handling, and pinching.
- This position's physical requirements require regular stamina in sitting, typing, and enduring repetitive movements of the wrists, hands, or fingers.

- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach, such as viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries in person and over the phone.
- This position requires operating a PC/laptop and entering & retrieving information from a computer.
- This position requires the ability to handle varying and often high stress levels.

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

***UAW J
September 2023***

**INGHAM COUNTY
JOB DESCRIPTION**

COLLECTIONS OFFICER, DISTRICT COURT

General Summary:

Under the supervision of the District Court Administrator, monitors reports on delinquent Court payments. Meets with individuals who are delinquent on payments to arrange payment. Locates and arrests persons on warrants as necessary. Performs administrative and clerical support as needed by the Court. Provides general assistance to Court participants on scheduling and procedural information. Performs duties of a court officer.

Essential Functions:

1. Reviews delinquent Court files and tickets. Locates individuals to initiate collection efforts.
2. Meets with defendants, reviews financial documents, and discusses payment options.
3. Conducts online searches to determine the financial assets of defendants.
4. Develops payment plans and re-negotiates payment plans as needed.
5. Initiates enforcement on delinquent payers and show-causes hearings on individuals in arrears.
6. Initiates and enforces orders to seize financial assets.
7. Obtains and serves bench warrants on persons failing to make payment. Arrests and takes into custody individuals with a bench warrant for their arrest.
8. Conducts a physical search of individuals taken into custody.
9. Provides courier service as needed, including the delivery of deposits to the bank.
10. May perform special projects, such as researching & compiling statistics, researching new products & services, and preparing court reports.
11. May perform the duties of the Court Officer as directed.

Other Functions:

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

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

Employment Qualifications:

Education: A high school diploma or its equivalent is required. Some college-level coursework in police administration, criminal justice, or related areas is preferred.

Experience: 6 months experience in a related field is required, with a preference for collecting delinquent accounts and/or law enforcement.

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

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

Physical Requirements:

- Sitting, walking, standing, bending over, and lifting/holding/carrying objects found in an office environment.
- Ability to lift, hold, and carry objects weighing up to 25 pounds.
- Ability to communicate and respond to co-worker and customer inquiries in person and over the phone.
- Ability to effectively communicate and interact with various types of people
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.
- Ability to perform tasks requiring physical endurance and agility under adverse conditions

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

Working Conditions:

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

UAW H
September 2023

**INGHAM COUNTY
JOB DESCRIPTION**

COURT OFFICER, DISTRICT COURT

General Summary:

Under the supervision of the District Court Administrator, provides and maintains courtroom security. Performs administrative and clerical support as needed by the Court. Provides general assistance to Court participants on scheduling and procedural information.

Essential Functions:

1. Provides and maintains security in the courtroom as needed. Monitors activity in and around the courtroom to ensure appropriate behavior and a safe environment.
2. Inspect court premises and courtrooms before, during, and after proceedings to ensure it is free from contraband, hazards, or any weapon.
3. Accepts and takes into custody inmates from the county jail.
4. Transports inmates to and from the county jail. Transport inmates from holding cells to attorney/client interview rooms and the courtrooms. Maintains custody and security of prisoners in court. Escorts prisoners to other areas of the court as appropriate.
5. Takes into custody defendants remanded to the sheriff by order of the court.
6. Arrests and takes into custody individuals violating the law within the courthouse.
7. Arrests and takes into custody individuals who have a warrant for their arrest.
8. Arrests and takes into custody defendants who have committed probation violations.
9. Escorts and removes individuals from the courthouse who are creating a disturbance within the courthouse.
10. Conducts a physical search of individuals taken into custody or inmates returning to jail.
11. Provides security for witnesses/victims.
12. Takes charge of jurors during jury trials and provides for their security and needs.
13. Administers preliminary breath tests as directed by judges, the magistrate, or probation officers
14. Maintains a log of all apprehension orders and bench warrants issued by the Court. Ensures they are entered into LEIN and are recalled as needed.
15. Provides related administrative and clerical support tasks for the Court.
16. Provides courier service as needed, including the delivery of deposits to the bank.
17. May perform special projects, such as researching & compiling statistics, researching new products & services, and preparing court reports.

18. Performs the duties of the Court Bailiff as needed and directed.

Other Functions:

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

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

Employment Qualifications:

Education: A high school diploma or its equivalent is required. Some college-level coursework in police administration, criminal justice, or related areas is preferred.

Experience: One year experience as a law enforcement officer or closely related capacity is required.

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

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

Physical Requirements:

- Sitting, walking, standing, bending over, and lifting/holding/carrying objects found in an office environment.
- Ability to lift, hold, and carry objects weighing up to 25 pounds.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to effectively communicate and interact with various types of people
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.
- Ability to perform tasks requiring physical endurance and agility under adverse conditions.

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

Working Conditions:

- Work environment varies.

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

***UAW I
September 2023***

**INGHAM COUNTY
JOB DESCRIPTION**

DISTRICT COURT CLERK

General Summary:

Under the supervision of the District Court Administrator, performs a variety of District Court Clerk's Office functions related to the processing of District Court cases. Assists attorneys, parties, and others by providing counter assistance and responding to telephone inquiries. Opens District Court cases, enters case information into the case management system. Receipts costs, fines, and fees. Conducts court record image management. Issues subpoenas and writs. Opens and processes mail. Enter warrants and bond conditions into the Law Enforcement Information Network. Types a variety of court documents, Processes and maintains all legal documents according to the court rules and statutes.

Essential Functions:

1. Responds to inquiries at the counters, on the telephone, by email, or by facsimile, and other communication mediums. Provides information on court procedures, researches case activity for internal and external stakeholders, and directs people to the proper locations
2. Opens and closes criminal, civil, traffic, and probation cases before the District Court. Records party, attorney, and other case information. Creates, intakes, revises, destroys, transmits, and maintains records of District Court cases consisting of the case history (known as the register of actions) and case file operating electronic case management solutions, electronic document management solutions (including workflow), electronic filing solutions, and other systems. Record mediums include but are not limited to paper and electronic. Maintains legacy case histories and files
3. Programs costs, fines, and fees into case management system and receipts them by various payment methods, including but not limited to cash, check, money order, credit/debit card, and electronic funds transfer.
4. Assesses and determines the acceptability of new filings and the accessibility to and release of records in the custody of the District Court Clerk, including records of a highly confidential or sensitive nature.
5. Performs data entry, where accuracy is essential. Investigates and corrects errors, including researching issues, engages in problem solving, and communicates with internal and external stakeholders. Coordinates expedient processing of urgent matters such as jail commitments and protective bond conditions.
6. Conducts record searches and compiles and releases data from records in response to inquiries. Regularly reviews data inputs and reports of others to resolve discrepancies or errors and communicates with the appropriate agencies to correct records, including but not limited to validations of Law Enforcement Information Network data.
7. Processes incoming and outgoing changes of venues, case transfers, and removals to other courts. Prepares and sends court records or copies thereof to other courts utilizing various methods of transit, including operating an electronic record transfer system as deployed by other courts. Compares case history and docket entries with the pleadings and other filings to ensure a complete and accurate file.
8. Reviews and verifies the accuracy of District Court records, and transmits said records to the Circuit Court for appellate. Transmits records or copies thereof by means requested by the Circuit court, including operating electronic file management solutions. Schedules court proceedings and hearings and enters the outcome into the computer.

9. Prepares and issues conformed copies, true copies, certified copies, and attested copies of court records after careful review of original records. Prepares and issues copies of court records and other documents.
10. Assesses requests to place litigants into default. Enters defaults or rejects default requests as appropriate.
11. Assists with training new employees in all duties, including explaining procedures or providing guidance to employees in other divisions, offices, or judicial offices. Adapts trainings and creates/revises training documents/manuals to remain in alignment with changing laws, court rules, and policies
12. Performs a variety of related general office functions, including but not limited to typing, copying, scanning, faxing, filing, inventorying, indexing, sorting, taking and delivering messages, answering phones, and picking up and transporting materials. Processes incoming or outgoing mail and packages from/to postal service, State of Michigan interdepartmental mail, Ingham County courier, drop boxes, or other delivery services. Prepares mailings for transmission.
13. Creates orders, notices, proofs, and other necessary documents. Converts, edits, deletes, and creates images, such as electronic court records, using approved computer software, to align case history and case file with approved case record management practices
14. Sends notices, prepares bench warrants, and suspends driver licenses as authorized. Notifies agency issuing warrant after defendant appears.
15. Prepares and runs inquiries through the Law Enforcement Information Network (LEIN) for court hearings and probation appointments,
16. Enters and recalls warrants and protective bond conditions in LEIN
17. May perform court recording duties as required.
18. Assists and backs up other court staff.

Other Functions:

- Performs other duties as assigned
- Must adhere to confidentiality standards applicable to trial courts
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in their job description.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed, and multitask.
- Dependable and regular attendance is required.
- Ability to handle stressful situations on an occasional basis
- Ability to maintain excellent customer service during stressful situations.

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

Employment Qualifications:

Education: Two years of coursework in paralegal studies, legal studies, criminal justice or a related field or advanced training such as that acquired in the first two or three years of college/university, technical school, or business school.

Experience: Two years of progressively more responsible or expansive experience in a court clerk, court, law firm, or related field is required.

Other Requirements:

- May be required to meet requirements for a Certified Electronic Operator within one year after employment.
- May be subject to criminal history and driving record checks.

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

Physical Requirements:

- This position requires the ability to sit, stand, walk, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, handle, pinch, type, and endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in twisting, bending, stooping/crouching, squatting, kneeling, lifting, carrying, pushing, pulling, grasping, handling, and pinching.
- This position's physical requirements require regular stamina in sitting, standing, typing, and enduring repetitive movements of the wrists, hands, or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach, such as viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries in person and over the phone.
- This position requires operating a PC/laptop and entering & retrieving information from a computer.
- This position requires the ability to handle varying and often high stress levels.

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

Working Conditions:

- Works in office conditions.
- Regular contact with persons charged with and/or convicted of criminal offenses.
- Possible exposure to persons with various communicable diseases.

UAW G
September 2023

Agenda Item 6

TO: County Services Committee
FROM: Eric E. Smith, Director of Finance and Budget
DATE: September 7, 2023
SUBJECT: Authorization to Start an Employee Above Step 2
For the Meeting Agenda of September 19

BACKGROUND

We recently interviewed a candidate to fill the vacant Accountant position which is classified as Grade 8. The successful candidate is highly qualified and has over 10 years of experience in accounting and finance. The candidate has requested to be compensated at Grade 8, Step 4. The Human Resources Department reviewed the candidate's resume against the requested salary and is in support of the compensation level.

ICEA County Professional Employees 2023 Salary range for Grade 8:

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
8	65,038.93	68,080.57	71,261.86	74,589.76	78,095.48

ALTERNATIVES

The candidate has indicated a willingness to accept the offer to fill the position at Grade 8, Step 4. If no agreement regarding salary is reached, then the existing posting will remain open.

FINANCIAL IMPACT

The Accountant is a vacant position, which was included for the entire year for budgetary purposes so the requested salary would be within the budget amount.

RECOMMENDATION

Based on the qualifications of the candidate, the Finance and Budget Office recommend the County Services Committee authorize placement of the candidate at Grade 8, Step 4 of the ICEA County Professional salary schedule.

Agenda Item 7

TO: Board of Commissioners County Services Committee
FROM: Tim Morgan, Parks Director
DATE: September 5, 2023
SUBJECT: Emergency Purchase for Lake Lansing North Septic Replacement
For the meeting agenda of September 19, 2023 County Services

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

Lake Lansing North Main Shelter septic tank failed and needed to be replaced. The quote received by Michigan Septic for the replacement of a septic tank was \$6,735.

An emergency Purchase Order under the Emergency Repair Purchasing Policy was necessary and a Purchase Order has been issued to Michigan Septic for a total cost of \$6,735.

The Budget Department will need to transfer \$6,735 from the Ingham County Parks fund balance into line item 208-75200-932000.

The Controller, Purchasing Director, and I approved this purchase.

Agenda Item 8

To: County Services Committee
Finance Committee

From: Jim Hudgins, Director of Purchasing

Date: August 5, 2023

Subject: Disposal of Surplus Vehicles and Goods

BACKGROUND

This is a resolution authorizing the Purchasing Department to dispose of surplus vehicles and goods which have been replaced or have exceeded their useful life, and therefore are no longer needed.

Surplus items are publicly advertised online through GOVDEALS.COM. Interested bidders can place bids on items, and awards are made to the highest responsive bidder.

If a bidder does not claim the item(s) awarded, the award then goes to the next highest responsive bidder. The Purchasing Department, at its discretion, can ban a bidder from bidding again if the bidder is in default of payment.

ALTERNATIVES

The County could elect to contract with another auctioneer to dispose of the surplus; however, the Purchasing Department has been satisfied with the services that GOVDEALS.COM has provided.

FINANCIAL IMPACT

Bidder payment is received by GOVDEALS.COM and then the proceeds are forwarded to the Purchasing Department, and subsequently deposited in the General Fund or appropriate account. There is no cost to the County since the bidder pays a 12.5% premium on the winning bid amount.

OTHER CONSIDERATIONS

Vehicles and items to be auctioned are identified in Attachment A.

RECOMMENDATION

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE DISPOSAL OF COUNTY-OWNED SURPLUS

WHEREAS, the Purchasing Department has determined that the County has a number of surplus vehicles and goods that have exceeded their useful life and/or are no longer useful for County operations; and

WHEREAS, the surplus vehicles and goods will be auctioned off through GOVDEALS.COM in a competitive, publicly advertised bidding process whereby awards will be made to the highest responsive bidder; and

WHEREAS, the Director of Purchasing has reviewed the surplus items before placement on the surplus property list.

THEREFORE BE IT RESOLVED, that the Ingham County Purchasing Department is authorized to place in an auction those surplus vehicles and items in the attached listing which have no further use or value to the County of Ingham.

BE IT FURTHER RESOLVED, that any vehicle or item not sold at the auction may be disposed of by the Director of Purchasing in the manner deemed to be in the County's best interest.

BE IT FURTHER RESOLVED, that proceeds from the sale of surplus items will be deposited in the General Fund 10130101 673000 or appropriate account.

Attachment A

Asset ID	Description	VIN/Serial	Miles/Hours	Make	Year	Category	Long Description
300	Table					Furniture/Furni	Table 72" x 60" x 29"
366	Detroit Diesel Generator		1,029 Hours			Generators	1950's Generator with a Detroit Diesel. Poor condition. Used at Ingham County Road Department for several years but has now been taken out of commission due to poor running condition and part availability. Location: Ingham County Road Department - Eastern 1335 East Howell Rd Williamston, MI 48895
367	1990 Thermal Arc Plasma Cutter			Thermal Arc	199	Welding Equipment	1990 Thermal Arc Plasma Cutter. In need of repairs, non-working condition. Poor Condition. Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
368	1975 Crisafulli Pump					Industrial Pump	1975 Crisafulli Long Hitch Pump. 12" 3-Pt. PTO driven water pump. Not used in several years. Unknown if it works. Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
369	Used 20.5R25 Tires					Tires and Tubes	Lot 1 - USED 20.5R25 Loader Tires. These were taken off loaders and replaced with new ones. Quantity of 5. Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
370	Used 20.5R25 Tires					Tires and Tubes	Lot 2 - USED 20.5R25 Loader Tires. These were taken off loaders and replaced with new ones. Quantity of 5. Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
371	Used 20.5R25 Tires					Tires and Tubes	Lot 3 - USED 20.5R25 Loader Tires. These were taken off loaders and replaced with new ones. Quantity of 5. Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
372	Used 20.5R25 Tires					Tires and Tubes	Lot 4 - USED 20.5R25 Loader Tires. These were taken off loaders and replaced with new ones. Quantity of 6. Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
373	Used 8' Aluminum Truck Topper					Vehicle Equipment	Used 8' Aluminum Pickup Truck Topper. Doors on both sides and in rear. Location: Ingham County Road Department 301 Bush Street Mason, MI 48854

374	Used 2008 Falcon Hot Patcher			Falcon	2008	Vehicle Equipment	Used 2008 Falcon Hot Patcher Assembly. Missing Burner Assembly and has not been used in years. Scrap. Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
375	Fiberglass Freightliner Hood			Freightliner		Vehicle Equipment	Used Freightliner Fiberglass Hoods. Possible fits 1994-2003 Models D11264SD/FLD112SD. Used condition, stored for many years. Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
376	2009 Freightliner M2 Plow Truck	1FVHC3BSX9HAH5655	165,672 Miles	Freightliner		Trucks, Heavy D	2009 Freightliner M2 Plow Truck with Cummins ISC engine. Monroe 13 RDS Stainless Steel Box w/cross conveyor. Hydraulic system and spreader controls. Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
377	2008 Zanitis Road Hog Mill		217 Hours	Zanitis		Vehicle Equipment	2008 Zanitis Road Hog Mill. Model RH40140. 140 HP John Deere engine. Cat Loader attachment. Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
378	Used 100lb Propane Tanks					Barrels and Dru	Lot of 4 - 100-pound Propane Tanks. Ingham County Road Department 301 Bush Street Mason, MI 48854
379	Used 2007 Hiniker Front Plow			Hiniker		Vehicle Equipment	2007 Used Hiniker front plow assembly for pickup truck. Very Rusty. Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
380	1999 Volvo Autocar	4V5SC2UE2YN520488	160,412 Miles	Volvo	1999	Vehicle Equipment	1999 Volvo Autocar ACL64B Tandem Axle Plow Truck. Speedometer was changed at 103,000 miles; therefore the mileage is unknown. Cummins 11L ISM engine with hydraulics, underbody plow and Henderson stainless steel Muni-body w/conveyor floor. Very rusty and in poor condition. Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
381	2007 Pontiac Grand Prix	2G2WP552971170969	194,125 Miles	Pontiac	2007	Automobiles	2007 Pontiac Grand Prix SEDAN 4-DR, 3.8L V6 OHV 12V. Fair Condition. Some Rust. Ran when parked. Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
382	2015 Ford Explorer	1FM5K8AR7FGC51945	204,077 Miles	Ford	2015	SUV	2015 Ford Explorer SPORT UTILITY 4-DR, 3.7L V6 DOHC 24V. Fair condition. Dents along the passenger side, headlight issues. Ran when parked. Location: Ingham County Road Department 301 Bush street Mason, MI 48854

383	Used Guardrail and Hardware					Metal, Scrap	Several pieces of Used guardrail and hardware. Location Ingham County Road Department 301 Bush Street Mason, MI 48854
384	Used Strain Pole Anchors					Traffic Signals	Used Strain Pole Anchors. Scrap materials Location Ingham County Road Department 301 Bush Street Mason, MI 48854
385	Used and Outdated Signal Cabinet Controllers					Traffic Signals	Used and Outdated Signal Cabinet Controllers - Scrap Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
386	Used and Outdated Signal Cabinet Controllers - Scrap					Traffic Signals	Used and Outdated Signal Cabinet Controllers - Scrap Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
387	Used Incandescent Light Bulbs					Garbage	Used Incandescent Light Bulbs - Scrap or recycle. Location Ingham County Road Department 301 Bush Street Mason, MI 48854
388	Used Aluminum Signal Cabinets					Traffic Signals	Used Aluminum Signal Cabinets, Quantity of 4. Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
389	Used Name Sign Frame					Metal, Scrap	Used Intersection Name Sign Frames - Scrap. Location: Ingham County Road Department 301 Bush Street Mason, MI 48854
390	Strain Poles					Traffic Signals	Used Strain Poles - Various Sizes. 30' Pole - 1 36' Pole - 4 40' Pole - 6 Location Ingham County Road Department 301 Bush Street Mason, MI 48854
391	MSE Reinforced Wall Materials					Traffic Signals	MSE Reinforced Earth Temp Wall Materials. Materials were purchased for a job and are no longer needed.
392	1999 Ford F-250 SD	1FTNF21L1XEA71956	67,700 Miles	Ford	1999	Trucks, Light D	1999 Silver Ford F-250 SD REGULAR CAB PICKUP 2-DR 4WD, 5.4L V8 SOHC 16V. Truck runs and is drivable for short distances. It has a power steering fluid leak and the front u-joints are bad. No other details and/or information available. Sold as-is.
393	Blue Storage Bin Containers - Various Sizes					Commodities / G	Blue Storage Bin Containers - Various Sizes.
394	Toro Groundsmaster 223-D	30243-30147		Toro	1993	Mowing Equipment	1993 Toro Groundsmaster 223-D. Comes with Toro Guardian 62" recycler for mowing, (worked in summer of 2023), Sweepster M24P4A snow broom (works as it should), and a Cozy Cab (serial #CP366-23-0135, rusty, lights work).

395	(3) Grumman 17 Foot Canoes	MULTIPLE		Grumman		Boats, Marine V	(3) Three Silver Aluminum Grumman 17-foot canoes. Useable shape, no leaks or major damage. Scratches and minor dents from normal wear and tear. Serial #'s GBMC8416M82K, GBMC8414M82K, and GBMC8825M82L. No other details and/or information available. Sold as-is. Pick-up location: Burchfield Park, 881 Grovenburg Rd., Holt, MI 48842.
396	(1) Grumman and (2) Michicraft Canoes	Multiple		Grumman & Michicraft		Boats, Marine V	(1) Grumman Silver Aluminum 17-foot canoe and (2) Michicraft Silver Aluminum 17-foot Canoes. Useable shape, no leaks or major damage. Scratches and minor dents from normal wear and tear. Serial #'s CBMC8826M82L, MCC46920M82A, and MEY7B394C010. No other details/information available. Sold as-is. Pick-up location: Burchfield Park, 881 Grovenburg Rd., Holt, MI 48842.
397	(3) Michicraft 17 Foot Canoes	Multiple		Michicraft		Boats, Marine V	(3) Michicraft 17 Foot Silver Aluminum Canoes. Useable shape, no leaks or major damage. Scratches and minor dents from normal wear and tear. Serial #'s MCC52919M82K, MCC45054M81F, and MCC49977M82F. No other details and/or information available. Sold as-is. Pick-up location: Burchfield Park, 881 Grovenburg Rd., Holt, MI 48842
398	(9) Disc Golf Baskets			Disc Craft		Sporting Equipment	(9) Disc Craft Chain Link golf baskets. No damage; does not come with ground anchor sleeves. No other details and/or information available. Sold as-is. Pick-up location: Burchfield Park, 881 Grovenburg Rd., Holt, MI 48842
399	(2) Old Town Double Kayaks	Multiple		Old Town	2010	Boats, Marine V	(2) Old Town Twin Otter 17 Foot Double Kayaks, plastic. Kayaks still float, no leaks. Scratches from normal wear and tear. No other details and/or information available. Sold as-is. Pick-up location: Burchfield Park, 881 Grovenburg Rd., Holt, MI 48842
400	Kay Park Pedal Boat	KAX08702E515		Kay Park Recreation Corp		Boats, Marine V	Kay Park Recreation Blue Pedal Cruiser. Pedal boat floats and is in useable condition. Scratches from normal wear and tear. No other details and/or information available. Sold as-is. Pick-up location: Burchfield Park, 881 Grovenburg Rd., Holt, MI 48842

401	Kay Park Pedal Boat	GAG31450A808		Kay Park Recreation Corp		Boats, Marine V	Kay Park Seafoam Green Pedal Cruiser. Floats and is in useable condition. Scratches from normal wear and tear. No other details and/or information available. Sold as-is. Pick-up location: Burchfield Park, 881 Grovenburg Rd., Holt, MI 48842
402	Irrigation Pump			Auto Control		Industrial Pump	Auto Control Pumping System. Pump was used for irrigation purposes. Has not run in more than 10 years, uncertain of all the needed repairs. No other details and/or information available. Sold as-is. Pick-up location: Potter Park Zoo, 1301 S. Pennsylvania Ave., Lansing, MI 48912
403	John Deere Gator 4x2			John Deere	2007	All-Terrain Vehicles	2007 John Deere Gator, 4x2. Unit is beyond repair, good for parts. No other details and/or information available. Sold as-is. Pick-up location: Potter Park Zoo, 1301 S. Pennsylvania Ave., Lansing, MI 48912
404	John Deere 28" Snow Blower	M01128D210723		John Deere		Snow Removal Eq	John Deere 28" Snow Blower, unknown year. Motor failed, has not run in over 5 years. No other details and/or information available. Sold as-is. Pick-up location: Potter Park Zoo, 1301 S. Pennsylvania Ave., Lansing, MI 48912
405	John Deere 60" Broom	1TC60FMXEET065209		John Deere	2014	Snow Removal Eq	2014 John Deere 60" Tractor Broom. Used for snow removal. Unit is damaged, all attempts to repair failed, entire unit is bent. No other details and/or information available. Sold as-is. Pick-up location: Potter Park Zoo, 1301 S. Pennsylvania Ave., Lansing, MI 48912
406	Giant Vac Leaf Vacuum			Giant Vac		Building Maintenance	Giant Vac Leaf Vacuum. Unknown year and model number. Has not run in over 10 years, uncertain of all needed repairs. No other details and/or information available. Sold as-is. Pick-up location: Potter Park Zoo, 1301 S. Pennsylvania Ave., Lansing, MI 48912
407	2002 Chevrolet Silverado 2500HD	1GCHK24U42E278718	147,015 Miles	Chevrolet	2002	Trucks, Light D	2002 Chevrolet Silverado 2500HD REGULAR CAB PICKUP 2-DR, 6.0L V8 OHV 16V. Does not run, front end needs complete rebuild, under carriage has lots of rust, rear tire does not hold air. Brakes do not work, brake lines all need replacing. No other details and/or information available. Sold as-is. Pick-up location: Potter Park Zoo, 1301 S. Pennsylvania Ave., Lansing, MI 48912

408	2010 Chevrolet Impala	2G1WD5EM8A1244209	0 Miles	Chevrolet	2010	Automobiles	2010 Chevrolet Impala SEDAN 4-DR, 3.9L V6 OHV 16V FFV. Does not run and needs electrical repairs. Unknown mileage due to the electrical issues, cannot read odometer. No other details and/or information available. Sold as-is. Pick-up location: Potter Park Zoo, 1301 S. Pennsylvania Ave., Lansing, MI 48912
409	E-Z-GO Golf Cart			E-Z-GO		Golf Carts	E-Z-GO Golf Cart with bed. No brakes, needs all new steering parts, and runs very rough. No other details and/or information available. Sold as-is. Pick-up location: Potter Park Zoo, 1301 S. Pennsylvania Ave., Lansing, MI 48912
410	(2) Trek SLR Alpha Bikes			Trek		Bicycles	(2) Trek SLR Alpha/Superlight/Race bikes. Both bikes have been in storage for years, nothing known about the condition and/or if they are useable. No other details and/or information available. Sold as-is. Pick-up location: Lake Lansing Park South, 1621 Pike St., Haslett, MI 48840
411	Johnson 8 HP 4-Stroke Boat Motor			Johnson		Boats, Marine V	Johnson 8 HP 4-Stroke Boat Motor, unknown year. Motor has been in storage for a couple of years, was running prior to being put into storage. Unknown if a tune-up or other repairs would need to be done. No other details and/or information available. Sold as-is. Pick-up location: Lake Lansing Park South, 1621 Pike St., Haslett, MI 48840
412	(24) Dock Floats			Follansbee & Hendren		Boats, Marine V	Lot of 24 dock floats. There are two brands, Follansbee Dock Systems and Hendren Plastics. There are two different shapes as well, both are about 36x24. Condition is unknown as they have been up in storage for over 8 years. No other details and/or information available. Sold as-is. Pick-up location: Lake Lansing Park South, 1621 Pike St., Haslett, MI 48840
413	(24) Dock Floats			Follansbee & Hendren		Boats, Marine V	Lot of 24 dock floats. There are two brands, Follansbee Dock Systems and Hendren Plastics. There are two different shapes as well, both are about 36x24. Condition is unknown as they have been up in storage for over 8 years. No other details and/or information available. Sold as-is. Pick-up location: Lake Lansing Park South, 1621 Pike St., Haslett, MI 48840

414	Cross Country Ski Equipment			Various		Sporting Equipment	Lot of Cross-Country Ski Equipment including poles, boots, and skis. Various brands and models. See pictures for list of equipment sizes and quantities. Some skis have bottoms splitting off (majority in useable condition), some boots have small tears, and some of the poles are not in great shape. Used as rental equipment for Lake Lansing Park North/Ingham County Parks. No other details and/or information available. Sold as-is. Pick-up location: Lake Lansing Park South, 1621 Pike St., Haslett, MI 48840
-----	-----------------------------	--	--	---------	--	--------------------	--

TO: Board of Commissioners County Services & Finance Committees
FROM: Deb Fett, Chief Information Officer
DATE: August 30, 2023
SUBJECT: Purchase of Cloudflare DNS Services
For the meetings of September 19th, September 20th, and September 26th.

BACKGROUND

Ingham County currently hosts our own Domain Naming Service (DNS) servers which provide name resolution to users utilizing the public internet. Name resolution is the technology that tells a user’s computer how to access a server that is on the internet, e.g. the servers that house the ingham.org websites. The self-hosted servers are redundant but have a single point of failure being the County’s single connection to the internet. In addition, these servers do not have any technology in place to prevent various types of DNS related attacks such as Distributed Denial of Service attacks (DDoS). Best practices dictate that DNS servers are hosted on multiple connections to the internet.

Cloudflare, the chosen solution, has a presence across the globe with DNS servers on multiple continents. In addition to being well distributed, Cloudflare’s solution also includes several other tools to protect a customer’s online presence. Among these tools is DDoS protection which helps prevent denial of service attacks and Web Application Firewalling (WAF), a technology that shields applications on their customers’ websites from many common attacks. These are tools that we do not currently have available in our self-hosted environment.

ALTERNATIVES

The Innovation and Technology Department (ITD) has researched best practices and found that the services and protections provided by Cloudflare are industry leading and are recommended for an organization of our size and web presence while not being overly expensive or difficult to manage. An alternative is to choose to not add these additional protections and leave the County’s web presence exposed to possible attack or other outages.

FINANCIAL IMPACT

The funding for this purchase of services is budgeted and will come from the County’s Innovation and Technology Department’s Network Software fund #636-25810-932033.

STRATEGIC PLANNING IMPACT

This resolution supports strategy D2 of the Strategic Action Plan – Annually budget for Countywide IT projects including updates to existing software applications.

OTHER CONSIDERATIONS

Pricing from the recommended vendor is off the competitively bid Omnia Contract #R200803. The service agreement is for 5 years

RECOMMENDATION

Based on the information presented, I respectfully recommend approval to purchase Cloudflare services via Purchase Order from Sentinel Technologies in the amount not to exceed \$247,000.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE PURCHASE OF CLOUDFLARE DNS SERVICES FROM SENTINEL TECHNOLOGIES

WHEREAS, Ingham County's web presence present a single point of failure for its Domain Naming Services (DNS); and

WHEREAS, best practices dictate that DNS servers have multiple paths to the internet; and

WHEREAS, best practices also dictate that web application security tools be in place for critical websites; and

WHEREAS, Innovation and Technology Department (ITD) budgeted to add additional components; and

WHEREAS, ITD has researched and found that services provided by CloudFlare are industry leading, providing the most protection size and complexity while not being overly expensive or difficult to manage.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of cloud services from Sentinel Technologies in the amount not to exceed \$247,000 over a five-year period.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Network Software Fund (#636-25810-932033).

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: September 5, 2023

SUBJECT: Create Redundancy for Phone System
For the meeting agendas of September 19th, 20th and 26th, 2023

BACKGROUND

Ingham County currently has a communication system in place that is limited to one primary location and radiates out to the other buildings in our network. This system not only provides us the ability to make phone calls and messaging, it also sends out location information for any 911 calls that are made from our buildings. To lessen the impact that an issue with that primary communication system location can have on our departments that serve our citizens, Innovation and Technology Department (ITD) would like to add a secondary connection that can spread out usage across the sites during normal times but also replace the primary should it experience an outage. This proposal will also upgrade our phone system to full redundancy. This includes replacing hardware that has reached end of life and will no longer be supported. Our team has researched our options and determined based on previous experience and recent performance reports that Sentinel Technologies will provide the best service most quickly for the options required.

ALTERNATIVES

We could continue on with a single point of failure and rely on our team and our vendors to bring our system back up should issues occur.

FINANCIAL IMPACT

The funding for the not to exceed \$37,000 cost is budgeted and will come from the County's Network Fund.

OTHER CONSIDERATIONS

In accordance with our purchasing requirements, this solution was put together from the cooperative contract NASPO NVP#AR3227 Participating Addendum #210000001333 contract with Sentinel Technologies.

STRATEGIC PLANNING IMPACT

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

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for Redundancy in Phone System provided by Sentinel Technologies in the amount not to exceed \$37,000.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE REDUNDANCY IN PHONE SYSTEM BY
SENTINEL TECHNOLOGIES**

WHEREAS, Ingham County relies heavily on our phone systems - be it voice services or location information provide for emergency calls; and

WHEREAS, to lessen the impact that outages can have on our departments that serve our citizens, the Innovation and Technology (ITD) would like to add a secondary phone system location that can spread out usage across the sites during normal times but also replace the primary should it experience an outage; and

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

WHEREAS, ITD has reviewed the potential alternatives and deems Sentinel Technologies as the most expedient and cost-effective option.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize purchasing hardware, software, and installation services from Sentinel Technologies in the amount not to exceed \$37,000.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Network Fund.

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 10a

TO: Board of Commissioners, County Services & Finance Committees
FROM: Glenn Canning, Facilities Director
DATE: September 8, 2023
RE: Resolution to Authorize an Agreement with Redguard Fire & Security Inc., for Monitoring, Warranty and Inspection Services of the Fire Panel at the Hilliard Building

For the meeting agendas of: September 19 & 20

BACKGROUND

The fire panels installed at the Hilliard Building has a proprietary communication system to Redguard Fire & Security, Inc. The services include daily monitoring, alerts for any malfunctions, yearly inspection of equipment and a five-year extended warranty service.

The monthly monitoring services will be \$103 per month, the yearly inspection will be \$1,750 per year for a grand total not to exceed amount of \$14,930.

ALTERNATIVES

The alternative would be to not approve leaving the building vulnerable to fires as there would be no way to alert the authorities in case of a fire emergency or notice of a malfunction of equipment.

FINANCIAL IMPACT

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

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Redguard Fire & Security Inc., for the monitoring, warranty and inspection services of the fire panels at the Hilliard Building.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH REDGUARD FIRE & SECURITY, INC.,
FOR MONITORING, WARRANTY AND INSPECTION SERVICES FOR THE FIRE PANEL
AT THE HILLIARD BUILDING**

WHEREAS, the fire panel installed at the Hilliard Building has a proprietary communication system to Redguard Fire & Security, Inc.; and

WHEREAS, the services include daily monitoring, alerts for any malfunctions, yearly inspection of equipment and extended warranty for a five-year term; and

WHEREAS, these services are crucial in the daily operations of the Hilliard Building; and

WHEREAS, the Facilities Department recommends an agreement with Redguard Fire & Security, Inc., who submitted a proposal of \$14,930 for the monitoring, inspection and extended warranty for a five-year term at the Hilliard Building; and

WHEREAS, funds for the maintenance contractual 931100-line item.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Redguard Fire & Security, Inc., 45150 Polaris Court, Plymouth, Michigan 48170, for monitoring, warranty and inspection services of the fire panel at the Hilliard Building for a five-year term in the amount of \$14,930.

BE IT FURTHER RESOLVED, 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 10b

TO: Board of Commissioners, County Services & Finance Committees

FROM: Glenn Canning, Facilities Director

DATE: September 8, 2023

RE: Resolution to Authorize an Agreement with Boynton Fire Safety Service for the Fire Safety Services for Multiple County Facilities

For the meeting agendas of: September 19 & 20

BACKGROUND

Fire alarm testing, fire extinguisher and fire suppression services are required and necessary in the daily operations of our County facilities. The current agreement for fire safety services has expired and a request for proposal was carried out by the Purchasing department who solicited proposals from qualified vendors. Boynton Fire Safety Services, a local vendor, submitted the lowest responsive and responsible proposal of \$73,080 for a three-year term with a two-year renewal option.

ALTERNATIVES

The alternative would be to not approve leaving the fire safety equipment vulnerable to failure in an emergency.

FINANCIAL IMPACT

Funds are available in the maintenance contractual 931100 line items.

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Boynton Fire Safety Services for the fire safety services for multiple county facilities.

Agenda Item 10b

TO: Glenn Canning, Facilities Director
FROM: James Hudgins, Director of Purchasing
DATE: August 21, 2023
RE: Memorandum of Performance for RFP No. 38-23 Fire Extinguisher, Fire Suppression, & Fire Alarm Services

Per your request, the Purchasing Department sought proposals from experienced and qualified firms for the purpose of establishing a three-year contract for fire extinguisher, fire suppression, and fire alarm services.

The scope of work includes, but is not limited to, testing fire alarms, recharging or replacing fire extinguishers, inspecting equipment, maintaining and repairing sprinkler systems, kitchen hood suppression systems and reporting any deficiencies located in Ingham County buildings.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	25	4
Vendors responding	4	0

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Addendum (1)	Overall Total	Fire Hoses <i>Cost / SF</i>	Inspection of Hoses Including Un-Rack and Re-Rack: <i>Annual Total</i>
Boynton Fire Safety Services	No, Lansing (Clinton County) MI	Yes	\$ 24,360.00	\$ 0.650	\$ 135.00
Summit Fire Protection	No, Owosso MI	No	\$ 38,575.00	Cost vary	\$28.00 (each hose)
Safety Systems Inc.	No, Lansing (Clinton County) MI	Yes	\$ 46,208.00	\$ 1.000	\$40.00 (re-rack)
REDGUARD Fire & Security	No, Plymouth MI	Yes	\$ 180,499.00	n/a	n/a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH BOYNTON FIRE SAFETY SERVICE LLC, FOR THE FIRE SAFETY SERVICES FOR MULTIPLE COUNTY FACILITIES

WHEREAS, fire alarm testing, fire extinguisher and fire suppression services are required and necessary in the daily operations of our County facilities; and

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

WHEREAS, the Facilities Department recommends an agreement with Boynton Fire Safety Service LLC, which submitted the lowest responsive and responsible proposal of \$73,080 for the fire alarm testing, fire extinguisher and fire suppression services for multiple County facilities; and

WHEREAS, funds for the maintenance contractual 931100-line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Boynton Fire Safety Service LLC., 1031 Northcrest Rd., Lansing, Michigan 48906, for fire alarm testing, fire extinguisher and fire suppression services for a three-year term in the amount of \$73,080 with a two-year renewal option.

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

TO: County Services Committee

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: September 4, 2023

SUBJECT: Proposed Resolution to Approve Stop Sign Traffic Control Orders for Various Roads in the Okemos Square Subdivision

For the meeting agenda on September 19

BACKGROUND

Periodically, Road Department staff will review subdivisions to confirm if the existing traffic control signs are appropriate for the conditions at each intersection, as required per state statute (MCL 257.610). Evaluations include, but are not limited to, sight distance, traffic volumes, and crash history.

Recently, an evaluation was performed at the Okemos Square Subdivision located in Section 28 of Meridian Charter Township. It was determined that the following changes were necessary:

- Capeside Drive at Graystone Drive – Replace the yield sign with a stop sign
- WB Seville Drive at Graystone Drive – Install a stop sign (no existing signage)
- SB Seville Drive at Graystone Drive – Install a stop sign (no existing signage)
- Hidden Meadows Court at Graystone Drive – Install a stop sign (no existing signage)

In order for the above listed stop signs to become legally enforceable, the Board of Commissioners will need to approve the associated Traffic Control Order (TCO) recommended by the Road Department and authorize the execution by the Board Chairman. After the TCOs are filed with the Clerk’s Office, the signs will be installed by Road Department and will have the force of law.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The costs to install the stop signs at the above intersections are included in the 2023 Road Fund budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the resolution to execute Traffic Control Orders for the installation of various stop signs in the Okemos Square Subdivision.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE STOP SIGN TRAFFIC CONTROL ORDERS FOR
VARIOUS ROADS IN THE OKEMOS SQUARE SUBDIVISION**

WHEREAS, the Road Department is responsible for placing and maintaining traffic control devices located on roads within their jurisdiction; and

WHEREAS, the Road Department has evaluated the intersections within the Okemos Square subdivision located in Section 28 of Meridian Charter Township and determined stop signs are necessary in several locations as described herein; and

WHEREAS, the Road Department recommends a stop sign be installed to replace the existing yield sign on Capeside Drive at Graystone Drive; and

WHEREAS, the Road Department recommends stop signs to be installed on WB Seville Drive at Graystone Drive, SB Seville Drive at Graystone Drive and Hidden Meadows Court at Graystone Drive.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to replace the existing yield sign with a stop sign on Capeside Drive at the intersection of Graystone Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to install a stop sign for westbound traffic on Seville Drive at the intersection of Graystone Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to install a stop sign for southbound traffic on Seville Drive at the intersection of Graystone Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to install a stop sign on Hidden Meadows Court at the intersection of Graystone Drive.

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

TO: Board of Commissioners and County Services Committee

FROM: Neal Galehouse, Director of Engineering
Road Department

DATE: September 5, 2023

SUBJECT: Proposed Resolution for Final Plat Approval for Phase 4 of Sierra Ridge Estates and Public County Road Acceptance of Fresno Lane

For the Meeting Agendas of September 19 and 26

BACKGROUND

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

The Sierra Ridge Estates Phase 4 development consists of 14 lots, which is part of a 96-lot residential subdivision located north of Lake Lansing Road and east of Newton Road in Section 4, Meridian Township. The development has followed the platting process described above for the previous three phases dating back to August 2002. The proprietor, G.S. Fedewa Builders, Inc. constructed Phase 4 throughout 2022 and is now requesting the Final Platting process to commence, which would allow the developer to begin selling the lots and constructing new homes.

Final Plat approval is accomplished in a two-step process. The first step allows for the proprietor to request approval and signature of a “True Copy” of the actual plat document from all of the agencies that must certify approval of the plat document. Once the signed true copies are collected from each agency, the proprietor can then request the plat review at the state level. If accepted by the state, the plat can proceed to the second step of the process, which is signature of the mylar final plat document.

The proprietor has asked for approval of the Final Plat for Sierra Ridge Estates Phase 4 and to accept Fresno Lane into the public road network. The limits of Fresno Lane to be added to the road network commence at the units completed in Phase 2 and terminate at the cul-de-sac for a total length of 900 feet. The extended portion of Fresno Lane has been constructed up to, but not including, the top layer of asphalt in accordance with the approved road and drainage plans. The work completed to date meets Road Department standards. The Road Department has historically allowed placement of the final layer of asphalt after the lots within the plat are built-out with new homes. This avoids damage to the final driving surface caused by construction traffic, allows time to reveal weaknesses within the newly constructed roadway, and provides a better end product for area users. The Road Department has required a bituminous pavement agreement and a deposit for uncompleted work as an assurance that the proprietor will place the final layer of asphalt on the public road within 5 years.

ALTERNATIVES

N/A

FINANCIAL IMPACT

There is no specific financial impact to approving and signing the Final Plat document and accepting the roadway constructed in the development as a public road. The new subdivision road will be added to the Road Department's maintenance burden and will slightly increase the certified roadway length used for Michigan Transportation Funding under Act 51 of 1951.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the final plat for Sierra Ridge Estates Phase 4, acceptance of Fresno Lane into the county road system, and to authorize the Chairperson to sign the required plat documents.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION FOR FINAL PLAT APPROVAL FOR PHASE 4 OF SIERRA RIDGE ESTATES AND
PUBLIC COUNTY ROAD ACCEPTANCE OF FRESNO LANE**

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

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

WHEREAS, the subdivision's development has followed the Final Plat requirements of PA 288 of 1967 for the previous three phases; and

WHEREAS, the proprietor is requesting approval of the Final Plat for Phase 4 of Sierra Ridge Estates, which contains 14 total lots, designated as Lots 70-83; and

WHEREAS, the proprietor is requesting the acceptance of a 900-foot (0.17 mile) extension of Fresno Lane as a public road, commencing at a point 770 feet east of Newton Road, which was previously constructed and accepted in Phase 2, and terminating at the north end of the cul-de-sac constructed in Phase 4, resulting in a total public road length of 1670 feet (0.32 miles); and

WHEREAS, the Fresno Lane road construction met Ingham County Road Department procedures and guidelines and all construction was in accordance with the approved road and drainage plans; and

WHEREAS, the proprietor has submitted all the required fees, insurance, testing results, and certifications; and

WHEREAS, the extension of Fresno Lane is located within right-of-way under county control, intended for public road purposes, and is currently open to automobile traffic; and

WHEREAS, a bituminous pavement agreement will be executed between the County and the Proprietor, per Resolution #23-363, to ensure the proprietor places the top course of pavement on the extension of Fresno Lane prior to August 22, 2028; and

WHEREAS, the Road Department recommends approval of the Final Plat of Sierra Ridge Estates Phase 4 and for the Chairperson to sign any necessary plat documents; and

WHEREAS, the Road Department recommends acceptance of the extension of Fresno Lane as a public road, effective upon the adoption of this resolution and prior to the annual Act 51 certification deadline of December 31, 2023.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Final Plat of Sierra Ridge Estates Phase 4, consisting of Lots 70-83, and authorizes the Board Chairperson to accept the Phase 4 extension of 900 feet (0.17 miles) of Fresno Lane as a county local public road, commencing at a point 770 feet east of Newton Road, then north to the end of the cul-de-sac, resulting in a public road with a total length of 1670 feet (0.32 miles).

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners acknowledges that the extension of Fresno Lane, located in Section 4 of Meridian Township, is located within right-of-way under county control for public road use and was open to automobile traffic prior to December 31, 2023.

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

TO: County Services Committee and Finance Committee

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: September 5, 2023

SUBJECT: Proposed Resolution to Approve the Reorganization of the Road Department
For the Meeting Agendas of September 19 and 20

BACKGROUND

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

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

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

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

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

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

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

ALTERNATIVES

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

FINANCIAL IMPACT

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

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

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

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

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

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

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

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

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

RECOMMENDATION

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

Agenda Item 11c

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

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

1. Create an Office Coordinator MC 6 (\$50,359.47 to \$60,462.42)
2. Add Three (3) Highway Worker Class 4 TPOAM (\$47,924.72 to \$54,230.38)
3. Add Two (2) Highway Worker Class 5C Building & Grounds TPOAM (\$48,232.31 to \$54,820.90)
4. Transfer the Sign Shop Employees
 - a. 1 - Sign Shop Supervisor
 - b. 3 – Highway Worker 5
5. Reassign the Signal Technician to report to the Director of Engineering
6. Revise Engineering Technician 3/4/5 position to eliminate the level 3 position.

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

If I can be of further assistance, please email or call me 887-4374.

Kelly Jones

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

Kelly,

Please place this in your packet to the BOC.

Joan

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

Hi Joan,

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

Sincerely

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

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

Mark,

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

Thanks,
Joan

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

Mark,

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

Thanks,
Joan

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

Mark,

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

Thanks,
Joan

Joan Clous MPA, SHRM-CP

Human Resources Specialist – Labor & Employee Relations

Ingham County

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 – Office

517-930-2075 - Cell

517-887-4396 – Fax

Transmission is Privileged and Confidential.

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



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

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

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

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

**INGHAM COUNTY
JOB DESCRIPTION**

Engineering Technician 4/5, Road Department

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

Essential Functions

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

7. Responds to information requests and complaint calls from the general public. Coordinates follow-up with appropriate personnel and enters data into computer database. Answers inquiries and complaints from the public and mitigates complaints regarding construction, construction traffic control, and access problems.
8. Performs office work such as filling out forms, keeping records, filing documents and reproducing documents or drawings. Tabulates measurements and field data, maintains related records, prepares support materials diagrams and prepares various written reports.
9. Represents the Road Department at pre-construction meetings and other project related and Committee meetings. Provides information related to particular projects and performs various administrative tasks.
10. Initiates and assists with claims against parties responsible for damaging Road Department property and may appear in Small Claims Court when necessary to enforce payment.
11. Maintains and updates road certificates, maps, road inventories, etc.
12. Attends a variety of workshops and seminars and reads periodicals and other related materials to stay current on new developments, techniques and methods.

Other Functions:

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

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

Employment Qualifications:

Education/ Experience:

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

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

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

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

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

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

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

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

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

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

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

Physical Requirements:

- Sitting, walking, standing, bending and lifting/holding/carrying objects found in an office environment.
- Walking, bending and twisting on pavement, dirt and other outdoor surfaces in various weather conditions.
- Occasional lifting of items up to 50 pounds.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.

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

Working Conditions:

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

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

**INGHAM COUNTY
JOB DESCRIPTION**

**OFFICE COORDINATOR
Road Department**

General Summary:

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

Essential Functions:

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

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

Other Functions:

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

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

Employment Qualifications:

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

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

Other Requirements:

- Must possess a valid Michigan Motor Vehicle Operator's License.
- The position requires the proficient use of word processing, spreadsheets, and presentation software. The position also requires basic knowledge and experience with social media software programs such as, but not limited to, Facebook, Instagram, LinkedIn, and Twitter.
- May be required, and therefore must be eligible, to become a Notary Public through the Michigan Department of State.

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

Working Conditions:

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

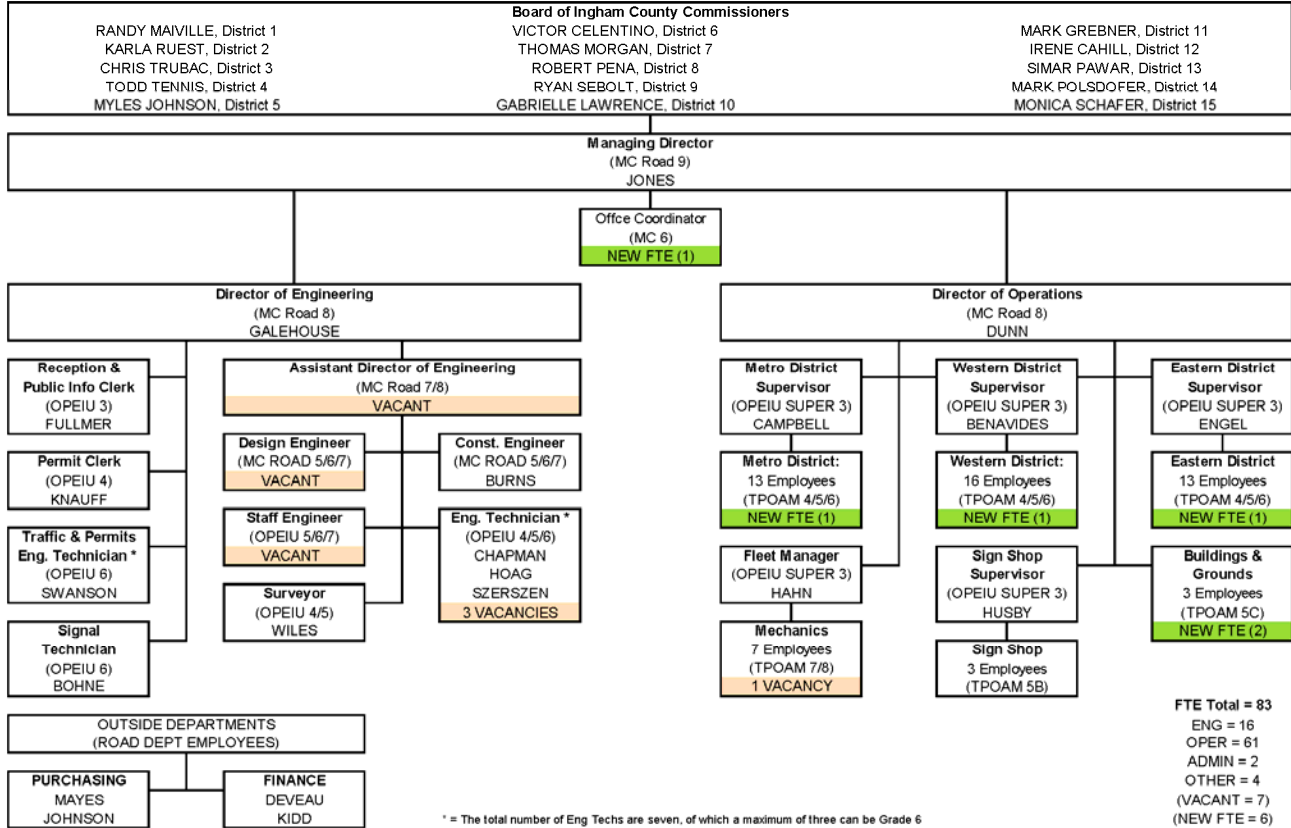
Physical Requirements:

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

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

MC xx
May 2023

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



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

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE REORGANIZATION OF THE ROAD DEPARTMENT

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

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

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

WHEREAS, three additional positions for Highway Worker Class 4 are proposed to be added to the Operations Department, each with a salary range of \$47,924.72 to \$54,230.38; and

WHEREAS, two additional positions for Highway Worker Class 5C are proposed to be added to Building & Grounds within the Operations Department, each with a salary range of \$48,232.31 to \$54,820.90; and

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

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

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

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

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

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

- One new Office Coordinator position placed in the Managerial/Confidential group at pay grade MC6
- Three additional Highway Worker Class 4 positions

Two additional Highway Worker Class 5C positions
 Five employees in the Sign & Signal Shop transferred within the Road Department
 An updated job description for Engineering Technician 4/5

The salary and payroll financial impact, which will be funded through the Road Fund Budget is:

Position Title	Current Grade, Top Step	Proposed Grade, Top Step	Difference
Office Coordinator	New Position	MC 6: \$117,487	\$117,487
Highway Worker Class 4	New Position	TPOAM 4: \$97,435	\$97,435
Highway Worker Class 4	New Position	TPOAM 4: \$97,435	\$97,435
Highway Worker Class 4	New Position	TPOAM 4: \$97,435	\$97,435
Highway Worker Class 5C	New Position	TPOAM 5C: \$107,303	\$107,303
Highway Worker Class 5C	New Position	TPOAM 5C: \$107,303	\$107,303
TOTAL:			\$624,398

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

BE IT FURTHER RESOLVED, that this reorganization is effective the first full pay date following the date the reorganization was submitted to the Human Resources Department.

Agenda Item 12a

TO: Board of Commissioners, County Services Committee, and Finance Committee
FROM: Sue Graham, Human Resources Director
DATE: September 5, 2023
SUBJECT: Resolution Certifying Representatives for the MERS 2023 Retirement Conference
For the Meeting Agendas of County Services (9/19) and Finance (9/20)

BACKGROUND

The MERS Annual Retirement Conference of the participating municipalities enrolled in the Municipal Employees' Retirement System (MERS) will be held September 28 - 29, 2023. According to the provisions of the Retirement Act, a non-managerial member of the Retirement System is to be elected by secret ballot for the Annual Conference to act as the Employee Delegate. One appointed Officer Delegate will also be in attendance in accordance with the Act.

ALTERNATIVES

Ingham County could elect not to certify delegates and be unrepresented during the Annual Conference.

FINANCIAL IMPACT

Funds previously anticipated to be necessary for 2023 MERS Retirement Conference expenses are included in the fiscal year 2023 Human Resources Department budget.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

I respectfully recommend approval of the attached resolution for the certified Ingham County Delegates to attend the 2023 MERS Retirement Conference.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION CERTIFYING REPRESENTATIVES FOR THE
MERS 2023 RETIREMENT CONFERENCE**

WHEREAS, the Municipal Employees' Retirement System (MERS) will hold their Annual Retirement Conference September 28 - 29, 2023; and

WHEREAS, the governing body of each member municipality must certify an employee delegate who has been nominated and elected by the other employee members, and appoint an officer delegate of the governing body; and

WHEREAS, funds previously anticipated to be necessary for 2023 MERS Retirement Conference expenses are included in the fiscal year 2023 Human Resources Department budget.

THEREFORE BE IT RESOLVED, that the following persons are hereby certified as Ingham County Representatives for the MERS Annual Conference:

Employee Delegate: Jill Bauer, Sr. Budget Analyst

Officer Delegate: Alan Fox, Treasurer

TO: Board of Commissioners, County Services and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: September 5, 2023
SUBJECT: Resolution to Waive the Public Act 152 Health Care Requirements for 2024
For the agendas of September 19 and September 20

BACKGROUND

Public Act 152 of 2011 places limits on public employers' contributions toward their employees' health benefits and requires that the employer cost be no more than 80% of the cost or no more than a certain dollar amount detailed in the law (hard caps). The requirements of the act can be waived with a 2/3 vote of the governing body prior to the beginning of a medical benefit plan coverage year.

Commencing January 1, 2024, the County will continue with the current plan medical benefits and will self-insure a portion of the health insurance cost. As the uncertainty associated with the savings from this makes it very difficult to determine if the County will be in compliance with the hard caps or the 80% requirements, the County administration is recommending that the Ingham County Board of Commissioners exempt the County from the requirements of Public Act 152 of 2011 for the medical benefit plan coverage year commencing January 1, 2024 as permitted by MCL 15.568.

ALTERNATIVES

The Board of Commissioners may elect to waive or not waive the Public Act 152 health care requirements for 2023.

FINANCIAL IMPACT

The financial impact will vary dependent upon actual experience during 2024.

STRATEGIC PLAN CONSIDERATIONS

The recommendation to waive the Public Act 152 Health Care Requirements for 2024 is in furtherance of the following strategic goal(s) and task(s) included in the Strategic Plan:

Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service. Strategy 1: Attract and retain employees who value public service.

OTHER CONSIDERATIONS

Waiving the Public Act 152 Health Care Requirements for 2024 is supported by the Ingham County Health Care Coalition.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached Resolution to Waive the Public Act 152 Health Care Requirements for 2024.

Introduced by the County Service and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO WAIVE THE PUBLIC ACT 152 HEALTH CARE REQUIREMENTS FOR 2024

WHEREAS, Public Act 152 of 2011 places limits on public employers' contributions toward their employees' health benefits and requires that the employer cost be no more than 80% of the cost or no more than a certain dollar amount detailed in the law (hard caps); and

WHEREAS, the requirements of the act can be waived with a 2/3 vote of the governing body prior to the beginning of a medical benefit plan coverage year; and

WHEREAS, commencing January 1, 2024, the County will continue with the current plan medical benefits and will self-insure a portion of the health insurance cost; and

WHEREAS, the uncertainty associated with the savings from this makes it very difficult to determine if the County will be in compliance with the hard caps or the 80% requirements and therefore the County administration is recommending that Ingham County Board of Commissioners exempt the County from the requirements of Public Act 152 of 2011 for the medical benefit plan coverage year commencing January 1, 2024 as permitted by MCL 15.568; and

WHEREAS, waiving the Public Act 152 Health Care Requirements for 2024 is supported by the Ingham County Health Care Coalition.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby exempts Ingham County from the requirements of Public Act 152 of 2011 for the medical benefit plan coverage year commencing January 1, 2024 as permitted by MCL 15-568.

TO: Board of Commissioners County Services and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: September 12, 2023
SUBJECT: Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for Employee Benefits for 2024 and Authorizing Letters of Agreement with Bargaining Units

For the meeting agendas of September 19 and September 20

BACKGROUND

On October 28, 2014 the Board of Commissioners approved Resolution 14-436 which resolved, in part, to dedicate 50 percent of any net savings in health care costs to reduction of the employee premium cost share, applied to all employee groups that agree to implement a comprehensive healthcare management program.

The Ingham County Health Care Coalition has investigated options for the County’s 2024 health care plan and has agreed to changes in the premium sharing agreement for 2024. It has also been determined by the Health Care Coalition that employer contributions to employee health savings accounts (HSAs) in the amount of \$850 single/\$1,700 2-Person/Full Family coverage (prorated on a per pay basis) be made for employees enrolled in the base health insurance option (an increase of \$100 and \$200, respectively).

It has also been determined by the Health Care Coalition that the premium rates should be calculated with the same methodology as for 2024 premium rates and be established as shown on the attached sheet and that the health insurance waiver rates should be increased over 2023 rates by the CPI effective as of June 30, 2023 not to exceed 5% (i.e., 3%) as follows:

		<u>2023/mo.</u>	<u>2024/mo.</u>
Full Family	=	\$280.00	\$288.40
2-Person	=	\$250.00	\$257.50
Single	=	\$160.00	\$164.80

ALTERNATIVES

The Board of Commissioners may elect to approve or not approve the Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for Employee Benefits for 2024 and Authorizing Letters of Agreement with Bargaining Units.

FINANCIAL IMPACT

The financial impact will vary dependent upon actual experience during 2024 based upon employee election of benefits.

STRATEGIC PLAN CONSIDERATIONS

The recommendation of the Ingham County Health Care Coalition for Employee Benefits for 2024 is in furtherance of the following strategic goal(s) and task(s) included in the Strategic Plan:

Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service. Strategy 1: Attract and retain employees who value public service.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for Employee Benefits for 2024 and Authorizing Letters of Agreement with Bargaining Units.

Introduced by the County Service and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE RECOMMENDATION OF THE INGHAM COUNTY HEALTH CARE COALITION FOR EMPLOYEE BENEFITS FOR 2024 AND AUTHORIZING LETTERS OF AGREEMENT WITH BARGAINING UNITS

WHEREAS, on October 28, 2014 the Board of Commissioners approved Resolution #14-436 which resolved, in part, to dedicate 50 percent of any net savings in health care costs to reduction of the employee premium cost share, applied to all employee groups that agree to implement the comprehensive healthcare management program; and

WHEREAS, the Ingham County Health Care Coalition has investigated options for the County’s 2024 health care plan and has agreed to changes in the premium sharing agreement for 2024; and

WHEREAS, it has also been determined by the Health Care Coalition that employer contributions to employee health savings accounts (HSAs) in the amount of \$850 single/\$1,700 2-Person/Full Family coverage (prorated on a per pay basis) be made for employees enrolled in the base health insurance option (an increase of \$100 and \$200, respectively); and

WHEREAS, it was determined by the Health Care Coalition that the premium rates should be calculated and established as shown on the attached sheet; and

WHEREAS, it was also determined by the Health Care Coalition that the health insurance waiver rates should be increased over 2023 rates by the CPI effective as of June 30, 2023 not to exceed 5% (i.e., 3%) as follows:

		<u>2023/mo.</u>	<u>2024/mo.</u>
Full Family	=	\$280.00	\$288.40
2-Person	=	\$250.00	\$257.50
Single	=	\$160.00	\$164.80

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the recommendations of the Health Care Coalition and authorizes employer contributions to employee health savings accounts (HSAs) in the amount of \$850 single/\$1,700 2-Person/Full Family coverage (prorated on a per pay basis) be made for employees enrolled in the base health insurance option.

BE IT FURTHER RESOLVED, that any funds remaining of the 50 percent net savings from 2020 and prior years after distribution to health savings accounts shall be held in reserve for future employee premium cost share reduction initiatives as recommended by the Ingham County Health Care Coalition.

BE IT FURTHER RESOLVED that, beginning on January 1, 2024 the health insurance waiver rates for all eligible employees shall be increased over 2023 rates as follows:

Full Family	=	\$288.40
2-Person	=	\$257.50

Single = \$164.80

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

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the applicable bargaining unit letters of agreement and any other appropriate documents after review and approval as to form by the County Attorney.

2024 RATE SHEET

EMPLOYER RATES:

	<u>2023</u>	<u>2024</u>	<u>Amount Over Base</u>	<u>:</u>
	<u>2023</u>	<u>2024</u>	<u>2023</u>	<u>2024</u>
PHP HIGH	852.33	810.63	221.64	223.36
SINGLE PHP	2045.61	1945.51	531.97	536.07
HIGH 2 PERSON	2556.98	2431.87	712.67	714.53
PHP HIGH				
FAMILY	724.36	713.32	93.67	126.05
	1738.49	1711.97	224.85	302.53
PHP STANDARD	2173.08	2139.94	328.77	422.6
SINGLE PHP				
STANDARD 2	630.69	587.27	0	0
PERSON PHP	1513.64	1409.44	0	0
STANDARD FAMILY	1844.31	1717.34	0	0

PHP BASE
SINGLE PHP
BASE 2 PERSON

	<u>2024</u>		<u>For Reference</u>
	<u>Per Pay</u>	<u>%</u>	<u>Per Pay-2023</u>
PHP BASE	121.595	30%	127.85
FAMILY	291.827	30%	306.84
	364.781	30%	383.55

EMPLOYEE RATES:

Option #1 30 and 15/20	53.499	15%	54.33
PHP HIGH	171.197	20%	173.85
SINGLE PHP	213.994	20%	217.31
HIGH 2 PERSON	0		0
PHP HIGH	0		0
FAMILY	0		0

08.15.2023

TO: Board of Commissioners County Services Committee
FROM: Becky Bennett, Director, Board of Commissioners' Office
DATE: August 28, 2023
SUBJECT: Request for a Step Increase for Chief Public Defender

The Chief Public Defender is eligible for a step increase on his anniversary date which is September 27, 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 Chief Public Defender is eligible to receive an increase from MCF 17, Step 2 (\$124,680.27) to MCF 17 Step 3 (\$130,500.34), a difference of \$5,820.07. The cost of this step increase is included within the 2023 budget for the Public Defender's Office. 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.

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: September 8, 2023
SUBJECT: Resolution to Approve an Agreement with Andrews Technology HMS, Inc. for Time and Attendance Services
For the meeting agendas of August 15, 16

BACKGROUND

Resolution #23-370 authorized an agreement with BS&A for an Enterprise Resource Planning (ERP) software transition away from MUNIS. Part of BS&A’s successful bid included Andrews Technology HMS, Inc., which will be the provider of time and attendance software and hardware. Time and attendance services include but are not limited to web-based time & attendance software, electronic time cards, physical time clocks (where applicable), employee web services (PC entry, mobile applications), labor tracking (activity-based reporting), accrual modules, advanced scheduling modules, and BS&A payroll interface.

ALTERNATIVES

N/A.

FINANCIAL IMPACT

The fee breakdown for the time and attendance services include:

• UKG Web-based Time & Attendance Software/Hosting:	\$75,600/Year
• 20 Proximity Terminal Physical Time Clocks	\$39,800/Year
• Annual Software Maintenance	\$2,995/Year
• Annual Hardware Maintenance	\$5,900/Year
• Implementation	<u>\$51,400</u>
TOTAL ANDREWS YEAR ONE COSTS	\$175,695

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

Andrews proposal is for seven (7) years with an annual hosting/maintenance fee of \$123,895 and an additional implementation fee of \$51,400 in year one.

Funding for year one implementation and fees is included in the 2024 CIP, years two through seven will be added to the yearly General Fund budgets.

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 AN AGREEMENT WITH ANDREWS TECHNOLOGY HMS, INC.
FOR TIME AND ATTENDANCE SERVICES**

WHEREAS, Resolution #23-370 authorized an agreement with BS&A for Enterprise Resource Planning (ERP) software; and

WHEREAS, BS&A's proposal included Andrews Technology HMS, Inc. (Andrews) as its time and attendance provider; and

WHEREAS, time and attendance services include but are not limited to web-based time & attendance software, electronic time cards, physical time clocks (where applicable), employee web services (PC entry, mobile applications), labor tracking (activity-based reporting), accrual modules, advanced scheduling modules, and BS&A payroll interface; and

WHEREAS, Andrews' fee breakdown for time and attendance services include:

• UKG Web-based Time & Attendance Software/Hosting:	\$75,600/Year
• 20 Proximity Terminal Physical Time Clocks	\$39,800/Year
• Annual Software Maintenance	\$2,995/Year
• Annual Hardware Maintenance	\$5,900/Year
• Implementation	<u>\$51,400</u>
TOTAL ANDREWS YEAR ONE COSTS	\$175,695; and

WHEREAS, the agreement is for seven (7) years and the annual costs will remain the same for years two (2) through seven (7) at \$123,895 per year (total first year costs of \$175,695 less \$51,400 implementation); and

WHEREAS, year one funding is available in the 2023 and 2024 CIPs, funding for years two (2) through seven (7) will be added as a General Fund expense.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the seven (7) year agreement with Andrews for time and attendance services for a year one (1) not to exceed price of \$175,695, a not to exceed year two (2) through year seven (7) price of \$123,897 per year.

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

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