

CHAIRPERSON  
RYAN SEBOLT

VICE-CHAIRPERSON  
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

**COUNTY SERVICES COMMITTEE**

ROBERT PEÑA, CHAIR  
VICTOR CELENTINO  
MARK GREBNER  
RYAN SEBOLT  
SIMAR PAWAR  
KARLA RUEST  
MONICA SCHAFER

**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, MARCH 19, 2024 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 [March 5, 2024](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Women's Commission – Interviews
2. Treasurer's Office – Resolution to Authorize an Investment Advisory Agreement between the Ingham County Treasurer and [Robinson Capital Management, LLC](#)
3. Drain Commissioner – [Lake Lansing](#) Water Control Structure Options Review
4. Office of the Public Defender – Resolution to Authorize the Addition of One [Paralegal](#) Position within the Office of the Public Defender
5. 9-1-1 Central Dispatch Center – Resolution Approving the [Grievance Settlement](#) Agreement with the Command Officers Association of Michigan 911 Supervisory Unit
6. Health Department
  - a. Notice of Emergency Purchase Order for Urgent [Autoclave Device](#)
  - b. Resolution to Authorize Converting Position #601127 from a 0.5 FTE Health Program Assistant Position to a 1.0 FTE [Community Health Representative III](#) Position
7. Potter Park Zoo – Notice of Emergency Purchase Order for [Water Main Repair](#)
8. Financial Services Office – Resolution to Approve an Agreement with [Maner Costerisan](#) for Accounting Services
9. Innovation & Technology Department
  - a. Resolution to Approve Reporting Software for Phone System by [ISI Telemanagement Solutions](#)
  - b. Resolution to Approve the Renewal of the VMWare Support Agreement from [CDWG](#)

10. Facilities Department
  - a. Resolution to Authorize an Amendment to the Agreement with [Boling Janitorial Services, Inc.](#)
  - b. Resolution to Authorize an Agreement with [Smart Homes Smart Offices](#) for Technology Upgrades to Conference Room A at the Human Services Building
  - c. Resolution to Authorize a [Custodial](#) - Special Part-Time Position for the Facilities Department
  - d. Resolution to Authorize an Amendment to the Elevator Maintenance Agreement with [Elevator Service Inc.](#), to Include the 30<sup>th</sup> Circuit Court Annex Building
  - e. Resolution to Authorize an Agreement with [Smart Homes Smart Offices](#) for Technology in the Facilities Office Conference Area
  - f. Resolution to Authorize an Agreement with [Hedrick Associates](#) to Replace the Liebert Units in the Server Room
  - g. Resolution to Authorize a Purchase Order to [MacAllister Machinery Company Inc.](#), for the Purchase of a Scissor Lift
  - h. Resolution to Authorize an Agreement with [Redguard Fire & Security, Inc.](#), for Monitoring, Warranty, and Inspection Services for the Fire Panel at the Veterans Memorial Courthouse And Grady Porter Building
  
11. Road Department
  - a. Resolution of Support for the Local [Bridge Program](#) Funding Applications for Fiscal Year 2027
  - b. Resolution to Authorize a Second-Party Agreement with the Michigan Department of Transportation for a Federal Funded Project on [Dietz Road](#) Over the Red Cedar River
  - c. Resolution to Authorize a Second-Party Agreement with the Michigan Department of Transportation for Federal and State Funded Projects on Hoxie Road Over Wolf Creek and Waldo Road Over [Deer Creek Drain](#)
  - d. Resolution to Approve a Stop Sign Traffic Control Order for the Intersection of Wild Ginger Trail and [Woodwind Trail](#)
  - e. Resolution to Authorize a Purchase Order for Reflective Sign Faces, Complete Signs, Aluminum Sheet Sign Panels and [Signposts](#)
  
12. Controller's Office – Resolution to Approve an Agreement with [eX2](#) for Broadband Middle Mile Design Services
  
13. Board of Commissioners
  - a. Resolution to Modify the Composition of the Ingham County [Housing Trust Fund Committee](#)
  - b. Request for a [Step Increase](#) for Controller/Administrator

Announcements  
Public Comment  
Adjournment

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

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

COUNTY SERVICES COMMITTEE  
March 5, 2024  
Draft Minutes

Members Present: Sebolt (Left at 6:23 p.m.), Peña, Celentino, Grebner (Arrived at 6:01 p.m.), Pawar, Ruest, and Schafer.

Members Absent: None.

Others Present: Becky Bennett, Gregg Todd, Paul Pratt, Kelly Jones, Claudia Kerbawy, Pierre Lavoie, Lisa Hansknecht, Jim Folkening, Susan Andrews, Madison Hughes, Anika Ried and others.

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

Approval of the February 20, 2024 Minutes

CHAIRPERSON PEÑA STATED, WITHOUT OBJECTION, THE MINUTES FROM THE FEBRUARY 20, 2024 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS SUBMITTED. Absent: Commissioner Grebner.

Commissioner Pawar proposed the following amendment to the minutes:

Commissioner Pawar further stated she did some ~~sole~~ ~~seul~~ searching and learned that it was how the Drain Commission would bill based on repairs and order number issued would be logged. Commissioner Pawar further stated that, once the log was kept, it would be tallied up and there would only be an assessment if there was a petition to do the repairs.

Chairperson Peña stated the Clerk's Office would correct the minutes as proposed.

Additions to the Agenda

8. Board of Commissioners
  - b. Request to Release the May 22, 2023 Attorney/Client Privilege Communication to Jared Cypher

Limited Public Comment

Susan Andrews, Lake Lansing resident and Lake Lansing Property Owner's Association (LLPOA) Dam Committee member, stated they were one of several people who would be talking from the Dam Committee, which had reviewed the Spicer Group report that the County Services Committee would receive a formal report on during the meeting. Andrews further stated the Dam Committee had come up with a recommendation and most agreed with option three, but

instead of replacing the current pipe with a concrete pipe, they would recommend a liner, if at all possible, as it would cut costs and not require copper dam.

Andrews stated the Dam Committee also did not feel it was necessary to increase the capacity of the dam, mostly because it would cause a costly flood analysis, as well as having to counter flooding on the lake properties with downstream. Andrews thanked the County Services Committee for listening.

Pierre LaVoie, LLPOA Dam Committee member, stated in 1969 the Lake Lansing Board was formed to obtain federal funds to deepen the lake bottom and former Ingham County Drain Commissioner Richard Sode served as the Chairperson. LaVoie further stated that Sode could be credited with the successful lobbying of several Legislatures for funding to dredge Lake Lansing.

LaVoie stated they wanted to remind everyone they were all in the same boat and that an Ingham County News article from September 23, 1970, stated that the entire dredging project was estimated to run 1.3 million dollars. LaVoie further cited the news article that stated the Federal Government had been asked to supply 75% of the cost, or \$986,000, that Ingham County would supply 15%, or \$197,000, and the township and property owners would contribute 5% or \$65,000 each.

LaVoie stated that in June of 1974 the Ingham County Board of Commissioners bought the site that would become Lake Lansing Park South and included 1,300 feet of frontage, which was obviously expanded upon and became much more valuable. LaVoie stated, to put it in perspective, they personally had 22.5 feet on the lake and did not know if they would be able to rebuild if something happened to their home.

LaVoie explained that a Watershed Management Plan was outlined in the 2001 Public Employees for Environmental Responsibility (PEER) Report under the direction of Pat Lindemann, Drain Commissioner, could be credited with continued healthy lake environment post temporary closures in the mid-1990s. LaVoie thanked Lindemann, Paul Pratt, Deputy Drain Commissioner, and the entire past and present Drain Commission for the pride they had taken in Lake Lansing.

LaVoie stated they were all invested both financially and emotionally in the success of Lake Lansing and that each year many people utilized it. LaVoie further provided statistics from Ingham County Master Plans from previous years regarding usage of Lake Lansing.

Lisa Hansknecht, LLPOA Secretary, provided statement, which was included in the minutes as Attachment A.

Jim Folkening, North Shore Condominium Association President and LLPOA Dam Committee, provided a statement that was included in the minutes as Attachment B.

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

2. Circuit Court – Family Division – Special Leave Extension Request
3. Health Department
  - a. Amended Authorization to Start an ICEA County Professional Employee at Grade 09 - Step 4
  - b. Amended Authorization to Start a Managerial/Confidential Employee at Grade 12 - Step 3
  - c. Amended Authorization to Start a Managerial/Confidential Employee at Grade 12 - Step 5
  - d. Authorization to Start an ICEA County Professional Employee at Grade 07- Step 5
4. Innovation & Technology Department
  - a. Resolution to Approve the Renewal of the ImageSoft and OnBase Annual Support
  - b. Resolution to Approve Better Redundancy in the Phone System by Sentinel Technologies
5. Facilities Department – Resolution to Authorize an Amendment to the Agreement with Studio Intrigue Architects, LLC for Additional Demolition Services
6. Road Department
  - a. Resolution to Approve a Stop Sign Traffic Control Order for the Intersection of Blueberry Lane and Conrad Drive
  - b. Resolution to Approve a Stop Sign Traffic Control Order for the Intersection of Eastwood Drive and Marlborough Road
  - c. Resolution to Approve a Stop Sign Traffic Control Order for the Intersection of Jacob Meadows Drive and Samuel Oaks Drive
  - d. Resolution to Approve a Stop Sign Traffic Control Order for the Intersection of Kernwood Road and Pine Hollow Drive
  - e. Resolution to Approve a Stop Sign Traffic Control Order for the Intersection of Lady Slipper Lane and Wild Iris Lane
  - f. Resolution to Authorize Agreements with Aurelius, Delhi, Lansing, Locke, Onondaga, and Williamstown Townships for the 2024 Local Road Program
  - g. Resolution to Approve a Stop Sign Traffic Control Order for the Intersection of Mojave Court and Indian Glen Drive
  - h. Resolution to Approve a Yield to Stop Sign Traffic Control Order for the Intersection of Pine Ridge Drive and Ridgeway Drive
  - i. Resolution to Approve a Stop Sign Traffic Control Order for the Intersection of Pioneer Trail and Herron Road
  - j. Resolution to Approve a Yield to Stop Sign Traffic Control Order for the Intersection of Pollard Avenue and Biber Street
  - k. Resolution to Approve a Stop Sign Traffic Control Order for the Intersection of Rainbow Court and Elk Lane
  - l. Resolution to Approve a Stop Sign Traffic Control Order for the Intersection of River Glen Drive and Glen Eyrie Drive
  - m. Resolution to Approve a Stop Sign Traffic Control Order for the Intersection of Rolling Meadow Lane and Sunny Meadow Circle

7. Human Resources Department – Resolution to Approve an OPEIU Technical/Clerical Reclassification Request

THE MOTION CARRIED UNANIMOUSLY.

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

8. Board of Commissioners
  - a. Resolution to Authorize the Release of Attorney/Client Privileged Communication

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

THE MOTION CARRIED UNANIMOUSLY.

8. Board of Commissioners
  - b. Request to Release the May 22, 2023 Attorney/Client Privilege Communication to Jared Cypher

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

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. SEBOLT, TO AMEND THE ATTORNEY/CLIENT PRIVILEGE COMMUNICATION TO REDACT THE INFORMATION THAT WAS NOT RELEVANT TO THE INFORMATION AT HAND.

Becky Bennett, Board of Commissioner’s Director, stated any information pertaining to the first paragraph of the Attorney/Client privilege communication should be redacted.

Discussion ensued regarding clarification of the redaction.

Commissioner Sebolt clarified the motion to amend.

THE MOTION TO AMEND THE ATTORNEY/CLIENT PRIVILEGE COMMUNICATION CARRIED UNANIMOUSLY.

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

1. Drain Commissioner – Lake Lansing Level Control Structure (Discussion)

Commissioner Sebolt left at 6:23 p.m.

Pratt stated that Commissioner Grebner asked for discussion on who might be manager of the Lake Lansing Level Control Structure project.

Gregg Todd, County Controller, stated there were two things the County Services Committee wished to discuss, which included the alternatives in the Spicer report.

Pratt stated the Drain Commissioner's Office had not formulated a position, as they were waiting until after comments closed on April 5, 2024. Pratt further explained they were chasing down the 1975 Apportionment District, which was buried somewhere in the Circuit Court records and they would need to find it.

Pratt stated they had the unfortunate duty of telling someone that they could not use the Freedom of Information Act (FOIA) to obtain the report because the law did not allow someone to FOIA the Courts, though they were going to go after that. Pratt further stated that LaVoie's list of the Lake Lansing dredging projects had a lot of double-digit percentages for at-large governmental units and Pratt did not think they were trying to stick the residents with the share.

Pratt stated this was really a Board of Commissioners project, proposed by the Drain Commissioner's Office, but approved only by the Board of Commissioners. Pratt further stated that was true about everything and stated they believed the Drain Commissioner was willing to do whatever, as they did not have a dog in the hunt on how it should be structured.

Pratt stated any of the LLPOA suggestions that the Board of Commissioners could get counsel to approve and receive bids back would be fine. Pratt further stated they would see this as being a situation where they would present a recommendation for the first round of Committee meetings in May of 2024, regarding which options or combinations of options seemed the most reasonable for the Drain Commissioner.

Pratt stated that could be amended how the Commissioners wanted and Pratt thought the public comment went right up to those meetings. Pratt further stated the resolution would also authorize the Drain Commissioner's Office to propose a Request for Proposal (RFP) for a Design Engineer and it would specify what was wanted, including some or all of the items on the LLPOA suggestions.

Pratt stated the most responsive bidder will have to understand the direction the Board of Commissioners wanted to go and this was how they expected the project to be managed. Pratt further stated in discussion after the Public Hearing, the Engineer was responsive to the idea of investigating the liner suggestions and stated they were open to all of the suggestions and they would keep working on it.

Commissioner Pawar stated she thought the Committee had requested a summary of the six solutions provided in the Spicer report and for the Drain Commissioner's Office to provide reasoning for why they would choose one over the other and see what was the most cost-effective solution. Commissioner Pawar further stated, if they waited to provide a recommendation until after the public comment period was done, that did not help the residents.

Pratt stated they did not know they had that deadline and stated they would like to know the Assessment District, as that would help and influence the choice, but they currently did not have

a recommendation. Pratt further stated the practice the last time this was assessed was that it could not be an at-large assessment and Pratt thought the assessment rolls in the 1980's showed that they were at-large assessments.

Pratt stated they wanted to check that out, as it would affect the affordability of the option.

Chairperson Peña asked for clarification that Commissioner Pawar was looking for cost and length of life of the said fixes.

Commissioner Pawar stated the Spicer report was submitted, but never presented or discussed, and they wanted to hear what the Drain Commissioner's Office had looked at and were recommending. Commissioner Pawar further stated she did not think it was a requirement to have the Assessment District assigned to discuss the options.

Commissioner Pawar disclosed she had received a phone call with Lindemann, who had stated that it was up to the Board of Commissioners to decide what route they would like to go and if it would be contracted to another agency other than the Drain Commissioner's Office.

Chairperson Peña stated, if money was not an issue, perhaps they could rank the choices based on most desired to least desired.

Commissioner Pawar stated they wanted a proposal from the Drain Commissioner's Office indicating what the best option would be with the variables included.

Pratt stated they could provide a preliminary recommendation, but Pratt had not understood that that was what was desired of the Committee. Pratt further stated it would be a lot like the LLPOA representatives had recommended, they liked option number three with some possible tweaks.

Chairperson Peña clarified they would also request that the length of life for the solution would be included.

Pratt stated they should have asked for that in the report, as that was outside of the scope of what was paid for and if the Committee wanted them to research that further, that would be on the Dam District's dime. Pratt further stated their preference would be that they allowed that to be part of the RFP for the Design Engineer, because Pratt was not sure they could come up with an abstract life based on these concepts.

Pratt recommended they put that request on the Design Engineer and the Board of Commissioners wrote the RFP for that, but the Drain Commissioner's Office would provide a draft.

Chairperson Peña asked Todd if they could do a preliminary contract to do what they were asking for.

Todd stated confirmation.



Commissioner Pawar stated, based on their phone call with Drain Commissioner Lindemann, the Spicer report provided some idea of the project and, based on that, they would put the RFP bids out and once those bids were accepted, then the Dam District would be defined. Commissioner Pawar further stated, the procedure should be clear to the residents on what they were waiting on from the Drain Commissioner's Office, as that was causing some concerns from the public.

Pratt stated they had not been clear, as they were stating that knowing the Drain District would help flesh out the affordability. Pratt further stated they really did think that for further engineering, it would be fine to make it a two-step contract and they would want the responsive bidder to be willing to do both and not make it two separate bids or responses.

Commissioner Schafer asked what the cost was on the Lake Lansing analysis.

Todd confirmed it was \$44,900.

Commissioner Schafer asked, if they had the six alternatives already in the Spicer report, was money wasted by doing it or would the Drain Commissioner's Office select one of the alternatives or did they have one in mind.

Pratt stated the Drain Commissioner's Office was planning to have advocate for one but, in theory, a few of the alternatives could be merged into one. Pratt further stated they believed this was a good report and they could go forward with it and the next question would be what the Board of Commissioner's wanted with the next RFP, as they needed a Design Engineer that would stand behind what was designed and provide more realistic costs and they would need to know what the parameters were.

Commissioner Schafer asked if Pratt had worked with Spicer to create the report and if the alternatives that were already be set would pass the Drain Commissioner's inspection.

Pratt stated they proofed them, but Spicer came up with the alternatives. Pratt further stated the Drain Commissioner's Office had tweaked how they were presented, but they did not try to tell Spicer what the options should be as that was professional advice that they were not qualified to provide.

Pratt stated the report included professional advice, with rewording from Pratt to make things clearer, but Pratt was not an engineer and did not come up with the actual concepts or advise Spicer on what the options should be.

Commissioner Schafer stated the report provided from Spicer with six alternatives and her understanding was that if the Committee asked Pratt what they would recommend, Pratt would not recommend any six of those provided in the report. Commissioner Schafer further asked if the report was a waste of money.

Pratt stated no, they thought they would choose one of the alternatives provided, maybe merge some of the others into one option, but they were not looking beyond the scope of the suggestions provided.

Commissioner Pawar stated that, based on their phone call with Drain Commissioner Lindemann, they had the understanding that the residents, Board of Commissioners, and the Drain Commissioner's Office would have enough time to set the Drain District once an option provided in the report had been decided on. Commissioner Pawar further stated, if that was the case, it would be good to know what options they were going for regarding the Drain District so the recommendations could be reviewed.

Todd stated there was some discussion at the last County Services Committee meeting on February 20, 2024, regarding how they would move forward with this project from the bidding for the engineering, construction, and the construction oversight. Todd provided an overview of the options provided in the memo, which was attached to the minutes as Attachment C.

Todd stated the third option could put the County at a little bit of a risk because the County would assume any overages that might come. Todd further explained the project in a simplified manner and stated there was always a capacity for projects to go over budget, but the risk was fairly limited on a project like this.

Todd stated they were happy to entertain any option the Commissioners wanted to entertain, but there was not a Public Works Department, so it would require additional resources. Todd further disclosed that their wife worked for Spicer, but there was no conflict of interest.

Commissioner Grebner all of the decisions could not be made first, as one decision would need to be made and then figure out what else needed to be done. Commissioner Grebner further stated one could argue about where to start, and further stated their personal preference was that an agency separate from the Drain Commissioner's Office should be in charge of this.

Commissioner Grebner stated the Drain Commissioner's Office had expertise in this particular thing, as they dealt with this structure and the lake for years, but Commissioner Grebner stated they would still prefer another agency be in charge of the contract. **Commissioner Grebner further asked that at the March 19, 2024 County Services Committee Meeting, the Controller's Office recommend whether it would be done through the Purchasing Department, the Road Department, or something else.**

Commissioner Grebner stated their preference would be to choose a different agency, whether that be the options provided by Todd or something else. Commissioner Grebner stated it should be an agency that had the capacity to do it, though it might add some additional expense because they would bring in someone from the outside who might not have dealt with this particular Drain, Lake or Dam, but that could be an expense that would not even be six figures.

Commissioner Grebner reiterated their request to the Controller's Office.

Discussion ensued regarding creating a Lake Board.

Commissioner Celentino clarified that the Controller's Office would provide a recommendation of what resources were needed and which department they would recommend to oversee the project.

Todd stated their recommendation was the Road Department.

Commissioner Grebner stated the Road Department had strict legal limits on the use of its facilities for non-roads and provided explanation on how the Road Department would have to operate if they were chosen.

Kelly Jones, Road Department Director, stated Commissioner Grebner was correct and Act 51 funds could not be spent on any other jurisdictions other than County roads, so a specific project number would have to be set up and those expenses for this project would have to go to that job number and be reimbursed by the Drain District, or whoever was paying for the project. Jones further stated they could not use Act 51 Funds for the project.

Chairperson Peña stated the Finance Department could cover that so long as it was coded for the right things.

Commissioner Grebner clarified there would be some inefficiencies as a result and they thought they had a way forward. Commissioner Grebner asked if there would be a resolution soon regarding that.

Commissioner Celentino asked what the pros and cons for the Purchasing Department were.

Todd explained the Purchasing Department did not have the expertise for a project like this and would have to bring someone in. Todd further explained the Road Department had engineers on staff already and it fit under their operations a little cleaner than the Purchasing Department.

Commissioner Grebner explained that Pratt was correct that Commissioner Grebner was not involved in the establishment of the District that paid for the lake levels setting and control device, but they were involved in the dredging assessment district. Commissioner Grebner further stated they would still say, as they had been stating for 50 years, that the cost of the project should be borne primarily by the properties which were benefited because the value of those properties was intimately related to the level of the lake and the lake being maintained.

Commissioner Grebner stated the property owners ought to pay the cost, but at the same time, the County had no legal obligation to contribute to that, but they had always contributed based on Lake Lansing Park's linear footage along the lake, which Commissioner Grebner would propose be their approach in this instance. Commissioner Grebner further stated they were not inclined to entertain the idea that because the County brought 200,000 souls that dipped into the water, the County should have to pay 200,000 shares and the other 250 people who had \$300,000 to \$500,000 homes on the lake should each pay the same rate as someone from Lansing who came to the lake for a day.

Commissioner Grebner stated even hinting that was sort of silly, but they did have whatever their linear footage was, and it was perfectly reasonable for the County General Fund, Parks Department, or Parks and Trails Millage to contribute in proportion as if they were an ordinary property owner on the lake with a large chunk of property.

Discussion.

Commissioner Grebner proposed a general approach to the Millage, but asked who would levy that, as they thought it would be Drain Commissioner's Office, and there would be different legal mechanisms to assess that district. Commissioner Grebner further clarified their proposal was that the lakefront owners paid based on their lake frontage, the adjacency owners paid at a substantially lower rate, that the County paid essentially as well as they could as if they were an ordinary private property owner and they not expect anyone else to contribute to the cost.

Commissioner Grebner stated, if the Committee could come to a general consensus on this, which seemed sensible to them, then that would kind of define where they were.

Commissioner Pawar asked if they were establishing the County as a property owner, if they could still accept grants.

Commissioner Grebner confirmed and provided clarification on the proposal.

Commissioner Pawar asked if there would be a formula proposed from the Board of Commissioners on the rates paid by each group or if the Drain Commissioner's Office would come up with that.

Commissioner Grebner stated they hoped the Drain Commissioner's Office had a plan for that.

Discussion ensued regarding how the rates would be provided and assessed.

Pratt stated that, in the past, Meridian Township had paid at-large and they would bet that the Drain Commissioner's proposed assessment would include an at-large payment from Meridian Township.

Commissioner Grebner stated they were in favor of that and if the Drain Commissioner wanted to throw that into their recommendation, the Board of Commissioners could consider it and could amend it out if they wanted to, but they might charge Meridian Township something.

Commissioner Pawar stated Drain Commissioner Lindemann stated on the phone call that Lansing at-large should be considered as well.

Commissioner Schafer stated agreement with Commissioner Grebner and their direction.

Commissioner Grebner stated they would have the Road Department be in charge of the whole project, and the Engineer for the Road Department should be the person that proposed to the Board of Commissioners a specific option that would be done, which should be their first assignment.

Commissioner Grebner further stated their guess was that they were looking for a middle course that did not involve re-determining the capacity of the dam and did not require a study by the Federal Emergency Management Agency (FEMA) and did not solve the problem for eternity, but would for quite a while.

Commissioner Grebner stated they were looking for a middle course that they were hoping would come in around \$1.2 to \$1.7 million by the time it was completed.

Commissioner Pawar asked if the Lake Board would be something they looked in to for the maintenance portion of this project rather than having the issue again in the coming years.

Commissioner Grebner stated there was such a thing as a Lake Improvement Board, though they had never established one and they did not think the Board of Commissioners had the power to establish one. Commissioner Grebner further stated that, if they had established one, the Board of Commissioners would defer to them, but instead there were flimsy non-profits, which did not really have the power to tax or ordinance powers.

Commissioner Grebner stated there was not a Lake Improvement District, but instead they had a letterhead and some nice people and a bank account and someone could be placed on their mailing list, but they did not have a legally binding Lake Improvement District or Lake Board. Commissioner Grebner further stated they did not think the Board of Commissioners could create one, and it would be up to them to create it.

Commissioner Pawar stated they thought it was under the Board of Commissioners' guidelines.

Pratt stated they did not remember how others were started, but they believed it was lake property initiated.

Discussion.

### Announcements

Commissioner Schafer stated she had attended the Lansing Regional Chamber Economics Club, where they had the Women in Leadership panel with three strong women that gave fantastic presentation on women in leadership. Commissioner Schafer further thanked Commissioner Grebner for their leadership and direction in this Lake Lansing project and for pulling the Committee together and straightening things out to focus the Commissioners and for making the meeting very productive.

Commissioner Grebner thanked Commissioner Schafer for the flattery.

Chairperson Peña stated Cristo Rey had a Fish Fry on Friday night through the rest of Lent, minus Good Friday. Chairperson Peña stated Cristo Rey was located at 201 Miller Road in Lansing and stated the cod was so good that they had been running out.

Commissioner Celentino stated the Knights of Columbus also had a Fish Fry. Commissioner Celentino further stated there was one located on North Grand River Avenue by the airport.

### Public Comment

Claudia Kerbawy, LLPOA President, thanked Commissioners for the opportunity and stated they wanted to delay their comments until the end so they could address what happened during the meeting. Kerbawy stated they were expecting to hear the presentation of the report by the Drain Commissioner's Office, which they believed was an appropriate thing to do at a public airing of the results of the study, and it was disappointing that it did not, but they understood that they did not understand that was the request.

Kerbawy stated they thought it was very important to address the issue of the Lake Board, as that was not something that was their idea to look at reassigning the project, but since it was raised to them and looking into that further, they would not object to that and would support whatever Ingham County decided to do in that regard. Kerbawy further stated that because it was a public lake, the Lake Board could be established by the County, or by any unit of government in which the lake resided, and they were aware of other public lakes that had happened at around the State of Michigan.

Kerbawy stated they were aware of one Lake Board that was established that was addressing Lake Level Control, though they have not been able to do extensive research on that, but it was a way to go. Kerbawy further stated, if there was a Lake Board established, it would include residents of the lake, County Commissioners, and the Drain Commissioner as part of the process, as well as the Controller, Road Department Director, or any others they wished to include.

Kerbawy stated that group could be charged with establishing the special assessment district and bringing that to the Board of Commissioners for approval. Kerbawy further stated the Lake Board could have the authority to do those things.

LaVoie stated, historically, this had been used by everyone and reiterated the dredging was funded by 75% of Federal Funds and provided kudos to the Drain Commissioner's Office, as they had stated they were trying to receive some funding and appropriations but had not been successful because the dam was not a high risk like some others. LaVoie further stated they were present to show their commitment to pay their fair share and work with Ingham County, the township, and the surrounding communities to try and secure as much appropriations from Federal and State funding.

LaVoie asked if there were any ARPA Funds that were returned to the County, that before they were sent back to the U.S. Treasury, that this project be considered for some of those funds, because if the funds appropriated did not meet the standards set by the Federal Government, they needed to receive three bids. LaVoie further stated they needed to look at quality, not just lowest price, as not everyone understood how to use those funds in the right way.

LaVoie stated they thought some of those funds would be returned in 2024 and they would like to get this project set up and ready to potentially receive some of those funds. LaVoie further stated

they would see if they received some appropriations and further thanked the County Services Committee.

LaVoie further read Michigan Public Act 451 and stated it was very clear as to who should be a part of that assessment and they believed they could look into that broad-based financing further together and potentially with that board. LaVoie further thanked the County Services Committee to the extra time.

Commissioner Pawar stated that when they spoke with Drain Commissioner Lindemann, they wanted to make it clear that it was not Drain Commissioner Lindemann's intent for WLNS to publish a statement that made it look like the Drain Commissioner had stated that the property owners did not want to pay for the cost. Commissioner Pawar further stated that Drain Commissioner Lindemann clarified that the clip they played was a part of a longer sentence where they stated the property owners wanted to pay their fair share.

Commissioner Grebner stated the dredging formula was not a matter before them, but it was not at all like what was proposed in 1969. Commissioner Grebner further stated the formula was chosen in 1977 and they were almost certain that Lansing and East Lansing had contributed substantially from their General Funds and Meridian Township had contributed almost nothing and there was no assessment on property owners on the lake in the 1977 dredging.

Commissioner Grebner stated that, over time, the system for financing the dredging changed.

Andrews stated that was not true.

Commissioner Grebner stated they should not wait for anything to create a Lake Board and then run this through the Lake Board, as that would create additional problems. Commissioner Grebner further stated, if the Board of Commissioners had the power to create a Lake Board, they ought to do it, but that was a long-term project and would probably need hearings on exact boundaries, which they did not want to resolve to get the dam fixed.

Commissioner Grebner stated they would talk to Andrews after the meeting regarding the assessment.

### Adjournment

The meeting was adjourned at 7:13 p.m.

Attachment A – Statement from Lisa Hansknecht on the Lake Lansing Level Control Structure

Date: March 5, 2024

To: Ingham County Commissioners ~ County Service Committee

Subject: Testimony on the Importance of an Owners' Representative for Contracts Related to the Lake Water Control Structure ~ Lake Lansing

Honorable Commissioners,

Thank you for this opportunity to present. I'm Lisa Hansknecht and I am presenting this testimony on behalf of the Lake Lansing Property Owners Association and as a lake resident who cares about the welfare and future of our lake community. The subject at hand—the appointment of an Owners' Representative for overseeing contracts related to the repair of the Lake Lansing water control structure—is key for ensuring the project's success and alignment with our community's interests.

The necessity of appointing an Owners' Representative stems from several critical considerations:

1. **Prevention of Cost Overruns**: An Owners' Representative will act as a "watchdog" of the project's budget and spending, providing an essential check to prevent any potential cost overruns. The Representative's knowledge of our community's context will be key in ensuring that the project remains within financial boundaries and focussed on necessary repairs, thereby protecting not just the Lake Lansing residents' interests, but those of the entire Ingham County community.
2. **Ensuring Fiscal Responsibility**: The funds allocated for the water control structure repair are derived from public taxes and assessments, making their prudent and effective use non-negotiable. The Owners' Representative will function as a guardian of these funds, ensuring every dollar is spent wisely, transparently, and in alignment with the project's goals. This role is crucial for upholding the trust our community places in ensuring accountability in public expenditure.
3. **Safeguarding Community Interests**: Lake Lansing is a vital asset for our community, serving not just as a natural treasure but also as a center for recreational and economic activities. The repair project holds significant implications for our region's economy, the environment, property values, and the overall quality of life. An Owners' Representative will ensure that the project addresses the structural needs of the lake and preserves the broader interests and values of our community.

**We are specifically requesting** an Owners' Representative, accountable to the Lake Lansing property owners, to oversee our financial, property and environmental interests and to be paid out of funding for the project (estimated cost 3-6%).

In conclusion, integrating the role of an Owner's Representative into the repair project contract is not merely a procedural necessity but a strategic measure to ensure the project's success in a manner that is financially prudent, transparent, and aligned with our community's values. We appreciate your attention to this critical matter and trust that you will consider our request with the gravity it deserves, for the benefit of Lake Lansing and its surrounding community.

Respectfully submitted,

Lisa M. Hansknecht

Secretary, Lake Lansing Property Owners Association (LLPOA)

Lake Resident - 6178 Columbia Street, Haslett, MI 48840



NORTH SHORE CONDOMINIUM ASSOCIATION  
Haslett, Michigan

March 5, 2024

Ingham County Board of Commissioners

Good evening, I am Jim Folkening, a Lake Lansing resident for the past 27 years. Prior to moving on the lake, I maintained membership at the Lansing Sail Club for over 20 years.

I am a Lake Lansing Property Owners Association (LLPOA) board member and serve on it's special Lake Water Control (Dam) Committee. I am speaking tonight on behalf of the 46 lake residents of the North Shore Condominium Association (NSCA), as it's President.

The NSCA strongly support the stated positions of the LLPOA regarding the repair of the Lake Lansing Level Control Structure.

The NSCA members are especially concerned:

- 1. That the basic maintenance and repair project has exploded into a larger set of expensive contracts that are not necessary to simply repair this highly functional water control device.**
  - a. The contractor identified 5 options in the range of \$298,113.75 to \$1,501,458.75. Really, why can't the professional engineers identify the most cost-effective appropriate options that they can certify as meeting high standards for the "lake and its discharge through the Pine Lake Outlet Intercounty Drain and Mud Lake Outlet Drain before reaching the Red Cedar River."
  - b. Inflated Project Cost estimates are totally unreasonable. I ask you our elected Commissioners explore the inflated 50% non-identified costs including a 10% Inflation charge before any contracts are awarded.
  - c. The NSCA has spent over \$1,500,000 in building and asphalt repairs the past 4 years. If NSCA could enter into Fixed-Cost Contracts that meet Township Inspector standards, surely the County Commissioners can do the same.
  
- 2. The initial payment of this set of repairs was assumed to be borne principally by the 267 residential property owners. That assumption does not reflect the appropriate liability of "benefited property owners" nor the large volume of Ingham County residents who utilize the lake assets.**
  - a. Lake Lansing falls under Section 307 of Act 451 of 1994, Inland Lake Levels of the Natural Resources and Environmental Protection Act. The lake ownership falls under a "special assessment district of benefited property owners, political subdivisions and state-owned lands."

- b. Each year, thousands of Ingham County residents and guests enjoy the lake's splendor-swimming, boating, fishing, picnicking, hiking, and taking in Friday night concerts. The lake assets are a major jewel of the Ingham County Parks System.
- c. Based on information from the County's contracted Lake Lansing Water Level Control Structure Alternatives Analysis, County records show there were 180,000 visitors to the Lake Lansing South Park and over 150,000 users of the Lake Lansing Boat Launch in 2020.
- d. Both the Lake Lansing Sail Club members and guests, and the MSU Sail Club and its students and guests, actively participate in sail classes and open sailing.
- e. Each of the above set of participants fall under the definition of "special assessment district of benefited property owners, political subdivisions and state-owned lands."
- f. "The water shed drainage area served by the lake level control structure is approximately 3.6 square miles in size, draining lands from Ingham and Clinton Counties. The 453-acre lake constitutes 0.8 square miles and is fed by 18 inlets."
- g. The lake provides economic and recreational benefits to the local communities and the County by providing full public access at no or little cost to the participants. Should not the Parks and Recreational County funds supplemental maintenance costs?

**3. Create confidence for all who are affected by the impact of this water shed drainage area control device and it's forthcoming financial obligations.**

- a. The lake property owners have been financially responsible in controlling weed and working to maintain water quality standards. In 1998, owners requested the establishment of the current Lake Lansing Special Assessment District (SAD). Meridian Township administers all aspects. Contracts and costs are monitored by a highly effective governmental and citizen advisory committee.
- b. We request that such a committee be established immediately to assure that all projects and their contracts for these unique set of projects are appropriately monitored.

Thank you for accepting my comments on behalf of the North Shore Condominium Association.

Jim Folkening  
6324 West Lake Drive, Haslett  
[folkeningj@comcast.net](mailto:folkeningj@comcast.net)  
517.449.1371

Attachment C – Memo regarding the Lake Lansing Level Control Structure Bidding Discussion

**TO:** Board of Commissioners County Services Committee  
**FROM:** Gregg Todd, Controller  
**DATE:** March 5, 2024  
**SUBJECT:** Lake Lansing Level Control Structure Bidding Discussion

For the meeting agenda of March 6

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**BACKGROUND**

The County Services Committee has asked that we investigate alternative methods for procuring the engineering and construction services for the Lake Lansing Water Level Control Structure. Part 307 of Act 451 does allow a County Board of Commissioners to separate out duties and responsibilities for projects relating to inland lake levels.

The Drain Commissioner has provided the services to date, which include procuring the services of Spicer Group for the preliminary planning for repairs through the passage of Resolution #23-356 (\$44,900 contract). The Drain Commissioner has also offered to complete the project including, but not limited to the procurement of construction engineering plans and specifications, procurement of construction services, construction management, day of review, and assessment of properties.

If it is decided not to utilize the Drain Commissioner to provide the engineering/construction services, there are two viable options available:

- 1) Procure and manage the engineering/construction through the County Purchasing Office and Controller's Office – this would require hiring a project manager to oversee the engineering and construction process as the Controller's Office does not have in-house expertise in drainage-related work.
- 2) Procure and manage the engineering/construction through the Road Department – this would require additional staffing at the Road Department to manage the engineering and construction management.

A third option would be to leave the project under the Drain Commissioner and to cap the expenses assessed to residents at a certain percentage over the engineer's estimate. As an example, if the engineer's estimate for the project was \$1,500,000 with a 15% contingency, any expenses over \$1,725,000 would be the responsibility of the County.

Regardless of the path taken for the engineering and construction, the assessment work and day or review should remain under the purview of the Drain Commissioner.

**MARCH 19, 2024 COUNTY SERVICES AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

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

**2. Treasurer's Office – Resolution to Authorize an Investment Advisory Agreement between the Ingham County Treasurer and Robinson Capital Management, LLC**

This resolution authorizes an agreement with Robinson Capital Management to provide advice, consultation, and research that will help the Treasurer invest county funds in a manner that protects the safety of public money and ensures funds are available to meet the county's obligations in a timely manner while achieving a return on investments to benefit county programs and taxpayers.

Costs of the \$50,000 yearly agreement will be borne proportionately by all county funds that have money invested under the Treasurer's management.

See memo for details.

**4. Office of the Public Defender – Resolution to Authorize the Addition of One Paralegal Position within the Office of the Public Defender**

This resolution authorizes the addition of a Paralegal in the Office of the Public Defender to help with increased case volume. The position would be an ICEA Pro Grade 5 (salary range \$51,300.72-\$61,602.65). Funding is available in the current MIDC Grant and will require no County funding.

See memo for details.

**5. 9-1-1 Dispatch Center – Resolution Approving the Grievance Settlement Agreement with the Command Officers Association of Michigan 911 Supervisory Unit**

On March 30, 2023, COAM, Command Officers Association of Michigan, on behalf of the 9-1-1 supervisor's unit filed a grievance regarding Resolution #22-342 which approved the LOUs between the Unions for onsite employees during an alternate work site directive. The language in LOU that prompted the grievance was "When the County directs employees who are able to work remotely to do so and does not suspend County operations but maintains the essential employees in the Command Officers Association of Michigan, Ingham County Supervisory Division must continue to work onsite, the Employer will compensate those employees for working onsite with either a retention payment or based on the Suspension of Operations Policy."

The COAM looked upon this as a retention bonus for continuing to work at 9-1-1. This was not the case or the intent. The grievance was denied, went to arbitration, and in consideration for the resolution of the grievance and to acknowledge their crucial role in the daily operations of the 9-1-1 Center, there was a proposed one-time retention bonus of \$2,500 for each of the six members of the COAM 911 supervisory group. No budget adjustment is necessary. The 9-1-1 Fund will be utilized.

See memo for details.

**6a. Health Department – Notice of Emergency Purchase Order for Urgent Autoclave Device**

This authorizes an emergency PO to replace an autoclave device for dental tools and supplies sterilization at Forest Community Health Center from Patterson Dental Supply Company for a cost of \$6,781.77.

See memo for details.

**6b. Health Department – Amended Resolution to Authorize Converting Position #601127 from a 0.5 FTE Health Program Assistant Position to a 1.0 FTE Community Health Representative III Position**

This resolution authorizes the conversion of Position #601127 from a 0.5 FTE Health Program Assistant position to a 1.0 FTE Community Health Representative (CHR) III position, effective upon approval. This conversion will increase Position #601127 from a 0.5 FTE UAW C (Part-Time Salary Range: 37,990.24 to 42,674.78), to a 1.0 FTE CHR III UAW E (Full-Time Salary Range: 81,593.66 to 92,260.89). This conversion will help to support the continued growth of the Ryan White program and the CHCs. Costs for this conversion will be covered by Ryan White 340B revenues.

See memo for details.

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

This authorizes an emergency PO for a water line repair at the Zoo near the Tiger Den Pavilion for Myers Plumbing & Heating in the amount of \$3,685.

See memo for details.

**8. Department of Finance and Budget – Resolution to Approve an Agreement with Maner Costerisan for Accounting Services**

This resolution approves an agreement with Maner Costerisan for executive-level assistance with audit preparation to ensure the County audit is filed in a timely manner. This request is due to a significant level of turnover in the Department of Finance and Budget.

Funding for the \$30,000 six-month contract is available in the Contingency Fund.

See memo for details.

**9a. Innovation and Technology Department – Resolution to Approve Reporting Software for Phone System by ISI Telemanagement Solutions**

This resolution approves the purchase of reporting software for the County phone system from ISI Telemanagement Solutions. This purchase will improve our ability to resolve phone issues and handle call volumes.

Funding for the \$8,500 expense is available in the County's Network Fund.

See memo for details.

**9b. Innovation and Technology Department – Resolution to Approve the Renewal of the VMWare Support Agreement from CDWG**

This resolution approves a three-year renewal of the County's VMWare support agreement with CDWG. While typically renewed yearly, there is concern of dramatic yearly price increases that a three-year contract will help lessen.

Funding for the \$127,00 over three-year cost is available in the County's Network Fund.

See memo for details.

**10a. Facilities Department – Resolution to Authorize an Amendment to the Agreement with Boling Janitorial Services, Inc.**

This resolution amends the agreement with Boling Janitorial Services, Inc. to include \$4,200/month in consumables. This \$50,400/year increase is still lower than the next lowest competitive bid.

Funding for this increase is available in the Facilities Department maintenance contractual budget.

See memo for details.

**10b. Facilities Department – Resolution to Authorize an Agreement with Smart Homes Smart Offices for Technology Upgrades to Conference Room A at the Human Services Building**

This resolution approves an agreement with Smart Homes Smart Offices for technology upgrades to Conference Room A per the discussions at Board Leadership.

Funding for the \$20,131.78 is available in 2023 CIP for conference room technology upgrades.

See memo for details.

**10c. Facilities Department – Resolution to Authorize a Custodial - Special Part-Time Position for the Facilities Department**

This resolution authorizes a special part-time Custodial position for the Facilities Department to help with the cleaning of the Justice Complex. The position will be a UAW B, with an hourly wage of \$15.96/hour with no benefits.

Funding for this position is available in the Facilities Wages budget.

See memo for details.

**10d. Facilities Department – Resolution to Authorize an Amendment to the Elevator Maintenance Agreement with Elevator Service Inc., to Include the 30<sup>th</sup> Circuit Court Annex Building**

This resolution authorizes an amendment to our elevator maintenance agreement with Elevator Service, Inc., to add the elevator at the recently purchased Court Annex Building. The additional cost will be \$168/month, which is available in the Facilities Department maintenance contractual budget.

See memo for details.

**10e. Facilities Department – Resolution to Authorize an Agreement with Smart Homes Smart Offices for Technology in the Facilities Office Conference Area**

This resolution authorizes an agreement with Smart Homes Smart Offices for technology in the Facilities Department conference area. There currently is no technology there for meetings and trainings.

The cost for the \$6,193.90 expense is available in the 2024 CIP.

See memo for details.

**10f. Facilities Department – Resolution to Authorize an Agreement with Hedrick Associates to Replace the Liebert Units in the Server Room**

This resolution authorizes an agreement with Hedrick Associates to replace the Liebert units in the server room. The Liebert units cool the room to the level necessary for safe and efficient operation of the servers. The current units have outlived their useful life.

Funding for the \$315K cost (\$308,826 bid plus \$6,174 contingency), is available in the 2024 CIP Public Improvement Fund.

See memo for details.

**10g. Facilities Department – Resolution to Authorize a Purchase Order to MacAllister Machinery Company Inc., for the Purchase of a Scissor Lift**

This resolution authorizes the purchase of a scissor lift for the Facilities Department from MacAllister Machinery Company Inc. This will enable the Department to make repairs in a timelier manner.

Funding for the \$15,875 purchase is available in the 2024 CIP.

See memo for details.

**10h. Facilities Department – Resolution to Authorize an Agreement with Redguard Fire & Security, Inc., for Monitoring, Warranty, and Inspection Services for the Fire Panel at the Veterans Memorial Courthouse and Grady Porter Building**

This resolution authorizes an agreement with Redguard Fire & Security, Inc., for monitoring, warranty, and inspection service of the fire panel in VMC and Grady Porter Building. The term is for five years at a total cost of \$23,105.

Funding is available in the Facilities Department maintenance contractual budget.

See memo for details.

**11a. Road Department – Resolution of Support for the Local Bridge Program Funding Applications for Fiscal Year 2027**

This resolution supports the application of funding from the Road Department to MDOT's 2027 Local Bridge Program for the following bridges:

- Replacement of the Noble Road Bridge over Deer Creek, Wheatfield Township (SN 3921)
- Replacement of the Dennis Road Bridge over West Cedar Drain, Leroy Township (SN 3898)
- Preventative Maintenance of the Kinneville Road Bridge over Grand River, Onondaga Township (SN 3860)
- Replacement of the Small Acres Lane Bridge over Pine Lake Outlet Drain, Meridian Township (SN 3910)

See memo for details.

***11b. Road Department – Resolution to Authorize a Second-Party Agreement with the Michigan Department of Transportation for a Federal Funded Project on Dietz Road Over the Red Cedar River***

This resolution authorizes a second-party agreement with MDOT for a federally funded Local Bridge Program project to replace the Dietz Road Bridge over the Red Cedar River. MDOT will enter into an agreement with the contractor and the second party agreement defines the Road Department’s responsibilities and obligations for the federal funding.

The funding breakdown, with 20% contingency, is as follows:

Federal Local Bridge Funds with 20% Contingency:	\$2,627,520
Road Department Funds with 20% Contingency:	<u>\$ 677,520</u>
Total Estimated Project Cost (+20%):	\$3,305,040

Road Department funding is available in the 2024 Road Fund Budget.

See memo for details.

***11c. Road Department – Resolution to Authorize a Second-Party Agreement with the Michigan Department of Transportation for Federal and State Funded Projects on Hoxie Road Over Wolf Creek and Waldo Road Over Deer Creek Drain***

This resolution authorizes a second-party agreement with MDOT for a federally funded Local Bridge Program project to rehabilitate the Hoxie Road Bridge over Wolf Creek in Section 14 of Locke Township and the Waldo Road Bridge over Deer Creek Drain in Section 34 of Wheatfield Township. MDOT will enter into an agreement with the contractor and the second-party agreement defines the Road Department’s responsibilities and obligations for the federal funding.

The funding breakdown, with 20% contingency, is as follows:

Federal Local Bridge Funds with 20% Contingency:	\$ 408,000
State Local Bridge Funds with 20% Contingency:	\$ 76,500
Road Department Funds with 20% Contingency:	<u>\$ 34,500</u>
Total Estimated Project Cost (+20%):	\$ 519,000

Road Department funding is available in the 2024 Road Fund Budget.

See memo for details.



**11d. Road Department – Resolution to Approve a Stop Sign Traffic Control Order for the Intersection of Wild Ginger Trail and Woodwind Trail**

This resolution approves a traffic control order for a stop sign at the intersection of Wild Ginger Trail and Woodwind Trail in Meridian Township.

See memo for details.

**11e. Road Department – Resolution to Authorize a Purchase Order for Reflective Sign Faces, Complete Signs, Aluminum Sheet Sign Panels and Signposts**

This resolution authorizes a purchase order with Dornbos Sign & Safety Inc. for reflective sign faces, complete signs, aluminum sheet sign panels, and signposts on as-needed basis.

See memo for details.

**12. Controller's Office – Resolution to Approve an Agreement with eX2 for Broadband Middle Mile Design Services**

The resolution authorizes an agreement with eX2 for Broadband middle mile design services for a not to exceed cost of \$58,416.98. This project scope provides for the preliminary design consultation services and GIS mapping services required to develop a conceptual fiber route having the minimum capacity to connect County facilities in addition to providing the scalability and flexibility for an open access middle mile network. The middle mile network will provide the backbone infrastructure necessary for serving rural and underserved communities within the County.

Funding is available in previously allocated but unspent ARPA funds for broadband expansion.

See memo for details.

**13a. Board of Commissioners Office – Resolution to Modify the Composition of the Ingham County Housing Trust Fund Committee**

The resolution modifies the composition of the HTF from seven members to 11 representing the following:

- County Services Chairperson or designee from membership of County Services Committee
- Ingham County Treasurer
- Ingham County Controller/Administrator
- Ingham County Land Bank Executive Director
- Racial Equity Task Force Representative
- Financial Institution Representative
- Builders/Developers Representative
- Tenants/Tenants Organizations Representative
- Unhoused Resident/Service Provider to Unhoused Residents
- Member who resides outside of the Cities of Lansing and East Lansing, and Delhi, Lansing and Meridian Charter Townships
- Resident of Ingham County

**13b. Board of Commissioners Office – Request for a Step Increase for Controller/Administrator**

Money well spent.... 😊

**Additional Items:**

- 1. Women's Commission – Interviews**
- 3. Drain Commissioner – Lake Lansing Level Control Structure – Review of Options**

## Agenda Item 2

TO: County Services and Finance Committees

FROM: Alan Fox, Ingham County Treasurer

DATE: February 7, 2024

SUBJECT: Resolution to Authorize an Investment Advisory Agreement

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### **BACKGROUND**

Since 2019, the county's financial assets have grown from \$80-\$100 million, depending on the time of year, to \$160-\$200 million. At the same time high-profile bank failures have highlighted the risks of some seemingly safe investments and new instruments have been created to reduce these risks. Some of these new instruments involve different degrees of liquidity that make comparing their features increasingly difficult.

There are a wide variety of methods Michigan County Treasurers use to navigate rapidly changing financial circumstances. Some larger counties have full-time investment managers on staff and others contract out all investment decision-making to outside firms. I believe neither of these approaches is necessary or desirable for Ingham County. The services that would be most helpful and most economical would include advice and research. Robinson Capital Management, LLC provides those services through an Investment Advisory Agreement while leaving decisions to the Treasurer.

### **FINANCIAL IMPACT**

The proposed agreement would cost \$50,000 per year, which would be spread proportionately among all county funds in the pooled cash fund. There is no guarantee, but I believe this cost will be recovered through increased investment income from help analyzing cash flow in order to maximize funds that earn income as well as from identification of additional safe methods to achieve better returns.

### **RECOMMENDATION**

I recommend that the Treasurer be authorized to enter into an Investment Advisory Agreement with Robinson Capital Management, LLC. The Treasurer will be required, in addition to the routine reporting already provided, to report the effects of the agreement on county investment earnings.

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN INVESTMENT ADVISORY AGREEMENT BETWEEN THE  
INGHAM COUNTY TREASURER AND ROBINSON CAPITAL MANAGEMENT, LLC**

WHEREAS, the Ingham County Treasurer is responsible for investing County funds in a manner that protects the safety of public money and ensures funds are available to meet the County's obligations in a timely manner while achieving a return on investments to benefit County programs and taxpayers; and

WHEREAS, funds available for investment by the Treasurer have nearly doubled since 2019; and

WHEREAS, even within the limited investment options available for public funds the methods and means for ensuring safety and for maximizing yield have grown more complex in the past five years; and

WHEREAS, the Treasurer has investigated a number of service providers who provide a wide variety of services ranging from advice and consultation to full management of public finances; and

WHEREAS, the Treasurer believes the objectives of the County may best be met by retaining control of investment decisions while contracting for advice, consultation, and market research services; and

WHEREAS, Robinson Capital Management, LLC, a Michigan firm, offers the services that best meet the County's needs.

THEREFORE BE IT RESOLVED, that the Ingham County Treasurer is authorized to enter into an Investment Advisory Agreement with Robinson Capital to provide advice, consultation, and research that will help the Treasurer invest County funds in a manner that protects the safety of public money and ensures funds are available to meet the County's obligations in a timely manner while achieving a return on investments to benefit County programs and taxpayers.

BE IT FURTHER RESOLVED, that the Ingham County Treasurer will maintain all final decision making with respect to investments of county funds.

BE IT FURTHER RESOLVED, that the annual cost of the agreement will not exceed \$50,000 per year.

BE IT FURTHER RESOLVED, that the Controller/Administrator will ensure that the costs of the agreement are borne proportionately by all county funds that have money invested under the Treasurer's management.

BE IT FURTHER RESOLVED, that the Treasurer will report annually to the Board of Commissioners the effects of this agreement on County funds.

# LAKE LANSING LEVEL CONTROL STRUCTURE ALTERNATIVE ANALYSIS

Ingham County, Michigan



Prepared For:  
**Ingham County**



Prepared By:



December 2023  
Project No. 134489SG2023



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**APPENDIX A**

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- 1975 Dam Improvement Plans
- 1980 Post-Improvement Photographs
- 1986 Intake Pipe Photographs
- 2022 Dam Inspection Report
- 2020 Dam Inspection Report

**Existing Condition Plan, Profile and Cross Section Drawings**

**APPENDIX B**

**Site Inspection Photographs**

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**APPENDIX D**

**Hydrologic and Hydraulic Modeling Information**

**APPENDIX E**

**Preliminary Estimate of Costs**

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## INTRODUCTION

### LOCATION AND DESCRIPTION OF STRUCTURE

Lake Lansing is located in the northern portion of Meridian Charter Township in Ingham County, Michigan. The lake level is maintained by a concrete spillway structure with stop logs and through a lift gate installed in line with a 24-inch drawdown pipe. The lake level control structure is under the jurisdiction of the Ingham County Drain Commissioner, Patrick E. Lindemann (ICDC). The original structure was constructed in the 1920s and the spillway was reconstructed to its current configuration as part of an improvement project completed in the fall of 1976. The design plans for the improvement project dated October 1975 are attached in Appendix A. Historic photos from 1974 and 1980 are included in Appendix A, showing the control structure before and after the 1975 reconstruction project.

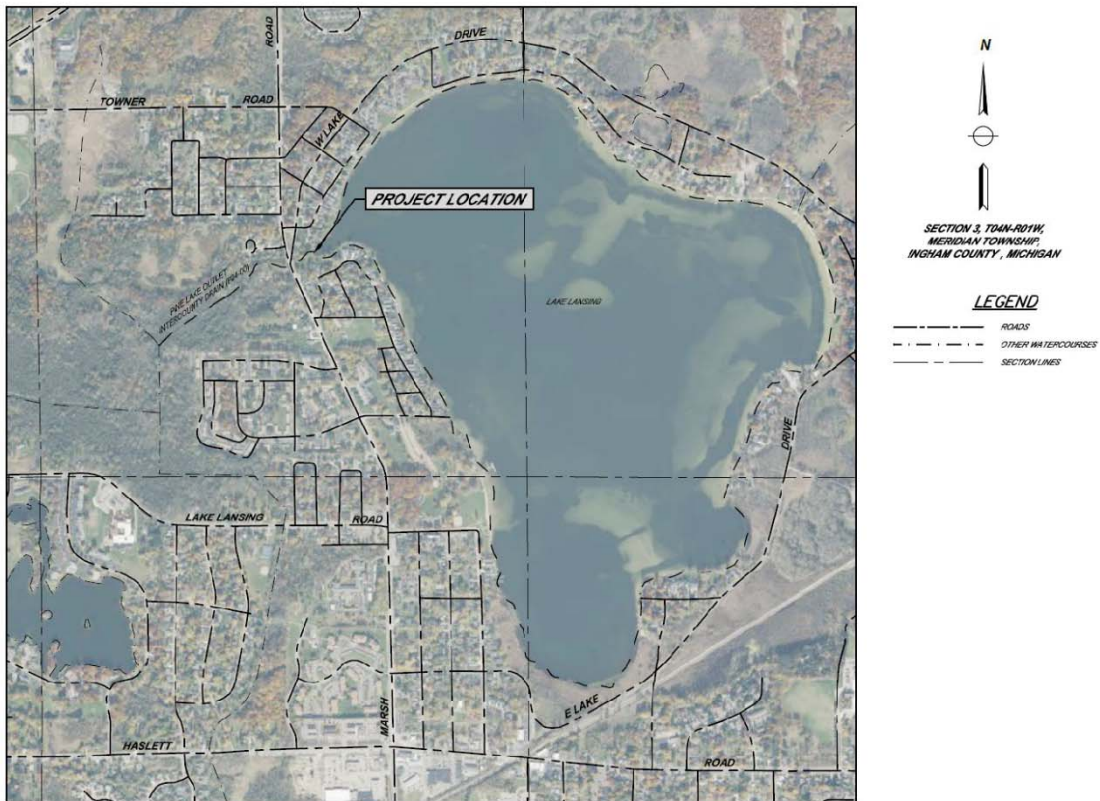


Figure 1. Lake Lansing Level Control Structure Location Map



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## PROJECT BACKGROUND AND HISTORY

Lake Lansing is a 453-acre lake that provides recreational opportunities for residential properties around the lake as well as the surrounding community. Lake Lansing Park South is a county owned park that offers park amenities and beach access for the community with over 180,000 visitors in 2020, according to the county parks master plan. Public access for boating and ice fishing is provided through a County owned public boat launch on the north side of the lake which saw over 150,000 users in 2020. Michigan State University's sailing center as well as the privately held Lansing Sailing Club are located around the lake.

The drainage area served by the lake level control structure is approximately 3.6 square miles in size, draining lands from Ingham and Clinton Counties. Flow from the lake discharges through the Pine Lake Outlet Intercounty Drain and Mud Lake Outlet Drain before reaching the Red Cedar River.

During regular inspections by ICDC staff in 2022 and as noted in the "Lake Lansing Dam Inspection Report" dated 12/29/2022, the lift gate installed in line with the 24-inch drawdown pipe had become inoperable. The 2022 inspection report recommended replacement of the control structure, pipe, slide gate, and related support structures. In June of 2023, Ingham County published a request for proposals seeking professional engineering services for a Lake Lansing Dam Improvement Project. The 2022 dam inspection report and the 2020 dam inspection report, which noted the gate was operable but had seepage, can be found in Appendix A.

The excerpt below from the 1986 Triennial Inspection provides a summary of the history of the current lake level control structure completed by SEG Engineers & Consultants, Inc.:

*SEG is not cognizant of all the historical information regarding the events of the dam prior to 1970, except to state that the initial dam was constructed to maintain an unspecified lake level. In the late 1960's SEG (formally John R. Snell Engineers, Inc.) inspected the dam with specific intentions to review the dam's spillway condition as part of a study to establish a legal lake level and dredge the lake. The inspection revealed that the spillway was severely cracked and that a hole had developed in the spillway. In 1975 SEG was authorized to prepare construction plans and specifications to correct the spillway problems by rebuilding the spillway, complete with stilling basin. The spillway reconstruction also included the construction of a valved drawdown pipe, steel sheet piling and legal lake level control boards. Construction of the modifications was completed in the fall of 1976.*

Additionally, as documented in the 1986 inspection report, the intake pipe constructed in 1976 had broken free of its anchor points and floated upward. A recommended plan to correct the failure was provided showing what is believed to be the current day concrete structure under the dock section. This is the same location where the staff gauge is affixed to read the current lake level. The entirety of the 1986 inspection report can be found in Appendix A.

## PROJECT PURPOSE AND SCOPE

The purpose of this study and report is to provide an alternatives analysis for improvements to the Lake Lansing level control structure following the recommendations provided in the 2022 Lake Lansing Dam Inspection Report. The goal is to address the noted draw down pipe and slide gate condition, review and recommend work related to other condition related deficiencies found during our inspection, model and provide discussion on the available capacity of the lake level control structure and make overall recommendation to provide a reliable and safe operation of the control structure. This study and report include research of existing documentation, topographic site survey, site inspection, existing condition

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drawings, a hydrologic and hydraulic analysis, and an alternatives analysis for improvements to the lake level control structure.

## **METHOD OF ANALYSIS**

### **DATA COLLECTION / DOCUMENT REVIEW**

Spicer Group requested all available plans, reports, and other documents of significance pertaining to the Lake Lansing level control structure from the Ingham County Drain Commissioner's (ICDC) Office and the Michigan Department of Environment, Great Lakes, and Energy (EGLE) through Dam Safety Unit of the Water Resources Division. Information collected from the ICDC and EGLE were in the form of both electronic records and paper files. Paper files from both organizations were scanned into electronic file formats for review.

Construction records and historic photographs were obtained through the document review process showing the control structure before and after improvements made to the structure in the 1970s. This allowed for a better understanding of the history, design, function, and operation of the structure. Previous regular inspection reports performed under the Inland Lake Levels part (Part 307) of the Natural Resource and Environmental Protection Act (NREPA), and under previous state statutes, were located and date back to 1986.

The slide gate on the drawdown pipe was noted as inoperable in the 2022 inspection report. Inspection reports prior to 2022 note that the slide gate operated without issue but allows for some seepage when sediments are lodged in the seat of the gate. It was noted that this was due to a lack of screening at the upstream end of the drawdown pipe since the 2010 inspection report. The drawdown pipe condition has been reported as poor since the 2007 inspection report, noting corroded holes in the intake pipe. Report recommendations for a more accessible drawdown control chamber were made since the 2013 inspection report due to the residential deck encroachment and large manhole cover over the structure that requires two people to remove. Further recommendations for remote lake level reading equipment have been made since the 2013 inspection report.

The Federal Emergency Management Agency (FEMA) performed a flood insurance study in 2011. Results of this study were used during the hydrologic and hydraulic modeling phase of this report.

Geographic information system (GIS) data was provided by the ICDC and the State of Michigan GIS Open Data portal including existing parcel outline and ownership data, street centerlines, aerial imagery, and topographic data derived from aerial flown LiDAR data collection.

Several meetings were conducted with project stakeholders and community members which provided substantial information relevant to the development of this report and the subsequent recommendations. The Lake Lansing Advisory Committee of Meridian Township and the Lake Lansing Property Owners Association were two groups that were met with regularly to provide status and receive feedback regarding the study. Additionally, Michigan State Representative, Penelope Tsernoglou held a town hall meeting with residents throughout the community to hear updates and provide feedback regarding the study.

### **FIELD DATA AND EXISTING CONDITIONS**

A dam safety engineer from Spicer Group performed an inspection of the Lake Lansing Dam and the immediate downstream reach of the Pine Lake Outlet Intercounty Drain. Photographs were taken as part of this investigation and can be found in Appendix B. Subsequently, a topographical survey was completed for the project area. The survey provided existing centerline/flow line elevations, open channel cross-sections, a detailed survey of the existing dam, and a survey of relevant portions of the Marsh Road culvert

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downstream. Crews surveyed these locations and collected data on the North American Datum of 1983 (NAD '83) and the North American Vertical Datum of 1988 (NAVD '88).

**Results of Field Work**

The inspection of the lake level control structure was performed by Spicer Group staff according to the guidelines of Part 307 of NREPA on September 9, 2023. The following inspection elements were notable at the time of the inspection.

Stop logs are placed within the spillway structure and sealed with expanding foam and sheets of rubber to provide a seal around the boards. The ICDC maintenance staff provided the comment that this is required to keep the boards in place and provide a reasonable seal to hold the lake level.

The 24-inch diameter corrugated metal pipe is filled with sediment at the upstream end and is visibly corroded. The slide gate along the drawdown pipe remains inoperable as observed in the 2022 inspection report. The structure and slide gate are beneath a private deck, covered over with the storage of miscellaneous items. The slide gate is difficult to access through the residential deck and heavy structure lid. Consistent with the 2022 inspection report, minor cracking and spalling in the concrete structure was observed; however, the structure is in good condition. The private dock from the shore on the north side to the end of the drawdown pipe has failed, broken free of its connection to the shore, and is unsafe for use.

Active erosion downstream of the water level control structure was not observed. The absence of soil on the south side of the stilling basin is a concern. The south side of the spillway does not have a sheet pile or concrete wall consistent with the north side of the structure. However, through historic record research, a concrete cutoff is shown to exist to the south of the dam, though is not visible at ground level. Riprap on south side of stilling basin is recommended. Excessive vegetation and trees were found growing along the south side of the spillway and should be removed as a maintenance measure.

**Surveying Methods**

The two-man field crew utilizing GPS collection equipment spent two days on site, surveying the lake level control structure and Pine Lake Outlet Intercounty Drain downstream of the lake.

The topographic survey results are detailed in an existing condition drawing that can be found in Appendix A. This drawing includes plan, profile and cross section sheets of the control structure and the Pine Lake Outlet Intercounty Drain from the downstream side of the spillway, through the Marsh Road crossing to a point 1,000 feet downstream of Marsh Road. GIS basemap information was added to the existing condition drawings to provide existing contextual data.

**Elevation Summary**

The following is a summary and analysis of the current lake level structure elevations compared to the 2003 court ordered lake levels.

Court ordered summer level (Mar-Nov 14):	852.29 feet above sea level*
Court ordered winter level (Nov 15-Feb):	851.72 feet above sea level*
Date of Survey-September 29, 2023	
Surveyed water surface elevation:	851.76 feet NAVD88
Surveyed top of stop log elevation (summer level):	851.70 feet NAVD88
Surveyed weir elevation (winter level):	850.93 feet NAVD88
Staff gauge reading at time of survey:	852.38 feet above sea level*

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\*The vertical datum in the lake level court order references ‘feet above sea level’ which does not directly convert to the North American Vertical Datum of 1988 (NAVD88) used by the ICDC. The lake levels ordered in 2003 modify the lake levels ordered in 1975. The 2003 order set two separate lake levels to be maintained throughout the year, as opposed to the three lake levels set in the 1975 order. The elevation of the lake level set in 2003 matched two of the lake levels set in the 1975 order. The difference between surveyed board/weir elevations (NAVD88) and the court ordered levels for summer and winter is 0.59 feet and 0.79 feet respectively.

### **CONCEPTUAL DESIGN ALTERNATIVES**

Design alternatives were developed based on comments from the community leaders, survey data, field verification, modeling results, previous dam improvement projects, comments from community stakeholders, and other recommendations. SGI reviewed previous reports and available research documents for Lake Lansing to assist with alternative design.

Many previous dam inspection reports recommend the replacement of the drawdown pipe, and the 2022 inspection found the slide gate on the drawdown pipe inoperable. Several options exist to address the improvement to the lake drawdown pipe. Additionally, other maintenance and recommended improvements are outlined to take advantage of the economies of scale of performing multiple work items as part of a larger project.

### **HYDROLOGIC AND HYDRAULIC ANALYSIS**

A steady state hydraulic model was created in HEC-RAS to understand the existing hydraulic capacity of the lake level control structure. This model was prepared using surveyed cross sections collected as part of this study amended with 2010 LiDAR data, field observations, aerial photography, and flow rates obtained from the Michigan Department of Environment, Great Lakes and Energy (EGLE). A model was created to simulate existing conditions on the lake based on collected survey data, field observations, and the outputs from the most recent FEMA flood insurance study for Lake Lansing.

### **PRELIMINARY ESTIMATES OF COST**

A Preliminary Estimate of Cost (PEC) was developed for each of the design alternatives to provide planning guidance and relative cost magnitude difference for each alternative. To develop the PEC, a list of general project scope items was generated for each design alternative. After identifying high-level proposed scopes, quantities were estimated based on the existing site conditions. Lump sum prices were developed for each task based on experience with similar projects.

### **IDENTIFY PROPOSED SOLUTION**

The method for determining our recommended solution was based on the results of the previously described analyses and from discussions with various project stakeholders. The basis for our design includes the following considerations:

1. Condition of the drawdown pipe and slide gate.
2. Ability to increase the flow through the lake level control structure during times of high water to promptly maintain the legally established lake levels.
3. Operational efficiency and safety.
4. Risk and liability.
5. Environmental permitting.
6. Project cost.

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## HYDRAULIC ANALYSIS AND RESULTS

### NARRATIVE

Hydrologic flows to Lake Lansing were provided by EGLE Hydrologic Studies and Floodplain Management Unit through request record 20230530. The flowrates provided are illustrated below and were calculated for runoff from 3.6 square miles of contributing drainage area. These flow rates mirrored the FEMA 2011 Flood Insurance Study for the Pine Lake Outlet and Lake Lansing.

Table 1 - EGLE Discharges for the Pine Lake Outlet at Lake Lansing Dam, Dam ID 1957

Discharge Frequency	Design Storm	Discharge (cfs)
50%	2 Year	20
20%	5 Year	35
10%	10 Year	55
4%	25 Year	90
2%	50 Year	130
1%	100 Year	135
0.5%	200 Year	140
0.2%	500 Year	145

These discharge rates are flows after being routed through the Lake Lansing impoundment and control structure. These discharge rates were input into a HEC-RAS one dimensional hydraulic model to evaluate structure hydraulics and overall capacity.

### ASSUMPTIONS, VARIABLES, AND COEFFICIENTS

#### Boundary Conditions

The downstream boundary condition of the Lake Lansing Dam hydraulic model was determined utilizing the 100-year 24-hour floodplain surface water elevation at cross section E for the Pine Lake Outlet Drain, which aligns with Sta. 0+00 of the hydraulic model. The regulated elevation established in the flood insurance study is 849.2 ft. Elevations are constant until Lake Lansing Road.

The upstream boundary condition of the model was set with a starting water surface elevation of 851.70 ft which represents the top of the lake level control board installed in the overflow weir during the summer lake level. A second scenario was run without stoplogs with a starting water surface elevation of 850.93 ft, representing the concrete weir crest.

#### Manning's Roughness Coefficients

Manning's Roughness Coefficients were developed by Spicer Group, Inc. based on field observations. These estimates considered that roughness varies with flood stages, depending on such factors as the width-to-depth ratio of the stream, vegetation in the channel and overbanks, and the materials of the channel bed. Following is a general description of the channel and overbank characteristics as found on the project source along with their respective Manning's Roughness Coefficients:

##### Main Channels

Clean, straight, full, no rifts or deep pools 0.032

##### Floodplains

###### Brush

Light brush and trees 0.040 - 0.080

###### Trees

Heavy stand of timber, a few down trees, little undergrowth, flood stage below branches  
0.100 - 0.160

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### Expansion Coefficients

The expansion coefficients used in this model follow the basic recommendations made by the United States Army Corp of Engineers (USACE), Hydrologic Engineering Center and EGLE. They are as follows:

Natural stream/river	0.3
Bridge Sections	0.5

### Contraction Coefficients

The contraction coefficients used in this model follow the basic recommendations made by the United States Army Corp of Engineers (USACE), Hydrologic Engineering Center and EGLE. They are as follows:

Natural stream/river	0.1
Bridge Sections	0.3

### Weir Discharge Coefficients

A coefficient of 3.0 was used in the weir equation for calculating overtopping of the bridge and the bridge approaches.

## HYDROLOGIC AND HYDRAULIC RESULTS

The 100-year 24-hour design storm estimated the lake level to be 853.2 feet with the 24-inch diameter gate closed flowing over the concrete weir crest. The Letter of Map Revision (Case No. 12-05-0030) to flood insurance study 26065CV000A reports the 1% percent annual chance elevation to be 852.7 feet, therefore the model meets FEMA letter of map revision requirements and validates as a duplicate effective model. FEMA requirements are to be within 0.5 feet of the existing regulated floodplain elevation. Note that FEMA regulates floodplain elevations to the tenth of a foot.

The existing maximum capacity of the lake level control structure without overtopping was determined to be between the 10-year 24-hour and 25-year 24-hour storm events. This is a configuration of winter level (without boards) with the low-flow gate open. The definition of overtopping in the context of this analysis is any water surface elevation where flow from the lake occurs outside of the spillway itself. Please note that this analysis is limited to the vicinity of the lake level control structure site. The concrete cutoff wall north of the water level control structure is the first overtopping point at elevation 852.30 feet.

This overtopping point is 0.98 feet below the modeled 100-year 24-hour surface water elevation during the summer level (with boards) with the low-flow gate closed and is 0.51 feet below water surface for the same storm event at the winter level (without boards) with the low-flow gate open. To summarize, the 100-year 24-hour storm was modeled to overtop the dam between 6-12 inches. The FEMA reported 100-year floodplain elevation is 0.40 feet over this overtopping point.

During the winter level (without boards), the existing capacity of the structure is approximately 50-80 cfs before overtopping depending on low-flow gate position. During the summer level (with boards), the capacity of the structure is 15-40 cfs before overtopping depending on low-flow gate position. According to the EGLE provided flow rates and based on the results of our hydraulic model of the lake level control structure, a maximum of a 10-year 24-hour duration storm event can be conveyed during the winter level and a maximum of a 5-year 24-hour duration storm event can be managed during the summer level.

The following items should be noted regarding the results of the hydraulics analysis:

1. The flowrates utilized were based on FEMA FIS model and provided by EGLE through the flood flow discharge request.
2. The model results show that the structure cannot pass a 25-year 24-hour storm event without overtopping.

3. The ICDC staff have not indicated that there has been historic overtopping of the lake level control structure.
4. Testimony from residents around the dam in the community has not expressed that the dam overtops regularly.

HEC-RAS modeling results are compiled in Appendix D for four scenarios depicting the two court ordered lake levels with and without the low-flow gate opened.

**CAPACITY ELEVATION SUMMARY ANALYSIS**

The following tables summarize the water surface elevations modeled for the various given scenarios. There is a reference made to the “Depth of flow overtopping structure” which is a reporting of how high the water surface elevation was modeled over the lowest structural element of the dam where the flow can no longer be contained within the spillway itself, which is the northern concrete cutoff wall. Please note that this analysis is limited to the vicinity of the lake level control structure site.

**Existing Conditions**

Elevations during winter levels - no boards in spillway				
24-hour Design Storm Bulletin 71 Rainfall Depths	High Water Elevation with Gate Closed (ft NAVD 88)	Depth of flow overtopping structure (ft)	High Water Elevation with Gate Open (ft NAVD 88)	Depth of flow overtopping structure (ft)
50-year Storm	853.21	0.91	852.73	0.43
100-year Storm	853.22	0.92	852.81	0.51
200-year Storm	853.23	0.93	852.91	0.61
500-year Storm	853.25	0.95	852.96	0.66

Elevations during summer levels - with boards in spillway				
24-hour Design Storm Bulletin 71 Rainfall Depths	High Water Elevation with Gate Closed (ft NAVD 88)	Depth of flow overtopping structure (ft)	High Water Elevation with Gate Open (ft NAVD 88)	Depth of flow overtopping structure (ft)
50-year Storm	853.27	0.97	853.21	0.91
100-year Storm	853.28	0.98	853.22	0.92
200-year Storm	853.28	0.98	853.23	0.93
500-year Storm	853.29	0.99	853.25	0.95

**STRUCTURE ELEVATIONS**

**Elevations adjacent to the lake level control structure**

Weir crest elevation: 850.93 feet NAVD88  
 Lake level control board elevation: 851.70 feet NAVD88  
 Top of lake level control structure: 853.17 feet NAVD88  
 Concrete cutoff wall elevation (north): 852.30 feet NAVD88  
 Timber seawall elevation (south): 852.80 feet NAVD88

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## **ALTERNATIVE ANALYSIS**

### **EXISTING CONDITIONS AND MODEL VERIFICATION**

After the existing document review, field investigation, preliminary modeling, preparation of preliminary plan, profile and cross section drawings, alternatives were analyzed. This analysis included studying the benefits and detriments related to the existing draw down pipe and slide gate, safety and operations, hydraulic capacity, cost, and current condition of different level control structure elements. The detailed alternative analysis can be found below.

### **CONCEPTUAL DESIGN ALTERNATIVES ANALYSIS**

The current project proposes several different design alternatives that have been considered and evaluated in the process of determining the best design to cost effectively address the existing draw down pipe and slide gate, allow safe and reliable operation of the lake level control structure, and address any condition related concerns. The following is a list of alternatives considered. These alternatives have been analyzed on an individual basis for comparative purposes.

Alternative I: Do nothing

Alternative II: Abandon existing drawdown pipe and slide gate control structure in-place

Alternative III: Remove and replace drawdown pipe and slide gate control structure

Alternative IV: Remove and replace drawdown pipe and slide gate control structure, replace primary stoplogs

Alternative V: Modify spillway to provide low flow gate, abandon existing drawdown pipe in-place

Alternative VI: Increase spillway capacity

A brief description of each design alternative, its positive and negative effects, and estimated cost is provided below. Note, the costs presented below are preliminary planning level estimates of probable construction and project soft costs, excluding costs for environmental permitting and floodplain study. These estimates are developed without preliminary engineering design within the limited scope of this study and report. Inflation of 10% has been added to these costs to reflect a construction cost approximately 18 months beyond the conclusion of this study, to June of 2025. Overall plan view drawings showing the improvements of each alternative can be found in Appendix C.

#### **Alternative I**

##### **Do nothing**

Currently, the inoperable drawdown slide gate is secured in the closed position. If the slide gate were to fail in an open state, the lake would drawdown to an elevation of 847.94 feet, approximately 3.8 feet lower than the surveyed lake level. A drawdown of this amount would require emergency response to close the failed slide gate. There would likely be regulatory implications from EGLE due to impacts to riparian habitat and due to transport of sediments downstream from the unpermitted drawdown. Additionally, restoring the lake back afterward becomes a complex permitting project. This would also be a clear violation of the current lake level order.

This alternative would leave the existing drawdown pipe and inoperable slide gate structure in place. The only option for controlling lake level would be to add or remove the primary boards manually within the spillway, which can be an unsafe practice during times of high water. This alternative would not address the noted concerns with the lake level control structure's condition, operations, or safety. This scenario has a lesser hydraulic capacity than the structure would have at full operation. There is a risk of flooding and harmful impact to properties around the lake without the ability to open the drawdown gate.

The presentation of this alternative is to provide context for the risks and liabilities of moving forward without a project. We do not recommend this alternative.



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## **Alternative II**

### **Abandon existing drawdown pipe and slide gate control structure in-place**

This alternative would bulkhead the existing ends of the drawdown pipe, both at the lake side and stilling basin side and fill the existing drawdown pipe and slide gate structure with flowable fill concrete. This would allow the drawdown pipe to be abandoned in-place. Repairs to the existing stone-cobble wall and steel sheet piling would need to be performed in the locations of the current drawdown pipe penetrations.

This alternative would mitigate one concern outlined in Alternative I regarding an unplanned drawdown of the lake due to a failed slide gate; however, it would provide a diminished capacity at the outlet structure (similar to Alternative I) because the only option for controlling lake level would be to add or remove boards manually within the spillway. In a scenario where the lake level was too high, the only option for the ICDC would be to allow the water to flow over the weir without the drawdown pipe and slide gate to assist. There is a risk of flooding and harmful impact to properties around the lake with the removal of the low-flow pipe and slide gate. This alternative would not address matters of operational safety of the lake level control structure as manual operation of boards would be required.

This alternative would reduce the overall structure capacity which will have a negative impact on the ICDC's ability to maintain the court ordered lake level. Please note, a floodplain study has not been performed as part of this report and removal of available capacity within the lake level control structure would negatively impact the mapped floodplain and flood insurance requirements around the lake. It should be noted that regulatory agencies would likely not permit a construction project only to abandon the low-flow drawdown pipe. We included this alternative as a response to questions and feedback from community stakeholders regarding removal of the drawdown pipe alone. We do not recommend this alternative.

Total Estimated Project Cost: \$300,000

## **Alternative III**

### **Remove and replace drawdown pipe and slide gate control structure**

This alternative would remove the existing drawdown pipe and slide gate control structure and replace it with a new reinforced concrete drawdown pipe and bypass control structure. The bypass control structure would be fitted with a device that could allow for incremental drawdown of the lake level, as needed to maintain the court ordered lake level. The spillway and weir configuration, including the main primary boards to control winter and summer levels, would be un-modified in this alternative.

At the time of construction of improvements to the structure in the late 1970s, the stone-cobble wall was existing and left in place. Due to the age and condition of the stone-cobble wall on the north side of the spillway, a replacement of that wall is proposed in this alternative. Additionally, miscellaneous crack repair, and cleaning and recoating of exposed steel sheet pile is included in this alternative to extend the longevity of the spillway structure that was constructed in 1976. The residential deck over the slide gate control structure and dock over the intake pipe would be removed during construction.

This alternative would address the condition concerns related to the drawdown pipe and slide gate, as well as condition issues related to the stone and cobble wall and 1976 improvements. Operational safety is improved with new controls within a replaced drawdown pipe and bypass control structure; however, manual operation of the primary boards in the spillway would be necessary to set the winter and summer levels.

There is an opportunity to increase overall capacity in the structure with this alternative by increasing the size of the low-flow pipe. This would not provide increased passive capacity in the spillway, but it would

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provide additional capacity through operation of the control structure if needed. Increasing the 24-inch low flow pipe to a 48-inch pipe would provide a capacity between a 50- and 100-year storm. The construction of a larger low-flow drawdown pipe could pose harmful impacts to property owners downstream and increased peak flows downstream of the lake should be evaluated with this alternative. Increasing the capacity of the structure will likely necessitate a flood study to receive regulatory approval for construction.

Total Estimated Project Cost: \$900,000 - \$950,000\*

\*Does not include cost for permitting and flood study.

#### **Alternative IV**

##### **Remove and replace drawdown pipe and slide gate control structure, replace primary stoplogs**

This alternative would be similar in scope to Alternative III but would include additional modifications to the spillway to retrofit a system of primary boards that could be installed and removed from the embankment beside the lake level control structure. A crank style system would raise and lower the boards within a frame over the spillway providing more reliability and safety in the operation and maintenance of the court ordered lake level. Replacement of the stone-cobble wall, crack and corrosion work, and removal of the deck and dock structures is also included in this alternative.

This alternative would address the condition concerns as noted in Alternative III. Operational safety would be fully addressed as both the drawdown and primary board operations could be performed from outside of the spillway of the level control structure.

There is an opportunity to increase overall capacity in the structure with this alternative by increasing the size of the low-flow pipe. This would not provide increased passive capacity in the spillway, but it would provide additional capacity through operation of the control structure if needed. Increasing the 24-inch low flow pipe to a 48-inch pipe would provide a capacity between a 50- and 100-year storm. The construction of a larger low-flow drawdown pipe could pose harmful impacts to property owners downstream and increased peak flows downstream of the lake should be evaluated with this alternative. Increasing the capacity of the structure will likely necessitate a flood study to receive regulatory approval for construction.

Total Estimated Project Cost: \$1,060,000 - \$1,110,000\*

\*Does not include cost for permitting and flood study.

#### **Alternative V**

##### **Modify spillway to provide low flow gate, abandon existing drawdown pipe in-place**

This alternative would remove the use of a drawdown pipe and gate structure and modify the spillway to provide a low flow gate to retain the ability and function to draw down the lake. The additional capacity and ability to lower the lake level with the 1976 addition of the drawdown pipe allowed for lake level control without pulling the primary boards. This alternative would consolidate the controls and operation of the structure to one location. The spillway would be modified to include a low flow gate across its length at a lower elevation with removable boards to set lake level, and the drawdown pipe would be abandoned in-place. The spillway would require modification to be made 1 to 2 feet lower than it is today, in order to install new control gates. In this configuration, operators would be located safely away from the spillway to operate the structure. The primary boards could be operated separately from the low flow gate, depending on the need to release water from the lake. This alternative would likely require dredging of lake bottom material in order to maintain a clear opening to the low flow gate.

The previously outlined work items in Alternative IV addressing the stone-cobble wall replacement, crack and corrosion work, and removal of the residential deck and dock would be included in this alternative.

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This alternative would address all the condition related concerns as noted in previous alternatives. Operational safety would be fully addressed as both the drawdown and primary board operations could be performed from outside of the spillway of the level control structure.

Capacity would increase relative to the existing condition capacity of the lake level control structure. The low flow weir could be designed 1 to 2 feet lower to increase the capacity of the structure to a desired level of service. The construction of spillway with an increased capacity could pose harmful impacts to property owners downstream and increased peak flows downstream of the lake should be evaluated with this alternative. Increasing the capacity of the structure will likely necessitate a flood study to receive regulatory approval for construction.

Total Estimated Project Cost: \$1,500,000\*

\*Does not include cost for permitting and flood study.

#### **Alternative VI**

##### **Increase spillway capacity**

This alternative would triple the spillway length from 10.3 feet to 30 feet to provide 100-year storm capacity in the spillway alone. The improvement of capacity at the spillway could pose harmful impacts to property owners downstream and increased peak flows downstream of the lake should be evaluated with this alternative. Increasing the capacity of the structure will likely necessitate a flood study to receive regulatory approval for construction.

The hydraulic modeling analysis results show that a 10-year 24-hour duration storm event can be managed without boards (winter level) and less than the 5-year 24-hour duration storm event can be managed with boards (summer level). This lake level control structure is not regulated as a dam by EGLE under Dam Safety regulations and therefore does not have a mandated capacity enforced by EGLE. The cost of this alternative would be significant.

Total Estimated Project Cost: \$4,000,000+\*

\*Does not include cost for permitting and flood study.

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## CONCLUSIONS AND RECOMMENDATIONS

### CONCLUSIONS

In choosing a final design alternative for the Lake Lansing level control structure environmental, economic, constructability, legal, and social issues were considered.

At this time, we recommend replacement of the drawdown pipe and gate system as well as a replacement of the primary stoplog configuration at the lake level control structure as outlined above in Alternative IV. This would include a solution to address major deficiencies noted in past inspection reports regarding the inoperable slide gate, provide improvements to reduce operational cost and improve operational safety, replace ageing elements of the structure constructed prior to the 1976 project, and address condition related work items to extend the overall usable life of the remaining structural elements through vegetation management, corrosion removal, and concrete crack repair.

### EGLE Permitting

Construction within the lake on the lake level control structure will likely require permitting through EGLE for impacts to lakes, streams, wetlands, and floodplains. The most notable permitting impact will come through a review of the floodplain and permitting of any capacity changes to the structure. A flood study will likely be required according to FEMA letter of map change standards to update floodplain boundaries as part of a project to change the capacity at the lake level control structure. In a scenario where capacity increases, floodplain elevations on the lake could potentially go down and floodplain elevations downstream of the lake could potentially go up. The reverse would also be true and a study of these floodplain elevations would be required to justify the project to regulators.

### Court Ordered Lake Level

The ultimate configuration of the dam will dictate how quickly the ICDC can respond to and operate the structure to maintain the lake level. Though operational functions of the structure have been recommended in this report, the current court order remains in place to govern the lake level. There is no datum referenced in the 2003 order that can be translated to NAVD88 which can cause confusion on the current lake level and whether the lake level is being maintained. A revised Circuit Court Order could address the elevations to provide for a modern datum. Lastly, the Circuit Court Order should be updated to allow for seasonal variation. In most instances, it is not possible to maintain a static level therefore the Order should include language to address seasonal variation such as during period of drought and during high flow events, i.e., large storm events or spring runoff.

### Remote Monitoring

An element of the operational cost of the lake level control structure is the periodic documentation of the lake level elevation. Typically, this is performed following a property owner's concern or request, or as part of the regular operation and inspection of the lake level control structure. Remote read water level sensors with data logging capabilities are commonly installed in dam and lake level control structures applications. This would allow observation and documentation of the lake level to be performed quickly within an application or webpage as opposed to necessitating a visit to the site by ICDC staff members. A typical cost to purchase a water level sensor complete with solar power and cellular data capabilities is \$2,000. A recurring cost of approximately \$300 per year should be expected to maintain a connection and access to live data. Other subscription-based options for approximately \$2,000 per year include the sensor, cellular connection, data storage, live web access to data, data alerts, maintenance, upgrades and equipment replacement.

Monitoring the water level at the control structure would be the primary location for a level sensor. Following discussions with ICDC maintenance staff, we would recommend a second water level sensor be

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installed downstream of the lake just south of Lake Lansing Road east of the dead end of Sherbrook Way on the Pine River Outlet Intercounty Drain, at a location that is commonly monitored during times of lake drawdown to avoid inadvertent flooding.

**Operations and Maintenance**

If the design of improvements to the Lake Lansing lake level control structure are pursued, we recommend that a comprehensive operations and maintenance manual be included in the scope and requirements of the consultant performing the design. Any manufactured items/products installed on the structure will likely include a maintenance approach that is recommended by the manufacturer, that can inform the maintenance needs for that given item/portion of the structure.



**APPENDIX A**

Historic and Background Information  
Existing Condition Plan, Profile and Cross Section Drawings





**APPENDIX B**  
Site Inspection Photographs



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**APPENDIX C**  
Alternative Analysis Drawings





**APPENDIX D**  
Hydrologic and Hydraulic Modeling Information

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**APPENDIX E**  
Preliminary Estimates of Cost

## Agenda Item 4

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

FROM: Keith Watson, Chief Public Defender

DATE: February 27, 2024

SUBJECT: Resolution to Add One Additional Paralegal Position to the Office of the Public Defender

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### **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 one Paralegal position, effective April 1, 2024.

Workloads for each paralegal have increased with the addition of attorneys this year and will continue to increase once we have hired our two additional attorneys. The standard is a ratio of seven attorneys to every one paralegal. Currently, each of our three paralegals is supporting 9-10 attorneys.

Because there has been a delay in filling the two new Assistant Public Defender and Social Worker positions, there are funds available through the 2023-2024 Michigan Indigent Defense Commission grant for this expenditure, specifically in the personnel line item.

### **FINANCIAL IMPACT**

The proposed resolution will add one newly created position of Paralegal, classified as ICEA-County Professional, Grade 5 (salary range \$51,300.72-61,602.65) and will be effective April 1, 2024.

### **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 service 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 ONE PARALEGAL 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, the Ingham County Office of the Public Defender was required to submit a plan to comply with the Standards and provide quality defense to indigent people who are accused of crimes; and

WHEREAS, Standard 6 of that 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 Paralegals sufficient time to assist Attorneys in preparation of cases, an additional Paralegal position is required; and

WHEREAS, the 2023-2024 Compliance plan allows for the transfer of funds due to position vacancies to cover the expense of this addition.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the addition of one newly created position of Paralegal, classified as Ingham County Employee’s Association, Professional Grade 5 (salary range \$51,300.72-\$61,602.65) to be effective April 1, 2024. ‘

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:** Board of Commissioners County Services Committee  
**FROM:** Barb Davidson, 9-1-1 Director  
**DATE:** March 4, 2024  
**SUBJECT:** Tentative Grievance Settlement agreement – Command Officers Association of Michigan (COAM)- 911 supervisory unit.

*For the meeting agenda of the County Services Committee -March 19, 2024*

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**BACKGROUND**

On March 30, 2023, COAM, Command Officers Association of Michigan, on behalf of the 9-1-1 supervisor’s unit filed a grievance regarding Resolution #22-342, which approved the LOUs between the Unions for onsite employees during an alternate work site directive. The language in LOU that prompted the grievance was “When the County directs employees who are able to work remotely to do so and does not suspend County operations but maintains the essential employees in the Command Officers Association of Michigan, Ingham County Supervisory Division must continue to work onsite, the Employer will compensate those employees for working onsite with either a retention payment or based on the Suspension of Operations Policy. A suspension of operations occurred. COAM claims that the LOU substantiates retention payments to be made to their members consistent with the CCLP contract Articles 22.10-22.12. The grievance was denied through Step 3 on April 28, 2023, by the Human Resource Director. COAM gave notice to the County attorney and filed for arbitration on June 30, 2023. The arbitration meetings were postponed and then canceled with a meeting between the County Attorney, Human Resource Director, 9-1-1 Director, and COAM representatives scheduled on January 16, 2024, where a tentative agreement was reached that does align with the CCLP agreement.

**ALTERNATIVES**

If the Grievance Settlement Agreement is not executed, the COAM will proceed to grievance arbitration.

**FINANCIAL IMPACT**

In consideration for the resolution of the grievance and to acknowledge their crucial role in the daily operations of the 9-1-1 Center, there was a proposed one-time retention bonus of \$2,500 for each of the six members of the COAM 911 supervisory group. No budget adjustment is necessary. The 911 Fund will be utilized.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing the drafting and execution of the Grievance Settlement Agreement between the Employer and the COAM 911 supervisory unit as outlined.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING THE GRIEVANCE SETTLEMENT AGREEMENT WITH THE  
COMMAND OFFICERS ASSOCIATION OF MICHIGAN 911 SUPERVISORY UNIT**

WHEREAS, the Command Officers Association of Michigan (COAM), the supervisory group within the 9-1-1 Center, filed a grievance regarding a retention bonus that was previously negotiated with the dispatchers' bargaining unit that the COAM group did not receive; and

WHEREAS, representatives from the County Attorney, Human Resources, and the 9-1-1 Center met with COAM and discussed the issue prior to arbitrating the matter; and

WHEREAS, the parties reached a tentative settlement agreement of a one-time \$2,500 retention bonus paid to each of the six members of the COAM 911 Center Supervisory Unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the County Attorney to draft the settlement agreement as described which will settle this matter with the Command Officers Association of Michigan.

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

TO: County Services and Finance Committees  
FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer  
DATE: February 27, 2024  
RE: Urgent Autoclave Device Needed

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

The autoclave is a device that uses steam to sterilize dental equipment and other objects. This device ensures that all bacteria, viruses, fungi, and spores are inactivated. One of the autoclave devices at Forest Community Health Center (FCHC) is out of commission and needs to be replaced. Several attempts were made to order an autoclave device from Henry Schein. However, Henry Schein does not offer set up, testing and calibration services to ensure optimal device performance. In addition, on multiple occasions, FCHC staff discovered that Henry Schein autoclave devices were damaged, and refused to accept the damaged devices. As a result, the damaged autoclave devices were returned to Henry Schein. As a viable alternative, Patterson Dental Supply Company offers a high-quality product and technical support in terms of equipment set up, testing and calibration for optimal device performance. FCHC is in urgent need of a replacement autoclave device to ensure that a sufficient number of sterilized dental supplies are available for safe and high-quality dental care. Therefore, an emergency purchase order was issued to Patterson Dental Supply Company for an autoclave device, inclusive of equipment delivery, set up, testing and calibration for optimal device performance. The cost for Patterson Dental Supply Company's autoclave device is \$6,781.77.

Funds for this purchase are available in Line Item 51161520-978000-02060.

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

Respectfully,

Nike Shoyinka, MD, MPH, FIDSA  
Medical Health Officer

## Agenda Item 6b

**TO:** Board of Commissioner's Human Services, County Services, and Finance Committees  
**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** February 9, 2024  
**SUBJECT:** Authorization to Convert Health Program Assistant Position #601127 from a 0.5 FTE to a 1.0 FTE Community Health Representative III Position  
For the Meeting Agendas of March 18, March 19, and March 20, 2024

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### **BACKGROUND**

Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to convert Position #601127 from a 0.5 FTE Health Program Assistant position to a 1.0 FTE Community Health Representative (CHR) III position, effective upon approval. This conversion will increase Position #601127 from a 0.5 FTE UAW C (Part-Time Salary Range: 37,990.24 to 42,674.78), to a 1.0 FTE CHR III UAW E (Full-Time Salary Range: 81,593.66 to 92,260.89) for a total amount of \$49,586.11. This conversion will help to support the continued growth of the Ryan White program and the CHCs. Continued growth within the CHCs has increased the complexity of the workload for the Medical Records and Referral Management team. The proposed position conversion will allow the Medical Records and Referral Management team to manage its workload in a manner that aligns with the CHC and Ryan White program's pace of growth. The new CHR III employee will begin at a UAW Tops Grade E, Step 2.

### **ALTERNATIVES**

Without converting the part-time Health Program Assistant to a full time CHR III, the Medical Records and Referrals Management team will lag behind the growth of the Ryan White program and the CHCs, which will continue to create barriers to care.

### **FINANCIAL IMPACT**

The financial impact of converting the .50 FTE Health Program Assistant position to a CHR III position will be an increase totaling \$49,586.11. The cost increase for this conversion will be covered by Ryan White 340B revenues.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

### **OTHER CONSIDERATIONS**

There are no other considerations.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize converting Position #601127 from a 0.5 FTE Health Program Assistant position to a 1.0 FTE CHR III position, effective upon approval in an amount totaling \$49,586.11.



**Agenda Item 6b**

TO: Joe Denslow, Central Services Manager  
FROM: Joan Clous, Human Resources Specialist  
DATE: February 9, 2024  
RE: Support for conversion of position #601127 from a part-time to full-time

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Per your request, Human Resources has reviewed the position conversion request and is in support of the change.

Position #601127 will be converted from a part time Health Program Assistant (UAW C) (Part-Time Salary Range Salary Range: 37,990.24 to 42,674.78) to a full time Community Health Representative III (UAW E) (Salary Range: 81,593.66 to 92,260.89). The employee will begin at a UAW E Step 2.

The UAW has been notified and has confirmed support of the conversion.

***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 the Board of Commissioner's approval.***

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

2024 Rates			FULL TIME		UAW TOPS Grade E			FULL TIME			
UAW TOPS Grade C			Step 1	Step 5	UAW TOPS Grade E			Step 1	Step 5		
Health Program Asst	0	704000	Salary	35,365.00	42,142.00	Community Hlth III	0	704000	Salary	40,195.00	47,911.00
Position 601127	8951	714000	Unemployment	176.83	210.71	Position 601127	8951	714000	Unemployment	200.98	239.56
	1000	715000	FICA	2,705.42	3,223.86		1000	715000	FICA	3,074.92	3,665.19
	8841	715050	Liability	487.37	580.76		8841	715050	Liability	553.93	660.26
	2720	716020	Health	21,279.00	21,279.00		2720	716020	Health	21,279.00	21,279.00
	8952	716035	Health Surcharge	3,585.00	3,585.00		8952	716035	Health Surcharge	3,585.00	3,585.00
	8955	716040	Health Insurance Trust	1,591.43	1,896.39		8955	716040	Health Insurance Trust	1,808.78	2,156.00
	2700	716100	Dental	936.00	936.00		2700	716100	Dental	936.00	936.00
	2710	716200	Vision	135.00	135.00		2710	716200	Vision	135.00	135.00
	8953	716450	Separation	707.30	842.84		8953	716450	Separation	803.90	958.22
	8986	717000	Life	89.84	89.84		8986	717000	Life	89.84	89.84
	8941	717100	Disability	45.97	54.78		8941	717100	Disability	52.25	62.28
	7291	718000	Retirement	7,444.33	8,870.89		7291	718000	Retirement	8,461.05	10,085.27
	7391	718500	Retirement	353.65	421.42		7391	718500	Retirement	401.95	479.11
	8810	722000	Workers Comp	14.15	16.86		8810	722000	Workers Comp	16.08	19.16
				74,916.28	84,285.35					81,593.66	92,260.89

2024 Rates			0.50 FTE		UAW TOPS Grade E			0.50 FTE			
UAW TOPS Grade C			Step 1	Step 5	UAW TOPS Grade E			Step 1	Step 5		
Health Program Asst	0	704000	Salary	17,682.50	21,071.00	Community Hlth III	0	704000	Salary	20,097.50	23,955.50
Position 601127	8951	714000	Unemployment	88.41	105.36	Position 601127	8951	714000	Unemployment	100.49	119.78
	1000	715000	FICA	1,352.71	1,611.93		1000	715000	FICA	1,537.46	1,832.60
	8841	715050	Liability	243.68	290.38		8841	715050	Liability	276.96	330.13
	2720	716020	Health	8,866.00	8,866.00		2720	716020	Health	8,866.00	8,866.00
	8952	716035	Health Surcharge	3,585.00	3,585.00		8952	716035	Health Surcharge	3,585.00	3,585.00
	8955	716040	Health Insurance Trust	795.71	948.20		8955	716040	Health Insurance Trust	904.39	1,078.00
	2700	716100	Dental	936.00	936.00		2700	716100	Dental	936.00	936.00
	2710	716200	Vision	135.00	135.00		2710	716200	Vision	135.00	135.00
	8953	716450	Separation	353.65	421.42		8953	716450	Separation	401.95	479.11
	8986	717000	Life	22.52	22.52		8986	717000	Life	22.52	22.52
	8941	717100	Disability	22.99	27.39		8941	717100	Disability	26.13	31.14
	7291	718000	Retirement	3,722.17	4,435.45		7291	718000	Retirement	4,230.52	5,042.63
	7391	718500	Retirement	176.83	210.71		7391	718500	Retirement	200.98	239.56
	8810	722000	Workers Comp	7.07	8.43		8810	722000	Workers Comp	8.04	9.58
				37,990.24	42,674.78					41,328.93	46,662.54

Difference between UAW C PT and UAW E FT Step 5  
49,586.11

**INGHAM COUNTY  
JOB DESCRIPTION  
COMMUNITY HEALTH REPRESENTATIVE III**

**General Summary:**

*(Employees in this position will perform the following general tasks and duties in working in various clinics. Not all clinics will perform the same duties or tasks, and employees will have specific tasks assigned as directly associated with their clinic assignment.)*

Under the direction of the Supervisors/Operations Manager the medical clerical and customer service professionals provide a variety of comprehensive services to coordinate daily administration of providers, staff, visitors, and client/patients within the ICHD/ICHC. Assists in enrolling clients/patients in programs and answers questions on departmental procedures, eligibility requirements, scheduling, and related matters. Prepares a variety of client/patient registration and insurance related forms and documents. Utilizes information from the Patient Management/EHR system, and assists in maintaining record keeping systems, while performing data entry.

**Essential Functions:**

1. Receives the public in person and via telephone. Answers questions regarding departmental procedures and requirements, program requirements, scheduling information, and other activities. Manages messages and schedules appointments for staff and schedules clients for testing, programs, or clinics. Assists clients/patients in completion of forms and reviews documents, including processing records according to departmental policy.
2. Receives clients and their families at a clinic or screening site. Coordinates initial interview, screens for insurance coverage, collect background information, and assists in the completion of various forms and applications. Processes various applications to verify client information, checking data for accuracy and completeness. Contacts clients/patients to verify and update information and appointments.
3. Monitors client/patient records assuring that proper documents are completed to ensure appropriate client billing of account. Adjusts and records all related documents, orders, costs for services rendered, and related fees as needed.
4. Assists in the maintenance of departmental filing/scanning/faxing systems by ensuring proper filing of documents and client/patient records. Retrieves materials from system and conducts searches for necessary documentation.
5. Utilizes technology for data entry such as service activity data, billing information, supplies used, immunization records, payments, vouchers, client information, changes and deletions of demographic information, and other data.
6. Process accounts receivable/payable, immunization charges billed, collect copays and patient payments to ensure reconciliation of daily charge entries. Tracking expenditures and payment receipts for services and donations.
7. Types correspondence, reports, forms, and other documents, using word processing software, following established procedures or specific instructions. Proofreads documents for accuracy and may type documents requiring a knowledge of medical terminology and medical transcription. Utilizes word processing and other software programs to format documents, spreadsheets, brochures, training materials and other documents.
8. Provides outreach and education to clients/patients and medical staff regarding program guidelines, telehealth platforms, and health department services through mailings, displays, telephone contact and in person.
9. Performs a variety of clerical support tasks such as making copies, opening, sorting, and distributing mail, sending faxes, taking messages, and related tasks.
10. May assist with site specific special assignments or any special reporting as needed, such as immunizations, CAHC, E3, BC3NP, MDSS, school and daycare reporting, dental clinic, medical records, Title X, Ryan White, and refugee services. This may include any mandatory trainings as needed.

11. Provides and process records in accordance with HIPPA and PHI (Protected Health Information) disclosures. May comply with HEDIS audit information process requests as needed.

**Other Functions:**

- Performs other duties as assigned.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

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

**Employment Qualifications**

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

**Experience:** One year of general clerical experience is required. May require experience and training in various computer software and equipment.

**Other Requirements:**

*(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:**

- Ability to access office files.
- Ability to enter and retrieve information from computer.
- Ability to access charts and other records and documents of the department.
- Ability to operate copy machines and other office equipment.
- Stooping, kneeling, and crouching to retrieve and put away supplies and materials.
- May require the ability to travel throughout the county to various clinic locations.
- May require the ability to lift and carry equipment weighing up to 35 lbs.
- May require the ability to climb stairs to access work sites.

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

**Working Conditions:**

- Works in office and clinic conditions.
- May work in various off-site locations throughout the county.
- May be exposed to communicable diseases, blood, and other bodily fluids.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE CONVERTING POSITION #601127 FROM A 0.5 FTE HEALTH PROGRAM ASSISTANT POSITION TO A 1.0 FTE COMMUNITY HEALTH REPRESENTATIVE III POSITION**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to convert Position #601127 from a 0.5 FTE Health Program Assistant position to a 1.0 FTE Community Health Representative (CHR) III position, effective upon approval; and

WHEREAS, this conversion will increase Position #601127 from a 0.5 FTE UAW C (Part-Time Salary Range: \$37,990.24 to \$42,674.78), to a 1.0 FTE CHR III UAW E (Full-Time Salary Range: \$81,593.66 to \$92,260.89); and

WHEREAS, this conversion will help to support the continued growth of the Ryan White program and the CHCs; and

WHEREAS, continued growth within the CHCs has increased the complexity of the workload for the Medical Records and Referral Management team; and

WHEREAS, the proposed position conversion will allow the Medical Records and Referral Management team to manage its workload in a manner that aligns with the CHC and Ryan White program's pace of growth; and

WHEREAS, the new CHR III employee will begin at a UAW Tops Grade E, Step 2; and

WHEREAS, the financial impact of converting the .50 FTE Health Program Assistant position to a CHR III position will be an increase totaling \$49,586.11; and

WHEREAS, the cost increase for this conversion will be covered by Ryan White 340B revenues; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize converting position #601127 from a 0.5 FTE Health Program Assistant position to a 1.0 FTE CHR III position, effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize converting position #601127 from a 0.5 FTE Health Program Assistant position UAW C (Part-Time Salary Range: \$37,990.24 to \$42,674.78) to a 1.0 FTE CHR III position, UAW E (Full-Time Salary Range: \$81,593.66 to \$92,260.89) effective upon approval.

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

## Agenda Item 7

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

**FROM:** Cynthia Wagner, Potter Park Zoo Director

**DATE:** March 5, 2024

**SUBJECT:** Emergency Water Main Repair  
For the meeting agenda of March 19, 2024

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### **BACKGROUND**

On January 30, 2024 water was discovered coming up through the ground near the Tiger Den Pavilion. Upon further inspection, it was determined that an underground water main had broken. The Board of Water and Light was contacted, and, after an on-site inspection, it was determined the line is the property of the Zoo.

Myers Plumbing & Heating Inc. was contacted, and they responded to evaluate the damage. They were able to assemble an excavation and plumbing team to complete the repair on February 2, 2024. The Board of Water and Light was consulted to ensure proper protocols were followed.

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

### **ALTERNATIVES**

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

### **FINANCIAL IMPACT**

The final cost of the repair was \$3,685. Funds to cover the total cost were available in Zoo Budget Line Item #258-69200-931000-30000.

## Agenda Item 8

**TO:** Board of Commissioners, County Services Committee, and Finance Committee  
**FROM:** Eric Smith, Finance & Budget Director  
**DATE:** March 01, 2024  
**SUBJECT: RESOLUTION TO APPROVE AN AGREEMENT WITH MANER COSTERISAN FOR ACCOUNTING SERVICES**  
For the meeting agendas of March 19 and 20, 2024

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### **BACKGROUND**

Due to a significant level of turnover in the Department of Finance and Budget, we are requesting executive-level assistance with audit preparation to ensure the County audit is filed in a timely manner. Maner Costerisan has been selected to provide us with the services required due to their familiarity with the County's accounting processes and procedures, as well as departmental staff.

This resolution solidifies our agreement with Maner Costerisan for up to six months, with an amount not to exceed \$30,000.

### **ALTERNATIVES**

Using current staff might result in a delayed audit.

### **FINANCIAL IMPACT**

Funding to be provided through Contingency Fund.

### **OTHER CONSIDERATIONS**

None.

### **RECOMMENDATION**

Respectfully recommend that County Services and Finance approve the resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE AN AGREEMENT WITH MANER COSTERISAN  
FOR ACCOUNTING SERVICES**

WHEREAS, the turnover in the Financial Services Department has left the department with a need for executive-level assistance with audit preparation; and

WHEREAS, the 2023 audit process begins in early April; and

WHEREAS, due to the complexity and length of the audit process an agreement for a period not to exceed six months with a fee not to exceed \$30,000 is recommended with Maner Costerisan; and

WHEREAS, funding is available through the Contingency Fund.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves an agreement with Maner Costerisan for accounting services for a period not more than six months with a fee not to exceed \$30,000.

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



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

FROM: Deb Fett, CIO

DATE: March 5, 2024

SUBJECT: New Reporting Software for Phone System  
For the meeting agendas of March 19th, 20th and 26th, 2024

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**BACKGROUND**

Ingham County currently has phone system reporting software in place that is limited to primarily metrics of call volume and numbers. This system is fine for basic needs and knowing when someone called in or how many calls, we received but does not provide us the ability to troubleshoot phone issues or look at larger patterns of load balancing. To improve our ability to resolve issues and handle call volumes, Innovation and Technology Department (ITD) would like to switch our reporting software to a more robust package. Our team has researched our options and determined based on previous experience and recent performance reports that the Infortel Select Software will provide the best service for the options required.

**ALTERNATIVES**

We could continue on with our current reporting software that only gives metrics and very little else.

**FINANCIAL IMPACT**

The funding for the not to exceed \$8,500 cost is budgeted and will come from the County's Network Fund.

**OTHER CONSIDERATIONS**

This is an increase from our previous software, which was \$3,000 per year, but it is no longer limited to very basic reporting. In our trial of this software, it provided critical information to fix an issue that had been plaguing us for over a year.

**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 New Reporting Software provided by ISI Telemanagement Solutions in the amount not to exceed \$8,500.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE REPORTING SOFTWARE FOR PHONE SYSTEM BY  
ISI TELEMAGEMENT SOLUTIONS**

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

WHEREAS, to assist in troubleshooting issues, outages, and load balancing, Innovation and Technology would like to purchase a more robust phone reporting software; and

WHEREAS, the requested amount is in the 2024 budget; and

WHEREAS, ITD has reviewed the potential alternatives and deems ISI Telemagement Solutions as the most robust cost-effective option.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize purchasing software and activation from ISI Telemagement Solutions in the amount not to exceed \$8,500.

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

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

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

FROM: Deb Fett, CIO

DATE: March 5, 2024

SUBJECT: Resolution – VMWare Software Support Renewal  
For the meeting agendas of March 19th, 20th and 26th, 2024

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**BACKGROUND**

Innovation and Technology has been using VMWare many years now. This software is used not only to virtualize our Cisco phone system but also to virtualize our network servers at our datacenter and at the 9-1-1 center. These licenses have an annual support that must be renewed each year, with our current licenses expiring on March 31, 2024. Normally this is done through the Resolution approving various contracts for the budget year, however this year we are asking to purchase the support for three years as prices have been dramatically rising each year with rumors that this will be much worse as VMWare switches to a new support model. We would like to have time to evaluate whether to stay with VMWare and absorb the price increases or to switch to a new software with the need for evaluation, testing, and implementation.

**ALTERNATIVES**

We could go with a single year renewal and take whatever price increases are forced upon us next year. Previous pricing was:

2020	\$	35,123.26	
2021	\$	35,613.76	
2022	\$	32,358.00	-removed licenses to lessen cost.
2023	\$	36,775.44	increased \$ 4,417.44 on lesser quantity

**FINANCIAL IMPACT**

The funding for the \$126,636.16 total for the three years (\$42,212.05 per year) will come from the County’s Innovation and Technology Department’s Network Maintenance Fund #636-25810-932030.

**OTHER CONSIDERATIONS**

This renewal is under the State of Michigan MiDeal contract with CDWG. (071B66000110)

**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 VMWare support renewal from CDWG.

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE RENEWAL OF THE VMWARE SUPPORT AGREEMENT  
FROM CDWG**

WHEREAS, Ingham County currently utilizes VMWare for maintenance on critical virtualization software and requires ongoing support; and

WHEREAS, the Innovation and Technology Department (ITD) obtained State of Michigan contract pricing from CDWG for our ongoing support and licensing needs; and

WHEREAS, our current existing support agreement expires on March 31, 2024 and ITD recommends renewing this agreement for three years to save on upcoming price increases.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the VMWare support agreement from CDWG for three years in the amount not to exceed \$127,000.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the County's Network Fund #63625810-932030.

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:** March 7, 2024

**RE:** Resolution to Authorize an Amendment to the Agreement with Boling Janitorial Services, Inc.

For the meeting agendas of: March 19 & 20

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**BACKGROUND**

The agreement with Boling Janitorial Services, Inc., needs to be amended to cover the costs of consumables. The additional cost will be \$4,200 per month or \$50,400 per year. While absorbing this increased cost, it is lower than the next competitive bid.

**ALTERNATIVES**

The alternative would be to not approve causing the contract to be cancelled as they will not be able to sustain operations at the current cost.

**FINANCIAL IMPACT**

Funds are available in building maintenance contractual line items.

**OTHER CONSIDERATIONS**

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

**RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an amendment to the agreement with Boling Janitorial Services, Inc., for the increase in the contractual yearly amount of \$50,400.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE AGREEMENT WITH  
BOLING JANITORIAL SERVICES, INC.**

WHEREAS, the agreement with Boling Janitorial needs to be amended to cover the costs of consumables; and

WHEREAS, the additional cost will be \$4,200 per month or \$50,400 per year; and

WHEREAS, while absorbing this increased cost, it is lower than the next competitive bid; and

WHEREAS, the Facilities Department recommends an amendment to the agreement with Boling Janitorial for the yearly increase of \$50,400 to cover the cost of consumables; and

WHEREAS, funds for the maintenance contractual 931100 and 818000 line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the agreement with Boling Janitorial Service, Inc., 450 Lentz Court, Lansing, MI 48917, for the yearly increase of \$50,400 to cover the cost of consumables.

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

**Agenda Item 10b**

**TO:** Board of Commissioners, County Services & Finance Committees  
**FROM:** Glenn Canning, Facilities Director  
**DATE:** March 7, 2024  
**RE:** Resolution to Authorize an Agreement with Smart Homes Smart Offices for Technology Upgrades to Conference Rooms A at the Human Services Building

For the meeting agendas of: March 19 & 20

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**BACKGROUND**

The technology in conference room A at the Human Services Building is in need of upgrades as the current equipment is outdated and failing. At the request of the Board of Commissioners and Controller’s Office, the Facilities Department sought a proposal from a qualified vendor to upgrade the conference room technology.

Smart Homes Smart Offices submitted a proposal of \$19,131.78 for the technology upgrades. Smart Homes Smart Offices is on the MiDeals Cooperative agreement; therefore three quotes are not required per the Ingham County Purchasing Policy. We are requesting a contingency of \$1,000 for any unforeseen circumstances for a total not to exceed amount of \$20,131.78.

**ALTERNATIVES**

The alternative would be to not approve leaving the technology in the conference rooms to fail, causing challenges to meetings that need to use the equipment.

**FINANCIAL IMPACT**

Funds are available in approved 2023 CIP Line item #245-90212-979000.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
245-90212-979000	\$25,000	\$25,000	\$20,131.78	\$4,868.22

**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 Smart Homes Smart Offices to upgrade the technology in conference room A at the Human Services Building.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH SMART HOMES SMART OFFICES  
FOR TECHNOLOGY UPGRADES TO CONFERENCE ROOM A AT THE  
HUMAN SERVICES BUILDING**

WHEREAS, the technology in conference room A at the Human Services Building is in need of upgrades as equipment is outdated and failing; and

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

WHEREAS, Smart Homes Smart Offices is on the MiDeals co-operative agreement contract; and

WHEREAS, the Facilities Department recommends an agreement with Smart Homes Smart Offices who submitted a proposal of \$19,131.78 for the technology upgrades to conference room A at the Human Services Building; and

WHEREAS, the Facilities Department is requesting a \$1,000 contingency for any unforeseen circumstances; and

WHEREAS, funds are available in the 2023 approved CIP line item #245-90212-979000 which has a balance of \$25,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Smart Home Smart Office, 210 State St., Mason, Michigan 48854, for technology upgrades to conference room A at the Human Services Building for an amount not to exceed \$20,131.78, which includes a \$1,000 contingency.

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



**Agenda Item 10c**

**TO:** Board of Commissioners, County Services & Finance Committees  
**FROM:** Glenn Canning, Facilities Director  
**DATE:** March 8, 2024  
**RE:** Resolution to Authorize a Custodial Special Part-time Position for the Facilities Department  
For the meeting agendas of: March 19 & 20

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**BACKGROUND**

Due to the expanding needs of the Facilities Department Custodial staff, we would like to create a special part-time custodial position. The size of the Justice Complex has posed challenges to the custodial staff in ensuring the cleanliness of the entire building are to County standards. The expanding requests to clean more areas will require taking on cleaning duties throughout the complex.

The position will be compensated at \$15.96 per hour and will not receive benefits.  
The Human Resources Department and UAW are in support of the creation of this position.

**ALTERNATIVES**

The alternative would be to not approve and staff will continue to be overburdened by the extra duties as well as the cleanliness of the buildings will suffer.

**FINANCIAL IMPACT**

Funds for the position will come from Facilities' wages 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 the creation of the custodial - special part-time position.

TO: Glenn Canning, Director of Facilities  
FROM: Beth Bliesener, Human Resources Generalist – Employment Specialist  
DATE: March 4, 2024  
RE: Memo of Analysis for Creating a Special Part-Time Position

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

1. Per the Facilities Department request, they would like to create a Special Part-Time position. This will be a Special Part-time position and will not receive benefits. After analysis, the best decision is to use an already created job description Custodian – Facilities. It is appropriately compensated at following - UAW B step 1. I have attached a copy of the job description. The Facilities Department will create 1 Special Part-time position with the already created job description at UAW B step 1.

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

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

***If I can be of further assistance, please email or call me (887-4375).***

**From:** [Teresa Carter](#)  
**To:** [Elisabeth Bliesener](#)  
**Subject:** RE: custodian - Special Part-Time  
**Date:** Monday, March 4, 2024 4:23:06 PM

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Yes the Union is in agreement.

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

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**From:** Elisabeth Bliesener <[EBliesener@ingham.org](mailto:EBliesener@ingham.org)>  
**Sent:** Monday, March 4, 2024 3:56 PM  
**To:** Teresa Carter <[TCarter@ingham.org](mailto:TCarter@ingham.org)>  
**Subject:** custodian - Special Part-Time

Teresa,  
Please see the email below are you in agreement with Facilities creating a Special Part-time Custodian position?

Thanks  
Beth

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**From:** Glenn Canning <[GCanning@ingham.org](mailto:GCanning@ingham.org)>  
**Sent:** Monday, March 4, 2024 12:39 PM  
**To:** Elisabeth Bliesener <[EBliesener@ingham.org](mailto:EBliesener@ingham.org)>; Sue Graham <[SGraham@ingham.org](mailto:SGraham@ingham.org)>  
**Cc:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>; Troy Willard <[TWillard@ingham.org](mailto:TWillard@ingham.org)>  
**Subject:** RE: custodian - Special Part-Time

Hello Beth,

Facilities have been approved to put in a request for a special part-time custodian. I have been in contact with Teresa from the UAW and we have agreed to create a special part-time position. Please follow up with Teresa about a letter documenting our conversation about approving the special part-time custodian position.

Please let me know if I need to do anything to facilitate the process.

Happy Monday!

Glenn Canning  
Facilities Director

# INGHAM COUNTY JOB DESCRIPTION

## CUSTODIAN

### General Summary

Under the supervision of a Maintenance Supervisor, cleans assigned areas which may include offices, meeting rooms, hallways, courtrooms, common areas in jail facility, kitchen, medical clinic, restrooms, and other areas of County facilities. Mops, strips, and waxes floors. Vacuums carpeted surfaces. Washes windows, doors, and walls. Cleans and disinfects exam rooms and restrooms and stocks with paper supplies.

### Essential Functions

1. Empties wastebaskets and removes other debris. Cleans baskets and changes liners. Removes trash from building and empties recycling boxes.
2. Vacuums all carpeted areas and performs spot cleaning of carpeted surfaces. May occasionally operate steam cleaner to clean carpeted surfaces.
3. Mops, strips, and waxes floors. Operates buffers to clean and polish floors.
4. Moves furniture to prepare for vacuuming or carpet cleaning and sets up rooms for meetings.
5. Dusts and polishes furniture, baseboards, file cabinets, window ledges, and other fixtures.
6. Cleans and disinfects sinks, stools and other fixtures in exam rooms and restrooms. Cleans and polishes drinking fountains and mirrors. Stocks exam rooms and restrooms with towels, tissue, and soap.
8. Cleans walls and doors in offices, hallways, and restrooms.
9. Washes windows on lower levels and on doors, both inside and outside.
10. May perform minor maintenance tasks such as replacing light bulbs.
11. Assists in shoveling snow and salting walkways as needed.
12. Supervises inmate trustees assigned to cleaning tasks.
13. Secures all doors and windows prior to departure, includes setting security system alarms.

### Other Functions

Performs other duties as assigned.

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

### Employment Qualifications

**Education:** Math skills necessary to measure chemicals and cleaning solutions and reading skills necessary to read instructions, safety materials and government regulations.

**Experience:** Prefer some prior housekeeping/custodial experience.

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

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The*

*qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements**

- Ability to lift, push and pull office furniture and equipment weighing up to 100 lbs.
- Ability to lift and carry bags of trash weighing up to 50 lbs.
- Ability to operate vacuum, buffer, and other cleaning equipment.
- Ability to reach and clean all areas of buildings and fixtures.
- Walking throughout all areas of the facility.
- Climbing step ladders for cleaning walls and fixtures.
- Bending, stooping, and crouching in order to clean various fixtures.

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

**Working Conditions:**

- Works in cramped positions to perform some cleaning tasks.
- Exposure to various chemical cleaning products.
- Works in restrooms, clinic, and all other areas of the facility.
- Requires use of universal precautions against exposure to blood.

**UAW-B**  
**8/27/99**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

WHEREAS, the Facilities Department is requesting the creation of a custodial - special part-time position due to expanding needs; and

WHEREAS, the size of the Justice Complex has posed challenges to custodial staff in ensuring the cleanliness of the entire building is to County standards; and

WHEREAS, the expanding requests to clean more areas will require taking on cleaning duties throughout the complex; and

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

WHEREAS, the position will be compensated at a UAW B (\$15.96 per hour); and

WHEREAS, the Human Resources Department and UAW are in agreeance with the creation of this position; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the creation of a Custodian – Special Part-Time, UAW Tops B (\$15.96 per hour), for the Facilities Department.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make any necessary 2024 budget and position allocation lists adjustments consistent with this resolution.

**Agenda Item 10d**

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

**FROM:** Glenn Canning, Facilities Director

**DATE:** March 7, 2024

**RE:** Resolution to Authorize an Amendment to the Elevator Maintenance Agreement with Elevator Service Inc., to include the 30<sup>th</sup> Circuit Court Annex Building

For the meeting agendas of: March 19 & 20

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**BACKGROUND**

The 30<sup>th</sup> Circuit Court Annex Building was purchased by the County and the elevator needs to be added to our current agreement with Elevator Service Inc., for the routine maintenance, testing and repairs to the elevator. This will be an increase of \$168 per month.

**ALTERNATIVES**

The alternative would be to not approve leaving the potential for the elevator to fail when it is a requirement for ADA compliance.

**FINANCIAL IMPACT**

Funds are available in building maintenance contractual line item.

**OTHER CONSIDERATIONS**

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

**RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support amending the agreement with Elevator Service Inc., to include the 30<sup>th</sup> Circuit Court Annex Building.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE ELEVATOR MAINTENANCE AGREEMENT WITH ELEVATOR SERVICE INC., TO INCLUDE THE 30<sup>TH</sup> CIRCUIT COURT ANNEX BUILDING**

WHEREAS, the 30<sup>th</sup> Circuit Court Annex Building was purchased by Ingham County; and

WHEREAS, the elevator needs to be added to the current agreement with Elevator Service Inc., for the routine maintenance, testing, and repairs; and

WHEREAS, the additional cost will be \$168 per month; and

WHEREAS, the Facilities Department recommends an amendment to the agreement with Elevator Service Inc., to include services for the elevator at the 30<sup>th</sup> Circuit Court Annex Building for the monthly increase of \$168; and

WHEREAS, funds are available in the maintenance contractual line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Elevator Service LLC., 4150 Hunsaker Drive, East Lansing, MI 48823, corporate address of 823 Ottawa NW, Grand Rapids, Michigan 49503, for full-service elevator repair and maintenance at the 30<sup>th</sup> Circuit Court Annex Building for the monthly increase of \$168.

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



**Agenda Item 10e**

**TO:** Board of Commissioners, County Services & Finance Committees  
**FROM:** Glenn Canning, Facilities Director  
**DATE:** March 8, 2024  
**RE:** Resolution to Authorize an Agreement with Smart Homes Smart Offices for Technology in the Facilities Office Conference Area

For the meeting agendas of: March 19 & 20

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**BACKGROUND**

The Facilities Office conference area currently does not have any technology in place to use while holding meetings. It would be beneficial to have the ability to participate in meetings and training with staff and vendors.

Smart Homes Smart Offices submitted a proposal of \$6,193.90 for the technology. Smart Homes Smart Offices is on the MiDeals Cooperative agreement, therefore three quotes are not required per the Ingham County Purchasing Policy.

**ALTERNATIVES**

The alternative would be to not approve causing the continued hardship to conduct productive meetings and trainings.

**FINANCIAL IMPACT**

Funds are available in the approve 2024 CIP line item #245-27599-976000-24F10.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
245-27599-976000-24F10	\$40,000	\$24,125	\$6,139.90	\$17,310.10
General Fund				

**OTHER CONSIDERATIONS**

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

**RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Smart Homes Smart Offices for the technology to the Facilities Office conference area.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH SMART HOMES SMART OFFICES  
FOR TECHNOLOGY IN THE FACILITIES OFFICE CONFERENCE AREA**

WHEREAS, the Facilities Department office conference area does not have any technology in place to use while holding meetings or trainings; and

WHEREAS, it would be beneficial to have the ability to participate in meetings and training with staff and vendors; and

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

WHEREAS, Smart Homes Smart Offices is on the MiDeals co-operative agreement contract; and

WHEREAS, the Facilities Department recommends an agreement with Smart Homes Smart Offices for the addition of technology to the Facilities Office conference area for \$6,193.90; and

WHEREAS, funds are available in the approved 2024 CIP General Fund Line item #245-27599-976000-24F10, which has a balance of \$24,125.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Smart Homes Smart Offices, 210 State St., Mason, Michigan 48854, for technology in the Facilities Office conference area for an amount not to exceed \$6,193.90.

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

**TO:** Board of Commissioners, County Services & Finance Committees  
**FROM:** Glenn Canning, Facilities Director  
**DATE:** March 8, 2024  
**RE:** Resolution to Authorize an Agreement with Hedrick Associates to Replace the Liebert Units in the Server Room

For the meeting agendas of: March 19 & 20

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**BACKGROUND**

The three Liebert units in the server room has outlived their useful life and need to be replaced. The Liebert units are responsible to cool the room the County’s server resides in, keeping the room temperature at the correct operational level for the server and equipment which is critical to the operations of Ingham County. Hedrick Associates submitted a proposal of \$308,826 for the replacement of the three Liebert units. Hedrick Associates is on the MiDeals Cooperative agreement, therefore three quotes are not required per the Ingham County Purchasing Policy. We are requesting a contingency of \$6,174 for any unforeseen circumstances bringing the not to exceed amount to \$315,000.

**ALTERNATIVES**

The alternative would be to not approve leaving the potential for the units to completely fail when it is needed to keep the server operational and not overheat which will cause the server to shut down.

**FINANCIAL IMPACT**

Funds are available in approved 2024 CIP line item #245-90210-979000-24F07.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
245-90210-979000-24F07	\$315,000	\$315,000	\$315,000	\$0
Public Improv. Fund				

**OTHER CONSIDERATIONS**

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

**RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Hedrick Associates to replace the Liebert units in the server room.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH HEDRICK ASSOCIATES  
TO REPLACE THE LIEBERT UNITS IN THE SERVER ROOM**

WHEREAS, the three Liebert units in the server room have outlived their useful life and need to be replaced;  
and

WHEREAS, the Liebert units are responsible for cooling the room the County's servers resides in, keeping the room temperature at the correct operational level for the servers and equipment, which is critical to the operations of Ingham County; and

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

WHEREAS, Hedrick Associates is on the MiDeals Co-operative agreement contract; and

WHEREAS, the Facilities Department recommends an agreement with Hedrick Associates to replace the Liebert units in the server room for \$308,826; and

WHEREAS, the Facilities Department is requesting a contingency of \$6,174 for any unforeseen circumstances;  
and

WHEREAS, funds are available in the approved 2024 CIP Public Improvement Fund line item #245-90210-979000-24F07 which has a balance of \$315,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Hedrick Associates, 2360 Industrial Drive NE, Grand Rapids, Michigan 49505, to replace the Liebert units in the server room for an amount not to exceed \$315,000, which includes a contingency of \$6,174.

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

**Agenda Item 10g**

**TO:** Board of Commissioners, County Services & Finance Committees  
**FROM:** Glenn Canning, Facilities Director  
**DATE:** March 8, 2024  
**RE:** Resolution to Authorize a Purchase Order to MacAllister Machinery Company Inc., for the Purchase of a Scissor Lift

For the meeting agendas of: March 19 & 20

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**BACKGROUND**

The Facilities Department is requesting the purchase of a scissor lift in an effort to reduce our costs to rent equipment when it is needed to make repairs, upgrades, and projects. Often time’s repairs are put on hold until there is enough to justify renting a lift, with this purchase we will be able to make timely repairs.

MacAllister submitted a quote of \$15,875 for the scissor lift. MacAllsiter Machinery Company Inc., is on the MiDeals Cooperative agreement, therefore three quotes are not required per the Ingham County Purchasing Policy.

**ALTERNATIVES**

The alternative would be to not approve costing more to money to continue to rent equipment and continued delays on repairs.

**FINANCIAL IMPACT**

Funds are available in the approve 2024 CIP line item #245-27599-976000-24F10.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
245-27599-976000-24F10	\$40,000	\$40,000	\$15,875	\$24,125
General Fund				

**OTHER CONSIDERATIONS**

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

**RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to MacAllister Machinery Company Inc., for the purchase of a scissor lift.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO  
MACALLISTER MACHINERY COMPANY INC., FOR THE PURCHASE OF A SCISSOR LIFT**

WHEREAS, the Facilities Department is requesting the purchase of a scissor lift in an effort to reduce our costs to rent equipment when it is needed for repairs, upgrades, and projects; and

WHEREAS, often times repairs are put on hold and with this purchase repairs will be made timely; and

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

WHEREAS, MacAllister Machinery Company Inc., is on the MiDeals co-operative agreement contract; and

WHEREAS, the Facilities Department recommends a purchase order to MacAllister Machinery Company Inc., for the purchase of a scissor lift for \$15,875; and

WHEREAS, funds are available in the approved 2024 CIP General Fund Line item #245-27599-976000-24F10, which has a balance of \$40,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to MacAllister Machinery Company Inc., 2100 S. Canal Road, Lansing, MI 48917, for the purchase of a scissor lift for an amount not to exceed \$15,875.

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

## Agenda Item 10h

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

**FROM:** Glenn Canning, Facilities Director

**DATE:** March 7, 2024

**RE:** Resolution to Authorize an Agreement with Redguard Fire & Security Inc., for Monitoring, Warranty and Inspection Services of the Fire Panel at the Veterans Memorial Courthouse and Grady Porter Building

For the meeting agendas of: March 19 & 20

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### **BACKGROUND**

The fire panel installed at the Veterans Memorial Courthouse and Grady Porter 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 \$3,385 per year for a five-year grand total not to exceed amount of \$23,105.

### **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 Veterans Memorial Courthouse and Grady Porter 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 VETERANS MEMORIAL COURTHOUSE AND GRADY PORTER BUILDING**

WHEREAS, the fire panels installed at the Veterans Memorial Courthouse and Grady Porter Building have 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 Veterans Memorial Courthouse and Grady Porter Building; and

WHEREAS, the Facilities Department recommends an agreement with Redguard Fire & Security, Inc., who submitted a proposal of \$23,105 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 items.

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 \$23,105.

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



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

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

**DATE:** March 5, 2024

**SUBJECT:** Proposed Resolution of Support for the Local Bridge Program Funding Applications for Fiscal Year 2027

For the Meeting Agendas of March 19, 20 and 29

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**BACKGROUND**

The Michigan Department of Transportation (MDOT) is currently soliciting applications for funding through the Local Bridge Program for Fiscal Year 2027. Funding categories include full bridge replacement, bridge rehabilitation, and preventative maintenance work. Each local agency is allowed to submit funding applications for bridges at least 20-ft long, as measured along the centerline of the roadway. Funding applications are due by April 1, 2024. The Local Bridge Program requires the road agency’s governing body to pass a resolution of support for the bridge funding applications, which is included as part of the complete application submittal package. The following bridge funding applications and scopes of work are based on recommendations provided by an engineering consultant performing bridge inspections on behalf of the Road Department.

The Road Department has proposed candidates for the 2024 bridge funding applications for Fiscal Year 2027 as follows:

1. Replacement of the Noble Road Bridge over Deer Creek, Wheatfield Township (SN 3921)
2. Replacement of the Dennis Road Bridge over West Cedar Drain, Leroy Township (SN 3898)
3. Preventative Maintenance of the Kinneville Road Bridge over Grand River, Onondaga Township (SN 3860)
4. Replacement of the Small Acres Lane Bridge over Pine Lake Outlet Drain, Meridian Township (SN 3910)

The Noble Road Bridge is located in Sections 11 & 14 of Wheatfield Township, between Bravender Road and Williamston Road. It is a steel beam bridge originally constructed in 1925. The bridge has deteriorated to a point where the only viable option is complete replacement.

The Dennis Road Bridge is located in Sections 25 & 36 of Leroy Township, between House Road and Kane Road. It is a side by side concrete box beam bridge originally constructed in the early 1900’s and rehabilitated in 1984 with the current beam type. The bridge has deteriorated to a point where the only viable option is complete replacement.

The Kinneville Road Bridge is located in Sections 17 & 20 of Onondaga Township, between Gale Road and Onondaga Road. It is a concrete cast-in-place variable depth beam bridge originally constructed in 1952. The beams and substructure are in fair condition, but the deck needs repairs to extend the useful life of the bridge.

The Small Acres Lane Bridge is located in Section 20 of Meridian Township, on a dead-end road, just south of Grand River Avenue. It is a steel beam bridge originally constructed in 1925. The bridge has deteriorated to a point where the only viable option for this funding source is for a complete replacement.

**ALTERNATIVES**

The alternative is to not apply for funding and allow the bridges to continue to deteriorate, with the ultimate end result being a bridge closure. The Road Department does not have funds to replace or repair bridges without the support of the Local Bridge Program.

**FINANCIAL IMPACT**

The Local Bridge Program provides for up to 95% participation from federal and/or state funds for eligible construction costs. The Road Department is responsible for the 5% (minimum) construction funding match and 100% of any costs associated with right-of-way, design engineering and construction engineering. These costs will be included in the 2027 Road Department budget if awarded funding.

**OTHER CONSIDERATIONS**

N/A

**RECOMMENDATION**

Based on the information provided, I respectfully recommend approval of the attached resolution of support for the Fiscal Year 2027 Local Bridge Program Funding Applications.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION OF SUPPORT FOR THE LOCAL BRIDGE PROGRAM FUNDING APPLICATIONS  
FOR FISCAL YEAR 2027**

WHEREAS, the Michigan Department of Transportation (MDOT) is currently soliciting applications for federal and/or state funding through the Local Bridge Program for Fiscal Year 2027; and

WHEREAS, the available funding categories through the Local Bridge Program include full bridge replacement, bridge rehabilitation, and preventative maintenance work for bridges measuring at least 20 feet long when measured along the roadway centerline; and

WHEREAS, the Local Bridge Program allows each road agency to submit bridge funding applications annually; and

WHEREAS, upon reviewing the county bridge needs, the Road Department recommends submitting funding applications to address the replacement and preventative maintenance needs for the following bridges:

1. Replacement of the Noble Road Bridge over Deer Creek, Wheatfield Township (SN 3921)
2. Replacement of the Dennis Road Bridge over West Cedar Drain, Leroy Township (SN 3898)
3. Preventative Maintenance of the Kinneville Road Bridge over Grand River, Onondaga Township (SN 3860)
4. Replacement of the Small Acres Lane Bridge over Pine Lake Outlet Drain, Meridian Township (SN 3910); and

WHEREAS, the Local Bridge Program requires a current resolution from the road agency's governing Board in support of the proposed funding applications.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners supports the Road Department in the submittal of funding applications for the bridges listed above in an effort to receive Local Bridge Program funding for Fiscal Year 2027.

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

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

**DATE:** March 4, 2024

**SUBJECT:** Proposed Resolution to Authorize a Second-Party Agreement with the Michigan Department of Transportation for a Federal Funded Project on Dietz Road over the Red Cedar River

For the Meeting Agendas of March 19, 20 and 26

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**BACKGROUND**

The Road Department has received federal Local Bridge Program (LBP) funds to replace the Dietz Road Bridge over the Red Cedar River in Sections 32 and 33 of Locke Township. The scope of work includes the removal and replacement of the bridge, road approaches, steel piling, cofferdams, riprap, and guardrail.

We are to the point where the funds have been obligated for construction and contracts can be executed. The contractual responsibilities are as follows: MDOT will enter into a first party agreement with the Contractor, which basically ensures that all the federal/state construction requirements and responsibilities are defined. A second party agreement between MDOT and Ingham County is required to define the Road Department’s responsibilities and obligations for the federal funding.

**ALTERNATIVES**

N/A

**FINANCIAL IMPACT**

The LBP funding pays for 80% of the construction costs and is not capped. The 20% local match for the LBP funding and any non-participating work is the responsibility of the Road Department. The Road Department’s anticipated funding participations has been included in the 2024 Road Fund Budget.

Per the MDOT Contract 24-5091, the estimated funding for the project is as follows:

Federal Local Bridge Funds:	\$2,189,600
Road Department Funds:	<u>\$ 564,600</u>
Total Estimated Project Cost:	\$2,754,200

Due to the nature of construction and the higher bid results over the past few years, a 20% contingency is being requested for the project. Therefore, the estimated construction funding responsibilities for the project, with a 20% contingency included, are as follows:

Federal Local Bridge Funds with 20% Contingency:	\$2,627,520
Road Department Funds with 20% Contingency:	<u>\$ 677,520</u>
Total Estimated Project Cost (+20%):	\$3,305,040

**RECOMMENDATION**

Based on the information provided, I respectfully recommend approval of the attached resolution to authorize a second party agreement with MDOT as described in Contract 24-5091 with a 20% contingency.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A SECOND-PARTY AGREEMENT  
WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION  
FOR A FEDERAL FUNDED PROJECT ON  
DIETZ ROAD OVER THE RED CEDAR RIVER**

WHEREAS, the Road Department received federal Local Bridge Program funds to replace the Dietz Road Bridge over the Red Cedar River in Sections 32 and 33 of Locke Township; and

WHEREAS, the federal funding pays for 80% of the actual construction costs with a 20% funding match being the responsibility of the Road Department; and

WHEREAS, the Michigan Department of Transportation (MDOT) Contract #24-5091 states the estimated construction funding responsibilities for the project is as follows:

Federal Local Bridge Funds:	\$2,189,600
Road Department Funds:	<u>\$ 564,600</u>
Total Estimated Project Cost:	\$2,754,200; and

WHEREAS, a contingency is being requested in the amount of 20% of the total estimated project costs for the project to account for unexpected construction costs; and

WHEREAS, the estimated construction funding responsibilities for the project, with a 20% contingency included, is as follows:

Federal Local Bridge Funds with 20% Contingency:	\$2,627,520
Road Department Funds with 20% Contingency:	<u>\$ 677,520</u>
Total Estimated Project Cost (+20%):	\$3,305,040; and

WHEREAS, the Road Department's anticipated local participation costs have been included in the 2024 Road Fund Budget; and

WHEREAS, the construction project will be undertaken pursuant to an agreement between MDOT and the Contractor; and

WHEREAS, the County, on behalf of the Road Department, must enter into an associated second-party agreement with MDOT consistent with federal and state funding requirements.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Contract #24-5091 with the Michigan Department of Transportation to replace the Dietz Road Bridge over the Red Cedar River in Sections 32 and 33 of Locke Township for a total estimated project cost of \$2,754,200 consisting of \$2,189,600 in federal Local Bridge Program funds and \$564,600 in Road Department funds.

BE IT FURTHER RESOLVED, that the project shall include a contingency in the amount of 20% of the estimated project costs, equating to a total budgeted project cost of \$3,305,040 consisting of \$2,627,520 in federal Local Bridge Program funds and \$677,520 in Road Department funds.

BE IT FURTHER RESOLVED, that the Road Department's anticipated local participation match for the federal and state funding has been included in the 2024 Road Fund Budget.

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

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

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

**DATE:** March 4, 2024

**SUBJECT:** Proposed Resolution to Authorize a Second-Party Agreement with the Michigan Department of Transportation for Federal and State Funded Projects on Hoxie Road over Wolf Creek and Waldo Road over Deer Creek Drain

For the Meeting Agendas of March 19, 20 and 26

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**BACKGROUND**

The Road Department has received federal and state Local Bridge Program (LBP) funds to rehabilitate the Hoxie Road Bridge over Wolf Creek in Section 14 of Locke Township and the Waldo Road Bridge over Deer Creek Drain in Section 34 of Wheatfield Township. The scope of work for these two bridges includes concrete deck removal and replacement, bridge railing construction, substructure repairs, beam painting, approach reconstruction, and guardrail.

We are to the point where the funds have been obligated for construction and contracts can be executed. The contractual responsibilities are as follows: MDOT will enter into a first party agreement with the Contractor, which basically ensures that all the federal/state construction requirements and responsibilities are defined. A second party agreement between MDOT and Ingham County is required to define the Road Department’s responsibilities and obligations for the federal and state funding.

**ALTERNATIVES**

N/A

**FINANCIAL IMPACT**

The LBP funding pays for 95% of the construction costs and is not capped. The 5% local match for the LBP funding and any non-participating work is the responsibility of the Road Department. The Road Department’s anticipated funding participations has been included in the 2024 Road Fund Budget.

Per the MDOT Contract 24-5036, the estimated funding for the projects are as follows:

Federal Local Bridge Funds:	\$ 340,000
State Local Bridge Funds:	\$ 63,750
Road Department Funds:	\$ 28,750
Total Estimated Project Cost:	\$ 432,500

Due to the nature of construction and the higher bid results over the past few years, a 20% contingency is being requested for the projects. Therefore, the estimated construction funding responsibilities for the projects, with a 20% contingency included, are as follows:



Federal Local Bridge Funds with 20% Contingency:	\$ 408,000
State Local Bridge Funds with 20% Contingency:	\$ 76,500
Road Department Funds with 20% Contingency:	<u>\$ 34,500</u>
Total Estimated Project Cost (+20%):	\$ 519,000

**RECOMMENDATION**

Based on the information provided, I respectfully recommend approval of the attached resolution to authorize a second party agreement with MDOT as described in Contract 24-5036 with a 20% contingency.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A SECOND-PARTY AGREEMENT  
WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION  
FOR FEDERAL AND STATE FUNDED PROJECTS ON  
HOXIE ROAD OVER WOLF CREEK AND WALDO ROAD OVER DEER CREEK DRAIN**

WHEREAS, the Road Department received federal and state Local Bridge Program funds to rehabilitate the Hoxie Road Bridge over Wolf Creek in Section 14 of Locke Township and the Waldo Road Bridge over Deer Creek Drain in Section 34 of Wheatfield Township; and

WHEREAS, the federal funding pays for 80% of the actual construction costs and the state funding pays for 15% of the actual construction costs with a 5% funding match being the responsibility of the Road Department; and

WHEREAS, the Michigan Department of Transportation (MDOT) Contract #24-5036 states the estimated construction funding responsibilities for the projects are as follows:

Federal Local Bridge Funds:	\$ 340,000
State Local Bridge Funds:	\$ 63,750
Road Department Funds:	<u>\$ 28,750</u>
Total Estimated Project Cost:	\$ 432,500; and

WHEREAS, a contingency is being requested in the amount of 20% of the total estimated project costs for the projects to account for unexpected construction costs; and

WHEREAS, the estimated construction funding responsibilities for the projects, with a 20% contingency included, are as follows:

Federal Local Bridge Funds with 20% Contingency:	\$ 408,000
State Local Bridge Funds with 20% Contingency:	\$ 76,500
Road Department Funds with 20% Contingency:	<u>\$ 34,500</u>
Total Estimated Project Cost (+20%):	\$ 519,000; and

WHEREAS, the Road Department's anticipated local participation costs have been included in the 2024 Road Fund Budget; and

WHEREAS, the construction project will be undertaken pursuant to an agreement between MDOT and the Contractor; and

WHEREAS, the County on behalf of the Road Department, must enter into an associated second-party agreement with MDOT consistent with federal and state funding requirements.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Contract #24-5036 with the Michigan Department of Transportation to rehabilitate the Hoxie Road Bridge over Wolf Creek in Section 14 of Locke Township and the Waldo Road Bridge over Deer Creek Drain in Section 34 of Wheatfield Township for a total estimated project cost of \$432,500 consisting of \$340,000 in federal Local Bridge Program funds, \$63,750 in state Local Bridge Program funds and \$28,750 in Road Department funds.

BE IT FURTHER RESOLVED, that the project shall include a contingency in the amount of 20% of the estimated project costs, equating to a total budgeted project cost of \$519,000 consisting of \$408,000 in federal Local Bridge Program funds, \$76,500 in state Local Bridge Program funds, and \$34,500 in Road Department funds.

BE IT FURTHER RESOLVED, that the Road Department's anticipated local participation match for the federal and state funding has been included in the 2024 Road Fund Budget.

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

**Agenda Item 11d**

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

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

**DATE:** March 5, 2024

**SUBJECT:** Proposed Resolution to Approve a Stop Sign Traffic Control Order for the Intersection of Wild Ginger Trail and Woodwind Trail

For the Meeting Agendas of March 19 and 26

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**BACKGROUND**

The intersection of Wild Ginger Trail and Woodwind Trail is located within the Trails at Lake Lansing #3 Subdivision, Section 2, Meridian Township which was platted in February 1990. The plat included a 125' x 66' stub of Wild Ginger Trail immediately east of the intersection. Sometime since the platting of the subdivision, the stub of Wild Ginger Trail east of the intersection has functioned as a trailhead for the Lake Lansing Park North, which at times includes vehicle parking.

The Road Department finds no record of any traffic control signage on Wild Ginger Trail. To avoid the potential for future vehicle conflict, a stop sign should be placed on the west leg of the Wild Ginger Trail at Woodwind Trail intersection.

In order for the stop sign 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 of the TCO by the Board Chairman. After the TCO is filed with the Clerk's Office, the sign will be installed by the Road Department and will have the force of law.

**ALTERNATIVES**

N/A

**FINANCIAL IMPACT**

The cost to install the stop sign at the intersection of Wild Ginger Trail and Woodwind Trail is included in the 2024 Road Fund budget.

**OTHER CONSIDERATIONS**

N/A

**RECOMMENDATION**

Based on the information provided, I respectfully recommend approval of the attached resolution to execute a Traffic Control Order at the intersection of Wild Ginger Trail and Woodwind Trail.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE A STOP SIGN TRAFFIC CONTROL ORDER FOR THE  
INTERSECTION OF WILD GINGER TRAIL AND WOODWIND TRAIL**

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 intersection of Wild Ginger Trail and Woodwind Trail located in Section 2 of Meridian Charter Township and determined a stop sign is necessary at the location as described herein; and

WHEREAS, the Road Department recommends a stop sign to be installed on the west leg of the Wild Ginger Trail at Woodwind Trail intersection.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to place a stop sign for traffic on the west leg of Wild Ginger Trail at the intersection of Woodwind Trail, located in Section 2 of Meridian Charter Township.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign the Traffic Control Order on behalf of the County.

## Agenda Item 11e

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

**FROM:** Andrew Dunn, Director of Operations ICRD

**DATE:** March 5, 2024

**SUBJECT:** Proposed Resolution to Authorize a Purchase Order for Reflective Sign Faces, Complete Signs, Aluminum Sheet Sign Panels and Signposts

For the Meeting Agendas on March 19, 20 and 26

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### **BACKGROUND**

The Road Department annually purchases signs and posts of various sizes and specifications to replace damaged or outdated signs throughout Ingham County.

The purpose of this memorandum is to request approval to execute a purchase order for reflective sign faces, complete signs, aluminum sheet sign panels, and signposts from Dornbos Sign & Safety Inc.

Bids for signs and posts were solicited and evaluated by the Ingham County Purchasing Department for Invitation for Bid (IFB) #59-24 as shown per the Memorandum of Performance. The Purchasing Department and the Road Department are in concurrence to execute a purchase order with Dornbos Sign & Safety Inc., as they provided the lowest most complete bid. These materials will be purchased on an as-needed, unit price basis for a period of one-year with an option for a one-year renewal.

### **ALTERNATIVES**

N/A

### **FINANCIAL IMPACT**

The Road Department 2024 budget includes sufficient funds to cover the cost associated with this contract.

### **OTHER CONSIDERATIONS**

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

### **RECOMMENDATION**

I recommend that the Committees approve the attached resolution to authorize a purchase order with Dornbos Sign & Safety Inc. for reflective sign faces, complete signs, aluminum sheet sign panels, and signposts.

**Agenda Item 11e**

TO: Andrew Dunn, Director of Operations, Ingham County Road Department  
FROM: Gregg Todd, Controller  
DATE: February 26, 2024  
RE: Memorandum of Performance for IFB No. 59-24 Reflective Sign Faces, Complete Signs, Aluminum Sheet Sign Panels & Signposts

Per your request, the Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing reflective sign faces, complete signs, aluminum sheet sign panels & signposts for the Ingham County Road Department, for a period of one (1) year with an option for a one-year renewal. Prices will remain constant with no price increases for the initial one-year term of the contract.

The scope of work includes, but is not limited to, meeting the Michigan Department of Transportation’s 2020 Standard Specifications ensuring that all materials used for the construction of reflective sign faces are 3M brand or approved equal and certifying that sign panel hole punching conforms to the Ingham County Road Department specifications. Additionally, all signposts are to conform to the Ingham County Road Department’s specifications and any post not conforming will be rejected.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	30	2
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 IFB; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.***

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

***If further assistance is required, please contact [jbuckmaster@ingham.org](mailto:jbuckmaster@ingham.org) or by phone at 517-676-7222.***

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Initial Order Total Cost
Vulcan Inc dba Vulcan Signs	No, Foley AL	\$38,823.00
Sign Solutions USA	No, West Fargo ND	\$25,069.00 *initial order total cost does not include galvanized signposts
Dornbos Sign	No, Charlotte MI	\$36,092.70
Lightle Enterprises	No, Frankfurt OH	\$40,634.40



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER FOR REFLECTIVE SIGN FACES,  
COMPLETE SIGNS, ALUMINUM SHEET SIGN PANELS AND SIGNPOSTS**

WHEREAS, the Road Department annually purchases signs and posts of various sizes and specifications to replace damaged or outdated signs throughout Ingham County; and

WHEREAS, the Purchasing Department recently released Invitation For Bid #59-24 and received competitive bid proposals for furnishing reflective sign faces, complete signs, aluminum sheet sign panels, and signposts for a period of one-year with an option for a one-year renewal; and

WHEREAS, bids for reflective sign faces, complete signs, aluminum sheet sign panels, and signposts were solicited and evaluated by the Purchasing Department, and it is their recommendation, together with the concurrence of Road Department staff, to execute a purchase order with Dornbos Sign & Safety Inc.; and

WHEREAS, the Road Department 2024 budget includes sufficient funds to purchase these materials.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bid and authorizes a purchase order with Dornbos Sign & Safety Inc. of 619 W Harris Street, Charlotte, MI 48813 to furnish reflective sign faces, complete signs, aluminum sheet sign panels, and signposts to the Road Department on an as-needed, unit price basis for a one-year period, with a one-year renewal option per Invitation For Bid #59-24.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute a purchase order with Dornbos Sign & Safety Inc. to purchase reflective sign faces, complete signs, aluminum sheet sign panels, and signposts as needed and budgeted, on behalf of the Road Department.

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

**TO:** Board of Commissioners County Services and Finance Committees  
**FROM:** Gregg Todd, Controller  
**DATE:** March 10, 2024  
**SUBJECT:** Resolution to Approve an Agreement with eX2 For Broadband Middle Mile Design Services  
For the meeting agendas of March 19, 20

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**BACKGROUND**

With the upcoming release of the Michigan BEAD grant program for broadband expansion, we would like to have a better developed middle mile broadband plan for the County. eX2 is currently working with Livingston County on broadband fiber engineering and installation and the proximity of a number of their routes to Ingham County make them a good choice for helping us develop a middle mile broadband plan.

This project scope provides for the preliminary design consultation services and GIS mapping services required to develop a conceptual fiber route having the minimum capacity to connect County facilities in addition to providing the scalability and flexibility for an open access middle mile network. The middle mile network will provide the backbone infrastructure necessary for serving rural and underserved communities within the County. Upon completion of the project, we will be provided with PDF map prints and GIS files for the designed network to be used for submission with various grant and funding requests.

Livingston procured eX2's services through a competitive bid that our procurement policies allow the County to utilize.

**ALTERNATIVES**

Do not procure eX2's services.

**FINANCIAL IMPACT**

The \$58,416.98 is available in the ARPA funds allocated to County broadband.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Respectfully recommend that County Services and Finance approve the resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE AN AGREEMENT WITH EX2 FOR  
BROADBAND MIDDLE MILE DESIGN SERVICES**

WHEREAS, funding for broadband expansion through the Michigan Broadband Equity, Access, and Deployment (BEAD) program and other federal broadband programs will require that Ingham County have a middle mile fiber backbone plan that identifies potential routes and infrastructure requirements to serve unserved and underserved communities; and

WHEREAS, a robust middle mile fiber backbone plan should also include routes to Community Anchor Institutions (CAIs) in the County including all County facilities; township, village, and city halls; and schools; and

WHEREAS, Livingston County has developed a county-wide middle mile fiber backbone plan with eX2 that has “dead end” routes to the Ingham County line; and

WHEREAS, contracting with eX2 to develop a middle mile fiber backbone plan for Ingham County by utilizing Livingston County’s public procurement process will save us time and provide us with a proven contractor that is highly recommended by Livingston County; and

WHEREAS, funding for the not to exceed cost of \$58,416.96 for this project is available in American Rescue Plan Act (ARPA) funds previously allocated to County-wide broadband development.

THEREFORE BE IT RESOLVED, that the Board of Commissioners does hereby authorize an agreement with eX2 to provide preliminary design consultation services and GIS mapping services to develop a conceptual fiber route that connects County CAIs that provides scalability and flexibility for an open access middle mile network for a not to exceed cost of \$58,416.96.

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

TO: County Services Committee

FROM: Becky Bennett, Director Board of Commissioners Office

DATE: February 22, 2024

SUBJECT: Resolution to Modify the Composition of Housing Trust Fund Committee

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**BACKGROUND**

The Board of Commissioners created the Housing Trust Fund Committee in 2021 and charged the Committee with planning for and recommending to the Board the expenditure of \$9 million in American rescue Plan funds to improve the supply and quality of housing in Ingham County. The Committee includes seven members, two of whom are not affiliated with Ingham County government.

As the work of the Committee has progressed it has become clear to its members that work addressing the county’s housing needs requires a broad representation of viewpoints and experiences. The Committee has encouraged public involvement in its meetings. Its members believe, however, that more such viewpoints should be formally represented on the Committee.

**FINANCIAL IMPACT**

There is minimal financial impact. Committee members are not paid or reimbursed for expenses.

**RECOMMENDATION**

It is recommended that the membership of the committee increase from seven to eleven members consisting of the following:

- County Services Chairperson or designee from membership of County Services Committee
- Ingham County Treasurer
- Ingham County Controller/Administrator
- Ingham County Land Bank Executive Director
- Racial Equity Task Force Representative
- Financial Institution Representative
- Builders/Developers Representative
- Tenants/Tenants Organizations Representative
- Unhoused Resident/Service Provider to Unhoused Residents
- Member who resides outside of the Cities of Lansing and East Lansing, and Delhi, Lansing and Meridian Charter Townships
- Resident of Ingham County

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO MODIFY THE COMPOSITION OF  
THE INGHAM COUNTY HOUSING TRUST FUND COMMITTEE**

WHEREAS, the Ingham County Board of Commissioners established the Ingham County Housing Trust Fund Committee through Resolution #21-398, as amended by Resolutions #21-485 and #23-004; and

WHEREAS, the Housing Trust Fund Committee consists of seven members: the County Services Committee Chairperson/Designee from membership of the County Services Committee, Ingham County Treasurer, Ingham County Controller/Administrator, Ingham County Land Bank Executive Director, Racial Equity Task Force representative and two Ingham County residents; and

WHEREAS, as the functions of the Housing Trust Fund have developed it has become necessary to increase the size of the Committee to include additional members to expand the viewpoints and experiences of the membership of the Housing Trust Fund Committee.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby modifies the composition of the Housing Trust Fund Committee to increase the size from seven to eleven members consisting of the following:

County Services Chairperson or designee from membership of County Services Committee  
Ingham County Treasurer  
Ingham County Controller/Administrator  
Ingham County Land Bank Executive Director  
Racial Equity Task Force Representative  
Financial Institution Representative  
Builders/Developers Representative  
Tenants/Tenants Organizations Representative  
Unhoused Resident/Service Provider to Unhoused Residents  
Member who resides outside of the Cities of Lansing and East Lansing, and Delhi, Lansing  
and Meridian Charter Townships  
Resident of Ingham County

BE IT FURTHER RESOLVED, that Resolution #21-398, as amended by Resolutions #21-485 and #23-004, will be amended to reflect the above-mentioned changes, all other provisions will remain in effect including the 3 year staggered terms for those appointed from the public.

**Agenda Item 13b**

**TO:** Board of Commissioners County Services Committee  
**FROM:** Becky Bennett, Director, Board of Commissioners' Office  
**DATE:** March 6, 2024  
**SUBJECT:** Request for a Step Increase for Controller/Administrator

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The Controller/Administrator is eligible for a step increase on his anniversary date which is March 22, 2024. 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 Controller/Administrator is eligible to receive a step increase from Grade MCF 20 Step 3 (\$166,787.86) to MCF 20 Step 4 (\$174,626.89), a difference of \$7,839.03. The cost of this step increase is included within the 2023 budget for the Controller'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.