

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

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THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, MARCH 5, 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 [February 20, 2024](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Drain Commissioner – [Lake Lansing](#) Level Control Structure (*Discussion*)
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
8. [Board of Commissioners](#) – Resolution to Authorize the [Release of Attorney/Client Privileged Communication](#)

Announcements
Public Comment
Adjournment

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

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

COUNTY SERVICES COMMITTEE
February 20, 2024
Draft Minutes

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

Members Absent: None.

Others Present: Becky Bennett, Gregg Todd, Paul Pratt, Steve Carpenter, Tom Hardy, DJ Fink Jr., Claudia Kerbawy, Richard Kerbawy, Shawn Middleton, Chris Mattson, Charlotte Stafford, 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 6, 2024 Minutes

CHAIRPERSON PEÑA STATED, WITHOUT OBJECTION, THE MINUTES OF THE FEBRUARY 6, 2024 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS SUBMITTED.

Additions to the Agenda

None.

Limited Public Comment

Tom Hardy, Federal Emergency Management Agency (FEMA) Inter-Governmental Affairs Officer, stated that there had been a Presidential Declaration resulting from the deadly tornadoes and flooding back in August of 2023. Hardy further stated their position was to work as a liaison with the Board of Commissioners, the County Controller, and the Mayors and Councils of the Cities in Ingham County, as well as two other surrounding counties.

Hardy stated they were present to introduce themselves and get information from the Commissioners as to what they wanted to know about the FEMA programs or concerns they may have had.

Gregg Todd, Controller, asked Hardy to tell them more about the public outreach plan.

Hardy stated they had Disaster Survivor Assistance (DSA) teams that had been in Ingham County since Friday, February 16, 2024, as well as 8 other counties that had a declared emergency. Hardy further introduced DJ Fink Jr., FEMA District 1 Division Supervisor, and stated Fink worked directly with the Emergency Manager's Office and could also answer questions.

Fink stated they worked with Emergency Managers from each county as well as municipal Emergency Managers. Fink further stated their job was supervising field teams and the DSA teams that went door-to-door, and Disaster Recovery Centers that would eventually open up.

Fink stated they knew there were many questions and they would be happy to answer those at a later time. Fink further stated that they and Hardy worked hand in hand with different parts of the counties to make sure people were informed every step of the way.

Hardy stated they would provide news releases and information for survivors to register with FEMA and they would be working through the Controller's Office and was willing to work directly with any of the Commissioners as well.

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

1. Treasurer's Office – Resolution to Expend Brownfield Tax Increment Proceeds for Eligible Expenses on 400 Block of North Martin Luther King Jr Boulevard
3. Health Department
 - a. Authorization to Start a Managerial/Confidential Employee Above Step 2
 - b. Authorization to Start a Managerial/Confidential Employee Above Step 2
 - c. Authorization to Start an ICEA County Professional Employee Above Step 2
 - d. Resolution to Authorize the Creation of a .50 FTE Region 7 Perinatal Quality Collaborative Project Specialist
4. Potter Park Zoo – Notice of Emergency Purchase Order for HVAC Controls Replacement
5. Innovation & Technology Department
 - a. Resolution to Authorize a Security Assessment from Dewpoint
 - b. Resolution to Approve Retainer Hours for Support Provided by Sentinel Technologies
6. Facilities Department
 - a. Resolution to Authorize a Purchase Order to W.W. Grainger Inc., for the Metal Detector at the Ingham County Family Center
 - b. Resolution to Authorize a Special Part-Time Administrative Assistant Position for the Ingham County Facilities Department
7. Road Department
 - a. Resolution to Authorize Agreements with Bunkerhill, Meridian, Stockbridge and White Oak Townships for the 2024 Local Road Program
 - b. Resolution to Authorize a Purchase Order for Trimble Business Center Software
 - c. Resolution to Approve a Yield to Stop Sign Traffic Control Order for the Intersection of Banyon Trail and Burcham Drive
 - d. Resolution to Authorize Purchase Orders for Roto Milling and Pulverizing Services

- e. Resolution to Approve and Certify the Ingham County 2023 Public Road Mileage Certification
 - f. Resolution to Authorize a Second Party Agreement with the Michigan Department of Transportation for a Federally Funded Project on Holt Road from US-127 to Okemos Road
8. Controller's Office – Resolution to Amend Economic Development Service Contract with Lansing Economic Area Partnership
 9. Board of Commissioners – Resolution to Recognize March 2024 as Women's History Month in Ingham County

THE MOTION CARRIED UNANIMOUSLY.

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

6. Facilities Department
 - c. Resolution to Authorize an Amendment to the Current Agreement with Teachout Security for Unarmed Security Services at New Hope

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

Commissioner Schafer asked for clarification as to why the County needed this.

Todd stated that the Community Health Centers provided healthcare at the New Hope location, but the parking lot was fairly removed from the site and was dark, which made staff and clients feel uncomfortable. Todd clarified they had worked with the Health Department to add to the contract with Teachout Security to provide Security services to give everyone peace of mind.

Commissioner Schafer thanked Todd.

THE MOTION CARRIED UNANIMOUSLY.

2. Drain Commissioner – Public Hearing on Lake Lansing Level Control Structure Alternatives Analysis

Chairperson Peña declared the Public Hearing on Lake Lansing Level Control Structure Alternative Analysis open at 6:09 p.m.

Claudia Kerbawy, Lake Lansing Property Owners Association (LLPOA) President, acknowledged the Drain Commissioner and stated that they had met with Paul Pratt, Deputy Drain Commissioner, and Chris Mattson, Spicer Group Inc. Project Manager, several times since July of 2023 to help them understand the project that had been going on. C. Kerbawy further stated they appreciated

the members of the Board of Commissioners who had taken the time to talk with the LLPOA as well.

C. Kerbawy provided a statement, which was included in the minutes as Attachment A.

Steve Carpenter, LLPOA former President, stated that as far as funding of the project, they were not sure how it would all work, but knew the project would cost the residents, without overruns or inflation, around 1.1 to 1.2 million dollars. Carpenter further stated that when they had bought their house, they could not sleep at night because they were unsure sure how they would afford it and suspected there were many people doing the same thing.

Carpenter further stated the Assessment District that would be set up would also include properties around Lake Lansing that were of varying income levels. Carpenter further stated concern that if those people were hit with something they felt they should not have to pay for because they did not live on the lake, there could be some animosity.

Carpenter stated the Lake Lansing Park had received 2.6 million dollars in funding though grants and from Ingham County, and the Boat Launch received \$600,000 from grants and from Ingham County, yet the dam was the reason the parks were there and needed repairs and attention. Carpenter further stated it was a matter of fairness to have Ingham County or the Parks Department step forward and say they were willing to preserve the health of Lake Lansing by maintaining the dam.

Carpenter stated that Commissioner Pawar had been involved, and she would be a good resource to start with. Carpenter further stated they would like to see funding occur other than the Assessment District and thought that Ingham County should step up and have a part in that.

Michael Harvey, LLPOA Vice President, stated they had been a resident on Lake Lansing since 1977 and had used the lake since the late 1960s, which was before the dam had a control structure. Harvey further stated the dam had existed well over 50 years prior to the control structure and that the spillway then was at a lower level than it was currently, and people still used Lake Lansing at that level.

Harvey stated that the valve could have failed and that could have been a problem, so it may have been easier just to plug it, however residents were used to the established lake level and many people used Lake Lansing.

Harvey stated they thought the original grant to dredge Lake Lansing included Federal money, which was an economic development that was done. Harvey further stated it benefited the Government economically to keep the lake, as well as the residents, and that they had not seen any specifications on the Special Assessment District or division of it, but agreed the two parks added value to Ingham County.

Commissioner Ruest left at 6:23.

Richard Kerbawy, LLPOA member, stated they had lived on Lake Lansing with their wife, C. Kerbawy since 1978 and previously worked for the Ingham County Prosecutor's Office and Circuit Court for 27 years. R. Kerbawy further stated they were there when the Lake Lansing dredging project began in 1978 and they saw the hand-wringing and anguish that people went through over whether it should have been done or not.

R. Kerbawy further stated they were saving Lake Lansing from the eutrophication that was occurring by the nature coming and filling in the lake and explained that, had it not been done, there would be not be a Lake Lansing, there would not be the property values seen today, there would not be a beautiful park with a brand new concession stand and bathhouse, and there would not be summer concerts every Friday night at 7:00 p.m. where thousands of people from the Mid-Michigan area came to listen to music.

R. Kerbawy stated they now had a project that dealt with a minor problem, and that the regulation of the dam simply did not work. R. Kerbawy further stated that, after talking to people all over Lake Lansing and having been there over 40 years, there was a substantial amount of people that wanted to find out what the problem truly was and have it fixed.

R. Kerbawy stated there was no need to have a gigantic project to do something they did not need and to have it cost the Lake Lansing residents, as well as tax payers across Ingham County, extra expenses. R. Kerbawy further stated that there had been a number of Governmental entities that contributed to the dredging project back in the late 1970s and that they all worked together to do it.

R. Kerbawy stated they believed the people of Lake Lansing wanted to work together with the Ingham County Government, but they needed to have a study done that accurately showed what needed to be done in a cost-effective way so that the residents of Lake Lansing and the rest of Ingham County did not get hit with burdensome taxes. R. Kerbawy further stated that this was also relevant for the other residents of Ingham County to ensure they did not get hit with extra burdensome taxes.

Pratt stated they were not taking a position on the report but they were present to hear what the public had to say and provide a bit more information on the Assessing District.

Shaun Middleton, Spicer Group Inc. Senior Project Manager, introduced themselves.

Mattson introduced themselves.

Pratt stated the Assessing District was very much up in the air, and as far as they knew, there was only one district for the dam in 1975, but it was surprisingly hard to pry out of the Circuit Court records. Pratt further stated the reason that was important was because Ingham County Counsel had assured them it was an arduous task to change the district and that, if the district had to be changed, it would add time and money to the project.

Pratt stated they were hoping they did not have to change the district and that there were assessment rolls from the 1980s that showed that it went as high as 40% at-large. Pratt further stated that the

Drain Commissioner, if they could arrange it, would not say that it would be an “out of order” for an assessment roll that they would provide to the Board of Commissioners.

Pratt reminded those present that the Board of Commissioners did have the final say on the roll.

Middleton stated, in regard to the 2022 Dam Inspection Report, that it was clearly the goal to address those items and that they were looking into some lining options and they had talked to some contractors regarding liners and had received mixed views. Middleton further stated it would definitely be an option to bid and see which would be cheaper.

Todd stated they thought Ingham County fully supported Meridian Township paying 40%.

Commissioner Pawar stated she would like to check with Spicer Group Inc. while they were present because a point was made by the LLPOA at the February 6, 2024 County Services Meeting regarding the validity of the report and making sure it had been sealed and stamped with the engineer stamp. Commissioner Pawar further stated that she was addressing some concerns from constituents that were not present.

Commissioner Pawar stated C. Kerbawy had summed up the concerns of most of the constituents but the discussion was historic and she wanted the Board of Commissioners to be aware of that. Commissioner Pawar stated the way Drain Commission projects had gone in Ingham County had become a concern, specifically that the cost effectiveness, as they had not stayed within the price range from the beginning of the project to the end of the project, but rather the costs were skyrocketing and there was fear about how much they could be assessed in future projects.

Commissioner Pawar stated that to have all the issues resolved in a cost-effective way was at the heart of all the residents she spoke with. Commissioner Pawar stated that constituents had asked the Drain Commissioner’s Office and Controller’s Office for the 10-year ongoing assessment roll that showed \$140,000 to \$180,000 in charges.

Commissioner Pawar further stated she did some soul 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.

Commissioner Pawar stated most of the residents were okay with that but asked the Drain Commissioner’s Office to have a day of review of what those costs were so they could understand how the billing worked. Commissioner Pawar further stated that if the \$140,000 to \$180,000 in charges would stand, then there should be a day of review and effort made to explain the charges to the residents.

Commissioner Pawar stated that there was much concern about having limited construction oversight, and that the costs were upwards of 50% or higher when Spicer Group Inc. was involved, while the industry standards were 7% to 12%. Commissioner Pawar further stated she was not specifically naming the group but there were other engineering firms that may not have been as expensive.

Commissioner Pawar stated that setting the dam district right was something all constituents she spoke to discussed, and that it was important that the dam district was set up fairly.

Charlotte Stafford, LLPOA member, stated they supported everything said by C. Kerbawy and that they all wanted a cost-effective solution. Stafford further stated they wanted to expand the Assessment District so it covered as many entities as possible, whether it was Ingham County or the Federal Government and expand the district itself.

Stafford stated they believed that the over charges that were over 10 years old was ridiculous and that many residents had not lived on Lake Lansing that entire time, yet they were expected to put up money for them. Stafford further stated the accounting for it should have been done on an annual basis.

Chairperson Peña declared the Public Hearing on Lake Lansing Level Control Structure Alternative Analysis closed at 6:36 p.m. Chairperson Peña further reminded those present that the public hearing was officially open until April 5, 2024.

Chairperson Peña stated those should have their points written down and communicate those with the County Services Committee as well as the Drain Commissioner's Office. Chairperson Peña further stated those present should keep themselves informed and on the same page to help with communications to the Committee.

Commissioner Grebner stated that it was not a matter they had to research and they were present when it was all done and had a great deal of information to convey, but they would wait until there was a matter before Board of Commissioners before they contributed.

Chairperson Peña thanked Commissioner Grebner for their knowledge and history.

Announcements

Commissioner Schafer stated that she had Susan Andrews speak with her and go over their concerns regarding Lake Lansing and appreciated people reaching out and everyone coming to the meeting because it helped them understand what was going on.

Commissioner Grebner asked Todd about methods of controlling and administering the Lake Lansing Level Control Structure.

Discussion ensued regarding the Lake Lansing Level Control Structure Alternative Analysis.

Commissioner Grebner clarified they were asking about alternatives of the control method and the contractor. Commissioner Grebner further asked who would administer the contracts.

Todd apologized and stated they did not have any information on that at that time.

Commissioner Grebner stated maybe that would be provided in a memo from the Controller regarding options for controlling the contracts.

Pratt stated they were planning on getting a resolution around for the first round in May to be filed by mid-April that would have a Request for Proposal (RFP) for a Design Engineer because the alternatives were not construction-ready. Pratt further stated by that time they thought it would have been figured out.

Discussion.

Pratt stated they could sort out the Drain District, Assessment District, and the procedure and further stated that they did not have a dog in this hunt but assumed it would stay with the Drain Commissioner, however, if there was different proposal, that was fine.

Commissioner Pawar asked if the control management methods for the Lake Lansing Level Control Structure could be brought up at the next County Services Committee meeting. Commissioner Pawar stated this would offer the opportunity to hear more information from the Drain Commissioner's office about the six alternative methods and the control costs.

Chairperson Peña stated their agreement.

Commissioner Grebner clarified they wanted to know who would be the principal contracting agency.

Pratt stated it was always the Board of Commissioners.

Commissioner Grebner clarified they wanted to know who the Board of Commissioners would designate to take bids. Commissioner Grebner further stated they attempted to explore Meridian Township to do the contracting work, but they had rejected it.

Commissioner Grebner stated they were hoping someone other than the Drain Commissioner's Office would be considered as the principal contracting agency, meaning who would actually recruit bids, open them and award the contracts.

Chairperson Peña thanked Pratt and Commissioner Grebner and stated they could make that as a part of the next County Services Agenda.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:44 p.m.

Date: February 20, 2024

To: Ingham County Commissioners and other Key Stakeholders

From: Lake Lansing Property Owners Association

Claudia Kerbawy, President

Ckskerbawy@gmail.com

517-285-3848

Subject: **PUBLIC HEARING COMMENTS: Lake Lansing Level Control Structure Alternatives Analysis**

The Lake: Lake Lansing is one of the Capital Area region's premier natural resources. Each year, many thousands from Ingham County, the surrounding 4-county area and beyond enjoy its splendor – swimming, boating, fishing, picnicking, hiking, and taking in Friday night concerts.

- 1) Based on Ingham County records, in 2020 there were over 180,000 visitors to the Lake Lansing South Park and over 150,000 users of the Lake Lansing Boat Launch. About 250 property owners (at least 500 registered voters) live on the lake. That is a tiny percentage of the people who use and enjoy the lake and its county-run parks.
- 2) Lake Lansing faces serious issues, including invasive species (much brought on boats from other lakes by non-residents), weed control and dam maintenance. It is a .8 square mile lake in a 3.6 square mile watershed, much of which is county land. Weed & water management is financed through a special assessment district with private property owners bearing 85% of the costs. These costs could be spread more equitably across those that benefit.

The Water Level Control Structure (dam): The 12/29/22 triennial inspection rated the dam condition as "fair" but identified the following needed repairs:

- 1) Perform rehabilitation of the corroded upper portion of the sheet piling along the span of the dam. (sandblasting, painting and encasement with concrete)
- 2) Replace or perform lining to the existing intake piping while replacing the valve control structure for lowering the lake level; Establish new uplift control for new/rehabilitated pipe with appropriate screening to prevent fish and other debris from washing downstream when the valve is open.
- 3) Repair damaged concrete structures.
- 4) Relevel water level measuring device on the concrete structure for a more accurate lake level reading.
- 5) Replace the wooden dock and maybe eliminate the deck over the valve control structure when doing the upgrade.
- 6) Evaluate the need to replace the still basin with other means of energy dissipaters.
- 7) Perform regular clearing and grubbing within the open drain and around culvert.
- 8) Perform regular upkeep on areas that experience erosion.

The county drain commissioner recommended a dam improvement project before the 2025 inspection. Spicer Group, under contract with the drain commissioner completed its alternatives analysis report in December 2023. (See Attachment A summarizing the alternatives identified in the report.)

The Lake Lansing Property Owner's Association wants:

- 1) A cost-effective project that addresses the recommendations of the 2022 inspection. In general, that would be close to alternative 3 in the Spicer Group report. We would recommend a liner to the existing pipe that would eliminate the need for the coffer dam and likely be significantly less expensive than digging up and replacing the current 24" pipe with a new concrete one.
- 2) An Owner's Representative – accountable to the Lake Lansing property owners, to oversee our financial, property and environmental interests and to be paid for out of funding for the project (estimated cost 3-6%).
- 3) Fixed-Cost design, engineering and construction contracts – with strictly limited cost overrun procedures.
- 4) Limited construction oversight costs – to industry standard of 7-12%
- 5) No increase in the present capacity of the water level control structure to avoid an unnecessary costly flood study.
- 6) Broad-based financing for the project including a special assessment district much larger than the current special assessment district for weed and water quality control. As is provided for in section 307 of Michigan Public Act 451, this assessment district should include public and private property owners and political subdivisions that benefit from a healthy Lake Lansing controlled by a well-functioning water level control system. In addition, other sources of funding such as special appropriations, public and/or private grants, and park and boat launch entrance fees should be evaluated and sought as appropriate.
- 7) Detailed justification and a limit to the drain commissioner's \$140,000-\$180,000 in charges accumulated over the past 17 years. Approximately half of these charges are over 10 years old.

ATTACHMENT A

Alternatives Analysis Discussion: The Lake Lansing Level Control Structure Alternatives Analysis was performed from July – December 2023 by Spicer Group under contract with the Ingham County Drain Commissioner. Alternatives identified in the report:

I. Do Nothing

- Potential for further failure of the slide gate to an open condition drawing down the lake up to 4 feet and releasing sediments downstream. This could require emergency action to plug the gate.
- Greater risk of flooding during high storm events.

II. Abandon existing drawdown pipe and slide gate control structure in-place. Estimated cost: \$300,000.

- Eliminates the risk of uncontrolled drawdown.
- Diminished capacity to address flooding from high storm events.
- Does not address operational safety of the lake level control structure.

III. Remove and replace drawdown pipe and slide gate control structure. Estimated Cost: \$900,000-\$950,000*

- Provides additional control for lake drawdown as needed to maintain court-ordered lake level.
- Does not address operational safety of the stoplog structure.
- Includes replacement of the stone and concrete spillway wall, repair of minor cracks in the concrete structures, cleaning and recoating of steel sheet piling, and removal of the deck and dock.
- **III B: Potential to increase the overall capacity by increasing the size of the drawdown pipe. ***
 - Would cost about \$50,000 more and require a flood study to get a permit.
 - ***Does not include cost for permitting and flood study.**

IV. Remove and replace drawdown pipe and slide gate control structure, replace primary stoplogs. Estimated Cost: \$1,060,000 - \$1,110,000*

- Includes actions in Alt III plus retrofitting a system of boards that could be installed and removed from the embankment using a crank system to provide reliability and safety in maintaining the court-ordered lake level and could allow for release of additional water to address flooding during the summer high water level time period.
- **IV B: Potential to increase the overall capacity by increasing the size of the drawdown pipe. ***
 - Would cost about \$50,000 more and require a flood study to get a permit.
 - ***Does not include cost for permitting and flood study.**

V. Modify spillway to provide low flow gate, abandon existing drawdown pipe in-place. Estimated Cost: \$1,500,000* *Does not include cost for permitting and flood study.

- Modify the dam by removing up to 2 feet in height of the concrete structure and install new control gates in addition to the stoplog board system of alt IV.
- Would require dredging of the lake bottom material near the dam to maintain a clear opening to the low flow gate.
- Includes replacement of the stone and concrete spillway wall, repair of minor cracks in the concrete structures, cleaning and recoating of steel sheet piling, and removal of the deck and dock.
- Could create increased peak flows and harmful impacts downstream.

VI. Increase spillway capacity to triple the spillway length from 10 to 30 feet to provide capacity for a 100-year storm. Estimated Cost: \$4,000,000 *Does not include cost for permitting and flood study.

- This alternative is not described, nor the costs estimated in detail in this report.
- Could create increased peak flows and harmful impacts downstream.

**MARCH 5, 2024 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

2. Circuit Court – Family Division – *Special Leave Extension Request*

This authorizes an extended leave for Linda Vanderstow, as allowable under the UAW agreement. Ms. Vanderstow needs the extension of special leave for medical issues. The Family Medical Leave Act (FMLA) time is exhausted.

See memo for details.

3a. Health Department – *Amended Authorization to start an ICEA County Professional Employee at Grade 09 - Step 4*

This authorizes an amended request to start an ICEA County Pro candidate selected for the Behavioral Health Consultant position, which was approved at the last County Services meeting, to reflect the correct position number.

See memo for details.

3b. Health Department – *Amended Authorization to start a Managerial/Confidential Employee at Grade 12 - Step 3*

This authorizes an amended request to start the candidate selected for the Operations Manager responsible for managing Allen, Birch, and New Hope Community Health Centers, which was approved at the last County Services meeting, to reflect the correct position number.

See memo for details.

3c. Health Department – *Amended Authorization to start a Managerial/Confidential Employee at Grade 12 - Step 5*

This authorizes an amended request to start the candidate selected for the Operations Manager responsible for managing Cedar Community Health Centers' Pediatrics and Women's Health practices, which was approved at the last County Services meeting, to reflect the correct position number.

See memo for details.

3d. Health Department – *Authorization to start an ICEA County Professional Employee at Grade 07 - Step 5*

This resolution authorizes the Health Department's request to start an ICEA County Pro candidate for a Registered Dietitian position at a Grade 7, Step 5. The ICEA Pro 7 scale is the following:

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
ICEA Pro 07	\$ 60,820.05	\$ 63,663.48	\$ 66,636.42	\$ 69,753.02	\$ 73,031.40

HR and the union support this request.

See memo for details.

4a. Innovation and Technology Department – Resolution to Approve the Renewal of the ImageSoft and OnBase Annual Support

This resolution authorizes the renewal of our contract with for ImageSoft support of the OnBase documenting and workflow platform utilized by the Courts. ImageSoft has changed its name to I3-ImageSoft. Total contract renewal price for 2024 is \$116,822.13.

Funding is available in the IT Imaging Fund.

See memo for details.

4b. Innovation and Technology Department – Resolution to Approve Better Redundancy in the Phone System by Sentinel Technologies

This resolution authorizes purchasing licensing from Sentinel Technologies for automated switchover to the County’s secondary phone system location, should there be a phone outage. Funding for the \$5,263.36 licensing is available in the IT Network Fund.

See memo for details.

5. Facilities Department – Resolution to Authorize an Amendment to the Agreement with Studio Intrigue Architects, LLC for Additional Demolition Services

This resolution authorizes an amendment to the agreement with Studio Intrigue Architects, LLC for services related to the demolition of the County Annex Building and a Road Department building. Funding for the \$6,980 increase is available through the Historic Mason Courthouse Bond project.

See memo for details.

6a. Road Department – Resolution to Approve a Stop Sign Traffic Control Order for the Intersection of Blueberry Lane and Conrad Drive

This resolution authorizes a Traffic Control Order to add a stop sign at the intersection of Blueberry Lane and Conrad Drive in Section 13 of Meridian Township due to a recent intersection evaluation.

See memo for details.

6b. Road Department – Resolution to Approve a Stop Sign Traffic Control Order for the Intersection of Eastwood Drive and Marlborough Road

This resolution authorizes a Traffic Control Order to add a stop sign at the intersection of Eastwood Drive and Marlborough Road in Section 22 of Meridian Township due to a recent intersection evaluation.

See memo for details.

6c. Road Department – Resolution to Approve a Stop Sign Traffic Control Order for the Intersection of Jacob Meadows Drive and Samuel Oaks Drive

This resolution authorizes a Traffic Control Order to add a stop sign at the intersection of Jacob Meadows Drive and Samuel Oaks Drive in Section 25 of Meridian Township due to a recent intersection evaluation.

See memo for details.

6d. Road Department – Resolution to Approve a Stop Sign Traffic Control Order for the Intersection of Kernwood Road and Pine Hollow Drive

This resolution authorizes a Traffic Control Order to add a stop sign at the intersection of Kernwood Road and Pine Hollow Drive in Section 4 of Meridian Township due to a recent intersection evaluation.

See memo for details.

6e. Road Department – Resolution to Approve a Stop Sign Traffic Control Order for the Intersection of Lady Slipper Lane and Wild Iris Lane

This resolution authorizes a Traffic Control Order to add a stop sign at the intersection of Lady Slipper Lane and Wild Iris Lane in Section 10 of Meridian Township due to a recent intersection evaluation.

See memo for details.

6f. Road Department – Resolution to Authorize Agreements with Aurelius, Delhi, Lansing, Locke, Onondaga, and Williamstown Townships for the 2024 Local Road Program

This resolution authorizes Local Road Program agreements for 2024 with Aurelius, Delhi, Lansing, Locke, Onondaga, and Williamstown Townships. The Road Department's 50% capped contribution will be \$612,897.99.

The Road Department amount is available in the 2024 Road Fund budget.

See memo for details.

6g. Road Department – Resolution to Approve a Stop Sign Traffic Control Order for the Intersection of Mojave Court and Indian Glen Drive

This resolution authorizes a Traffic Control Order to add a stop sign at the intersection of Mojave Court and Indian Glen Drive in Section 27 of Meridian Township due to a recent intersection evaluation.

See memo for details.

6h. Road Department – Resolution to Approve a Yield to Stop Sign Traffic Control Order for the Intersection of Pine Ridge Drive and Ridgeway Drive

This resolution authorizes a Traffic Control Order to change a yield sign to a stop sign at the intersection of Pine Ridge Drive and Ridgeway Drive in Section 11 of Meridian Township due to a recent intersection evaluation.

See memo for details.

6i. Road Department – Resolution to Approve a Yield to Stop Sign Traffic Control Order for the Intersection of Pine Ridge Drive and Ridgeway Drive

This resolution authorizes a Traffic Control Order to add a stop sign at the intersection of Pioneer Trail and Herron Road in Section 20 of Meridian Township due to a recent intersection evaluation.

See memo for details.

6j. Road Department – Resolution to Approve a Yield to Stop Sign Traffic Control Order for the Intersection of Pollard Avenue and Biber Street

This resolution authorizes a Traffic Control Order to change a yield sign to a stop sign at the intersection of Pollard Avenue and Biber Street in Section 6 of Meridian Township due to a recent intersection evaluation.

See memo for details.

6k. Road Department – Resolution to Approve a Stop Sign Traffic Control Order for the Intersection of Rainbow Court and Elk Lane

This resolution authorizes a Traffic Control Order to add a stop sign at the intersection of Rainbow Court and Elk Lane in Section 34 of Meridian Township due to a recent intersection evaluation.

See memo for details.

6l. Road Department – Resolution to Approve a Stop Sign Traffic Control Order for the Intersection of River Glen Drive and Glen Eyrie Drive

This resolution authorizes a Traffic Control Order to add a stop sign at the intersection of River Glen Drive and Glen Eyrie Drive in Section 25 of Meridian Township due to a recent intersection evaluation.

See memo for details.

6m. Road Department – Resolution to Approve a Stop Sign Traffic Control Order for the Intersection of Rolling Meadow Lane and Sunny Meadow Circle

This resolution authorizes a Traffic Control Order to add a stop sign at the intersection of Rolling Meadow Lane and Sunny Meadow Circle in Section 24 of Meridian Township due to a recent intersection evaluation.

See memo for details.

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

This resolution approves a reclassification for an OPEIU TCU Surveyor Position from a Grade 5 to a Grade 6:

	2024	2024	
<u>Position Title</u>	<u>Current Grade, Step 7</u>	<u>Proposed Grade, Step 7</u>	<u>Difference</u>
Surveyor	OPEIU TCU 5: 72,349.46	OPEIU TCU 6: 81,384.38	9,034.92

See memo for details.

8. **Board of Commissioners Office – Resolution to Authorize the Release of Attorney/Client Privileged Communication**

The resolution authorizes the release of an attorney/client privileged communication.

Additional Items:

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

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

Historic and Background Information

- 1974 Pre-Improvement Photographs
- 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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Alternative Analysis Drawings

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Hydrologic and Hydraulic Modeling Information

APPENDIX E

Preliminary Estimate of Costs

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.

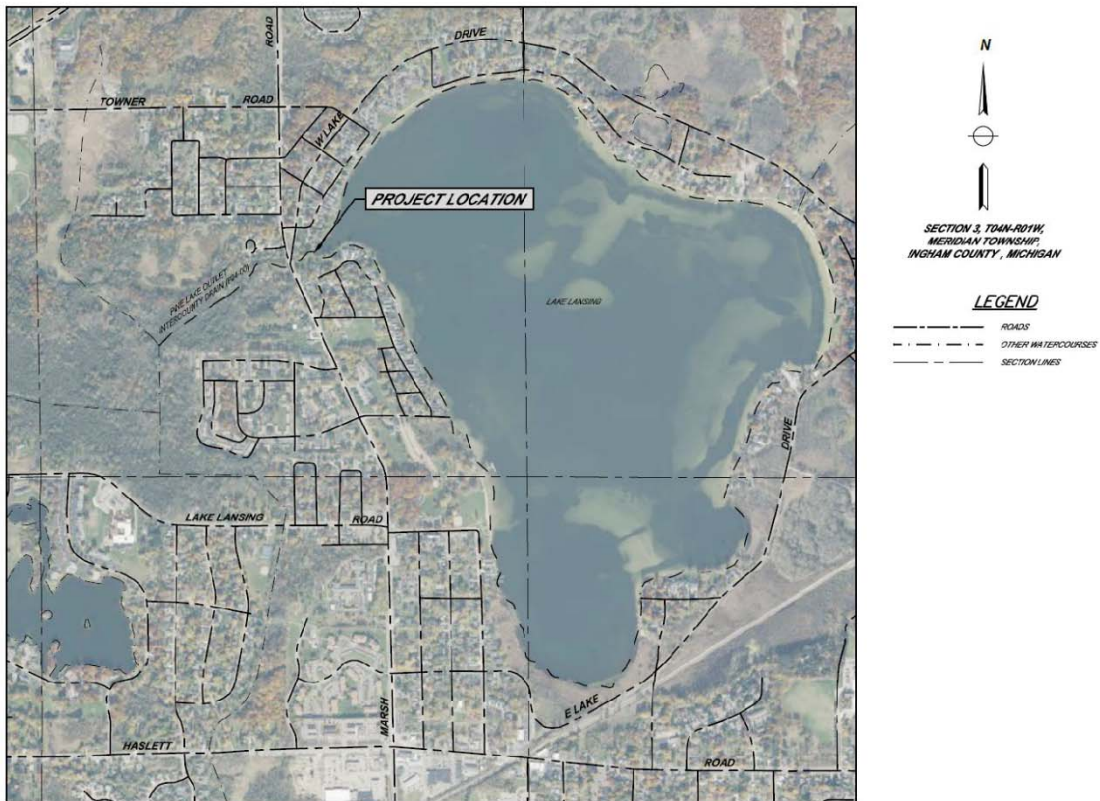


Figure 1. Lake Lansing Level Control Structure Location Map

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

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

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*

*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.

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

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 <u>Gate Closed</u> (ft NAVD 88)	Depth of flow overtopping structure (ft)	High Water Elevation with <u>Gate Open</u> (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 <u>Gate Closed</u> (ft NAVD 88)	Depth of flow overtopping structure (ft)	High Water Elevation with <u>Gate Open</u> (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

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.

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

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.

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.

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

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



APPENDIX C
Alternative Analysis Drawings



APPENDIX D
Hydrologic and Hydraulic Modeling Information



APPENDIX E
Preliminary Estimates of Cost

Agenda Item 2

TO: Ingham County Board of Commissioners

FROM: Sara Deprez, Juvenile Programs Director

DATE: February 20, 2024

RE: Linda Vanderstow Special Leave Extension

On behalf of Linda Vanderstow, the 30th Circuit Court respectfully requests a 90-day extension of special leave time allowable under the United Automobile Aerospace and Agricultural Implement Workers of America (UAW) Ingham County Unit Agreement. Ms. Vanderstow needs the extension of special leave for medical issues. The Family Medical Leave Act (FMLA) time is exhausted. Other special leaves allowable by the UAW agreement will be exhausted as of March 18, 2024.

Ms. Vanderstow has been a member of the 30th Circuit Court since March 4, 2019, serving in the capacity of the Head Cook position at the Ingham County Family Center. The authorization and the granting of the leave extension is supported by the 30th Circuit Court and the Human Resources Department.

Agenda Item 3a

To: Ingham County Board of Commissioner's County Services
From: Adenike Shoyinka, MD, MPH, Medical Health Officer
Date: February 5, 2024
Subject Amended Authorization to start an ICEA County Professional Employee at Grade 09 - Step 4

BACKGROUND

Recruitment of the Behavioral Health Consultant position (Position #601552) has concluded with a selection of a candidate to fill the position. The candidate will be responsible for assessing the social and emotional needs of Allen Community Health Center (CHC) patients to identify risk areas related to various health conditions, pregnancy, parenting, families in crisis, and adolescents and adults with psycho-social needs. We are requesting to compensate the candidate at Grade 09, Step 4 of the ICEA County Professionals (ICEA Pro) 2024 salary schedule. With this request to increase the pay above Step 2, the candidate will be compensated at a level equivalent to her current position.

Page 57 Article 28: Salaries subsection B of the ICEA Pro contract states that at the discretion of the County Services Committee, for ICEA Pro employees, a new employee may be started above Step 2 of the appropriate grade.

With a Master's Degree in Social Work and over 20 years of behavioral health experience, the selected candidate brings a broad range of knowledge, skills, and experience to the position. The candidate has provided behavioral health services in numerous health system settings including her current role as a contractual Behavioral Health Consultant through Community Mental Health of Clinton, Eaton, and Ingham Counties (CMH-CEI), where she provides substance abuse disorder treatment in multiple sites at Ingham Community Health Centers. Prior to this role, the candidate served as a Mental Health Therapist at the Okemos Center for Therapy, providing individual, family and group mental health therapy services. Other clinical roles include Clinical Faculty at Michigan State University's School of Social Work, Mental Health Therapist at Brighton Hospital, and Substance Abuse Counselor at the National Council of Alcoholism. The candidate brings a wealth of experience and clinical knowledge in behavioral health service delivery through public, private, ambulatory, and hospital settings. Given her extensive clinical experience, qualifications, and performance during our interview process, we believe that this candidate would make an excellent addition to our clinical staff and request authorization to hire at a Grade 09, Step 4.

ALTERNATIVES

Two candidates met qualifications for the Behavioral Health Consultant position and were interviewed by a two-member selection committee. The chosen candidate was the consensus recommendation of the committee. If no agreement regarding salary is reached, then the Behavioral Health Consultant search will continue. Given the scarcity of available behavioral health professionals in the marketplace, it would be untenable for Allen CHC to continue operating without a Behavioral Health Consultant for an additional length of time.

FINANCIAL IMPACT

The Behavioral Health Consultant ICEA Pro 09, beginning at Step 4 with the following pay scale for 2024:

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
ICEA Pro 09	\$72,552.89	\$75,942.63	\$79,492.52	\$83,208.40	\$87,119.20

OTHER CONSIDERATIONS

There are no other considerations.

STRATEGIC PLANNING IMPACT

This proposal supports the Strategic Plan Section 3.5, to advocate for competitive wages for its workforce.

RECOMMENDATION

Based on the knowledge, skills, and expertise of the chosen candidate, I respectfully recommend that the County Services Committee authorize the selected Behavioral Health Consultant candidate to begin at a Grade 09, Step 4 of the 2024 ICEA Pro salary schedule.

Agenda Item 3b

To: Ingham County Board of Commissioner's County Services
From: Adenike Shoyinka, MD, Medical Health Officer
Date: January 24, 2024
Subject Amended Authorization to start a Managerial/Confidential Employee at Grade 12 - Step 3

BACKGROUND

Recruitment of the Operations Manager position (Position 601197) has concluded with a selection of a candidate to fill the position. The candidate will be responsible for managing Allen, Birch, and New Hope Community Health Centers. We are requesting to compensate the candidate at Grade 12, Step 3 of the Managerial/Confidential (MC) 2024 Wage Scale. With this request to increase the pay above Step 2, the candidate will be compensated at a level equivalent to her previous position.

Page 3 Section B: Compensation Plan subsection #6 of the MC contract states that, at the discretion of the County Services Committee, for County Managers and Confidential employees, or Chief Judge for Court Managers, and Court Confidential employees, a new employee may be started above Step 2 of the appropriate grade.

With a Bachelor's Degree in Healthcare Administration and over 8 years of healthcare leadership experience, the selected candidate brings a broad range of knowledge, skills, and experience to the position. Throughout her professional journey, she has served in support or management roles within regional health system settings, beginning with her most recent position as Provider Compensation Administrator at University of Michigan – Sparrow Health System, where she managed systems that monitor provider agreements, productivity, and quality outcomes. Prior to this role, she served in leadership roles, such as Senior Operations Manager and Manager of Independent Providers, at Memorial Healthcare System. The candidate brings experience in driving positive results in operations, provider productivity and employee engagement in regional health systems. This candidate has strong and well-aligned qualifications to be a successful Operations Manager. Given her experience, qualifications, and performance during our interview process, we believe that this candidate would make an excellent addition to our leadership staff and request authorization to hire at the Grade 12, Step 3.

ALTERNATIVES

Two candidates met qualifications for the Operations Manager position and were interviewed by an eight-member selection committee. The chosen candidate was the consensus recommendation of the committee. If no agreement regarding salary is reached, then the Operations Manager search will continue. Given the departure of the current leader in this role, effective January 31, 2024, it is imperative to fill this position as soon as possible to ensure minimum disruption in, and continuity of, management coverage.

FINANCIAL IMPACT

The Operations Manager MC 12, beginning at Step 3 with the following pay scale for 2024:

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
MC 12	\$84,209.20	\$88,141.74	\$92,259.09	\$96,564.87	\$101,103.43

OTHER CONSIDERATIONS

There are no other considerations.

STRATEGIC PLANNING IMPACT

This proposal supports the Strategic Plan Section 3.5, to advocate for competitive wages for its workforce.

RECOMMENDATION

Based on the knowledge, skills, and expertise of the chosen candidate, I respectfully recommend that the County Services Committee allow the selected Operations Manager candidate to begin at Grade 12, Step 3 of the 2024 MC salary schedule.

To: Ingham County Board of Commissioner's County Services
From: Adenike Shoyinka, MD, Medical Health Officer
Date: January 24, 2024
Subject Amended Authorization to start a Managerial/Confidential Employee at Grade 12 - Step 5

BACKGROUND

Recruitment of the Operations Manager position (Position #601376) has concluded with a selection of a candidate to fill the position. The candidate will be responsible for managing Cedar Community Health Centers' Pediatrics and Women's Health practices. We are requesting to compensate the candidate at Grade 12, Step 5 of the Managerial/Confidential (MC) 2024 Wage Scale. With this request to increase the pay above Step 2, the candidate will be compensated at a level equivalent to her previous position.

Page 3 Section B: Compensation Plan subsection #6 of the MC contract states that, at the discretion of the County Services Committee, for County Managers and Confidential employees, or Chief Judge for Court Managers, and Court Confidential employees, a new employee may be started above Step 2 of the appropriate grade.

With a Master's Degree in Administration and over 20 years of healthcare leadership experience, the selected candidate brings a broad range of knowledge, skills, and experience to the position. Throughout her professional journey, she has served in physician coaching, physician practice management, and supply chain management capacities within large health system or private practice settings, beginning with her most recent position as Senior Physician Coach at the University of Michigan - Sparrow Health System, where she facilitated coaching and communications between medical specialties and collaborated with community hospitals on patient experience and education. Prior to this role, she managed a large urology practice, supporting day-to-day operations, physician coordination, strategic planning, change management, team building, facilities management, and regulatory compliance. Other leadership roles include Outpatient Program Director, and Supply Chain Manager at Munson Medical Center. The candidate brings experience in driving positive results in building teams, patient safety and satisfaction, quality, and financial performance for private and health system-based practices. This candidate has strong and well-suited qualifications to be a successful Operations Manager. Given her experience, qualifications, and performance during our interview process, we believe that this candidate would make an excellent addition to our leadership staff and request authorization to hire at the Grade 12, Step 5.

ALTERNATIVES

Two candidates met qualifications for the Operations Manager position and were interviewed by an eight-member selection committee. The chosen candidate was the consensus recommendation of the committee. If no agreement regarding salary is reached, then the Operations Manager search will continue. Given the very scarce talent availability in the marketplace, it would be untenable to continue operating without a permanent Operations Manager for an additional length of time.

FINANCIAL IMPACT

The Operations Manager MC 12, beginning at Step 5 with the following pay scale for 2024:

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
MC 12	\$84,209.20	\$88,141.74	\$92,259.09	\$96,564.87	\$101,103.43

OTHER CONSIDERATIONS

There are no other considerations.

STRATEGIC PLANNING IMPACT

This proposal supports the Strategic Plan Section 3.5, to advocate for competitive wages for its workforce.

RECOMMENDATION

Based on the knowledge, skills, and expertise of the chosen candidate, I respectfully recommend that the County Services Committee allow the selected Operations Manager candidate to begin at Grade 12, Step 5 of the 2024 MC salary schedule.

To: Ingham County Board of Commissioner's County Services
From: Adenike Shoyinka, MD, MPH, Medical Health Officer
Date: February 6, 2024
Subject: Authorization to start an ICEA County Professional Employee at Grade 07 - Step 5

BACKGROUND

Recruitment of the Registered Dietitian position (#601273) has concluded with a selection of a candidate to fill the position. The candidate will be responsible for conducting nutrition assessments, providing nutrition counseling to eligible community residents, preparing nutrition care plans, and serving as a nutrition resource at Cedar Pediatrics Community Health Center (CHC). We are requesting to compensate the candidate at Grade 07, Step 5 of the ICEA County Professionals (ICEA Pro) 2024 salary schedule. With this request to increase the pay above Step 2, the candidate will be compensated at a level equivalent to her current position.

Page 57 Article 28 states: Salaries subsection B of the ICEA Pro contract states that, at the discretion of the County Services Committee, for ICEA Pro employees, a new employee may be started above Step 2 of the appropriate grade.

With a Master's Degree in Foods and Nutrition and almost 20 years of food and nutrition experience, the selected candidate brings a broad range of knowledge, skills, and experience to the position. The candidate has provided food and nutrition services in hospitals, public health settings, and private settings beginning with her current role as a Clinical Dietitian at Sparrow Hospital, where she has conducted nutrition assessments on patients admitted for treatment. Prior to this role, the candidate served as a Clinical Dietitian at Mission to the World, supplying culturally sensitive nutrition services and education in underserved parts of Southern Asia. Other relevant roles include Public Health Dietitian at Ingham County Health Department (ICHHD), Clinical Dietitian at Healthcare Services Group, Inc., Food Services Manager at the City Rescue Mission of Lansing, and Sales Associate at Gordon Food Service. The candidate brings a wealth of experience and clinical knowledge in nutrition and food service delivery to public health, private, and hospital settings. Given her extensive clinical experience, qualifications, and performance during our interview process, we believe that this candidate would make an excellent addition to our clinical staff and request authorization to hire at a Grade 07, Step 5.

ALTERNATIVES

One candidate met qualifications for the Registered Dietitian position and was interviewed by a four-member selection committee. The chosen candidate was the consensus recommendation of the committee. If no agreement regarding salary is reached, then the Registered Dietitian search will continue. Given the upcoming retirement of the current Registered Dietitian, effective February 13, 2024, it is imperative to fill this position as soon as possible to ensure minimum disruption in, and continuity of, nutrition services at Cedar Pediatrics CHC.

FINANCIAL IMPACT

The Registered Dietitian ICEA Pro 07, beginning at Step 5 with the following pay scale for 2024:

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
ICEA Pro 07	\$ 60,820.05	\$ 63,663.48	\$ 66,636.42	\$ 69,753.02	\$ 73,031.40

OTHER CONSIDERATIONS

There are no other considerations.

STRATEGIC PLANNING IMPACT

This proposal supports the Strategic Plan Section 3.5, to advocate for competitive wages for its workforce.

RECOMMENDATION

Based on the knowledge, skills, and expertise of the chosen candidate, I respectfully recommend that the County Services Committee authorize the selected Registered Dietitian candidate to begin at a Grade 07, Step 5 of the 2024 ICEA Pro salary schedule.

Agenda Item 4a

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

FROM: Deb Fett, CIO

DATE: February 20, 2024

SUBJECT: Renewal of the ImageSoft Annual Support
For the meeting agendas of March 5th, 6th, and 12th, 2024

BACKGROUND

OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments. It is key to our document management and streamlining of our processes. These workflows we rely on were developed and are supported by ImageSoft. We have just recently received our corrected invoice although our support contract for ImageSoft expired on December 31st, 2023. Our ImageSoft maintenance invoice saw an increase of \$16,410.41 from the previous year due to additional support items added from projects in 2023.

ALTERNATIVES

We could stop using the ImageSoft systems within OnBase or look for alternative systems, but these would take time. We could choose not to continue support but that would open us up to risk if there were an issue that our internal team could not solve.

FINANCIAL IMPACT

The funding for the \$116,822.13 invoice for ImageSoft is budgeted and will come from the County's Innovation and Technology Department Network Maintenance – Imaging Fund #636-25870 932050.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

ImageSoft has a new name, I3-ImageSoft, LLC.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for the ImageSoft support renewal from I3 in the amount not to exceed \$116,822.13.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE RENEWAL OF THE
IMAGESOFT AND ONBASE ANNUAL SUPPORT**

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

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

WHEREAS, OnBase is supported by ImageSoft, which recently changes its name to I3-ImageSoft, LLC; and

WHEREAS, the current support agreement with I3-ImageSoft expired on December 31st, 2023; and

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

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of the ImageSoft annual support from I3-ImageSoft by paying the invoice in the amount not to exceed \$116,822.13.

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

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

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

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

FROM: Deb Fett, CIO

DATE: February 20, 2024

SUBJECT: Increase Redundancy for Phone System
For the meeting agendas of March 5th, 6th, and 12th, 2024

BACKGROUND

Ingham County currently has a communication system in place that has a primary location and a backup location and radiates out to the other buildings in our network. This system not only provides us the ability to make phone calls and messaging, but also sends out location information for any 9-1-1 calls that are made from our buildings. To remove the lag time that we have in switching from one primary communication system location to the other which affects departments that serve our citizens, Innovation and Technology Department (ITD) would like to add additional licensing to make these connections concurrent which will spread out usage across the sites during normal times and will also make the switch over from one primary site to the other automatic, should it experience an outage.

Our team has researched our options and determined based on previous experience and recent performance reports that Sentinel Technologies will provide the best service most quickly for the options required. This solution will be co-termed (expire) at the same time as our other licensing in order to make renewals simpler.

ALTERNATIVES

We could continue on with the lag time it takes to switch from the primary to the secondary location and rely on our team to make the switch as quickly as possible.

FINANCIAL IMPACT

The funding for the not to exceed \$5,263.36 cost for up to three years is budgeted and will come from the County's Network Fund.

OTHER CONSIDERATIONS

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

STRATEGIC PLANNING IMPACT

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

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for Redundancy in Phone System provided by Sentinel Technologies in the amount of not to exceed \$5,263.36.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

WHEREAS, to lessen the impact that outages can have on our departments that serve our citizens, Innovation and Technology (ITD) would like to add the ability to automate the switchover to the secondary phone system location, should there be an outage; and

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

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

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize purchasing licensing from Sentinel Technologies in an amount not to exceed \$5,263.36 for a 29-month period.

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

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

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

Agenda Item 5

TO: Board of Commissioners, County Services & Finance Committees

FROM: Glenn Canning, Facilities Director

DATE: February 20, 2024

RE: Resolution to Authorize an Amendment to the Agreement with Studio Intrigue Architects, LLC., for Additional Demolition Services

For the meeting agendas of: March 5 & 6

BACKGROUND

The agreement with Studio Intrigue Architects, LLC., needs to be amended to include the additional services for demolition of the Annex Building and a building at the Road Department.

The additional services will increase the agreement by \$6,980 that will include but is not limited to: drawings with specifications, attend pre-bid, site visit, and availability for answering bidding questions.

ALTERNATIVES

The alternative would be to not approve, which will not allow the buildings to be demolished costing the County more to upkeep the buildings from being a hazard.

FINANCIAL IMPACT

Funds are available in the bond project line item #453-90153-975000.

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 amendment with Studio Intrigue Architects, LLC., for the additional demolition services.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE AGREEMENT WITH
STUDIO INTRIGUE ARCHITECTS, LLC FOR ADDITIONAL DEMOLITION SERVICES**

WHEREAS, the agreement with Studio Intrigue Architects, LLC., needs to be amended for additional services for demolition; and

WHEREAS, the Annex Building and a building at the Road Department need to be demolished as those buildings are a hazard; and

WHEREAS, the increase will be \$6,980, which includes but is not limited to: drawings with specifications, attending the demolition pre-bid meeting, a site visit, and availability for answering bidding questions; and

WHEREAS, the Facilities Department recommends amending the agreement with Studio Intrigue Architects, LLC., for the additional demolition services; and

WHEREAS, funds are available in the bond project line item #453-90153-975000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement amendment with Studio Intrigue Architects, LLC, 1114 S. Washington Ave, Suite 100, Lansing, Michigan 48910, for the demolition services of the Annex Building and a building at the Road Department for the amount of \$6,980.

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 and County Services Committee

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: February 20, 2024

SUBJECT: Proposed Resolution to Approve a Stop Sign Traffic Control Order for the Intersection of Blueberry Lane at Conrad Drive

For the Meeting Agendas on March 5 and 12

BACKGROUND

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

Recently, an evaluation was performed at the intersection of Blueberry Lane and Conrad Drive located in Section 13 of Meridian Charter Township. It was determined that the following change is necessary:

Blueberry Lane at Conrad Drive – Install a stop sign (no existing signage)

In order for the above listed stop signs to become legally enforceable, the Board of Commissioners will need to approve the associated Traffic Control Order (TCO) recommended by the Road Department and authorize the execution 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 costs to install the stop sign at the above intersection is included in the 2024 Road Fund budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the resolution to execute a Traffic Control Order for the installation of a stop sign at the intersection of Blueberry Lane and Conrad Drive.

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 BLUEBERRY LANE AND CONRAD DRIVE**

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 Blueberry Lane and Conrad Drive located in Section 13 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 Blueberry Lane at Conrad Drive.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to install a stop sign on Blueberry Lane at the intersection of Conrad Drive, located in Section 13 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 6b

TO: Board of Commissioners and County Services Committee

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: February 20, 2024

SUBJECT: Proposed Resolution to Approve a Stop Sign Traffic Control Order for the Intersection of Eastwood Drive and Marlborough Road

For the Meeting Agendas on March 5 and 12

BACKGROUND

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

Recently, an evaluation was performed at the intersection of Eastwood Drive and Marlborough Road located in Section 22 of Meridian Charter Township. It was determined that the following change is necessary:

Eastwood Drive at Marlborough Road – Install a stop sign (no existing signage)

In order for the above listed 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 costs to install the stop sign at the above intersection is included in the 2024 Road Fund budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the resolution to execute a Traffic Control Order for the installation of a stop sign at the intersection of Eastwood Drive and Marlborough Road.

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 EASTWOOD DRIVE AND MARLBOROUGH ROAD**

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 northern intersection of Eastwood Drive and Marlborough Road located in Section 22 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 Eastwood Drive at Marlborough Road.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to install a stop sign for traffic on Eastwood Drive at the northern intersection of Marlborough Road, located in Section 22 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.

TO: Board of Commissioners and County Services Committee

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: February 20, 2024

SUBJECT: Proposed Resolution to Approve a Stop Sign Traffic Control Order for the Intersection of Jacob Meadows Drive and Samuel Oaks Drive

For the Meeting Agendas on March 5 and 12

BACKGROUND

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

Recently, an evaluation was performed at the intersection of Jacob Meadows Drive and Samuel Oaks Drive located in Section 25 of Meridian Charter Township. It was determined that the following change is necessary:

Jacob Meadows Drive at Samuel Oaks Drive – Install a stop sign (no existing signage)

In order for the above listed 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 costs to install the stop sign at the above intersection is included in the 2024 Road Fund budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the resolution to execute a Traffic Control Order for the installation of a stop sign at the intersection of Jacob Meadows Drive and Samuel Oaks Drive.

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 JACOB MEADOWS DRIVE AND SAMUEL OAKS DRIVE**

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 Jacob Meadows Drive and Samuel Oaks Drive located in Section 25 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 Jacob Meadows Drive at Samuel Oaks Drive.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to install a stop sign for traffic on Jacob Meadows Drive at the intersection of Samuel Oaks Drive, located in Section 25 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 6d

TO: Board of Commissioners and County Services Committee

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: February 20, 2024

SUBJECT: Proposed Resolution to Approve a Stop Sign Traffic Control Order for the Intersection of Kernwood Road at Pine Hollow Drive

For the Meeting Agendas on March 5 and 12

BACKGROUND

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

Recently, an evaluation was performed at the intersection of Kernwood Road and Pine Hollow Drive located in Section 4 of Meridian Charter Township. It was determined that the following change is necessary:

Kernwood Road at Pine Hollow Drive – Install a stop sign (no existing signage)

In order for the above listed 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 costs to install the stop sign at the above intersection is included in the 2024 Road Fund budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the resolution to execute a Traffic Control Order for the installation of a stop sign at the intersection of Kernwood Road and Pine Hollow Drive.

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 KERNWOOD ROAD AND PINE HOLLOW DRIVE**

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 Kernwood Road and Pine Hollow Drive located in Section 4 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 Kernwood Road at Pine Hollow Drive.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to install a stop sign for traffic on Kernwood Road at the intersection of Pine Hollow Drive, located in Section 4 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.

TO: Board of Commissioners and County Services Committee

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: February 20, 2024

SUBJECT: Proposed Resolution to Approve a Stop Sign Traffic Control Order for the Intersection of Lady Slipper Lane and Wild Iris Lane

For the Meeting Agendas on March 5 and 12

BACKGROUND

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

Recently, an evaluation was performed at the intersection of Lady Slipper Lane and Wild Iris Lane located in Section 10 of Meridian Charter Township. It was determined that the following change is necessary:

Lady Slipper Lane at Wild Iris Lane – Install a stop sign (no existing signage)

In order for the above listed 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 costs to install the stop sign at the above intersection is included in the 2024 Road Fund budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the resolution to execute a Traffic Control Order for the installation of a stop sign at the intersection of Lady Slipper Lane and Wild Iris Lane.

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 LADY SLIPPER LANE AND WILD IRIS LANE**

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 Lady Slipper Lane and Wild Iris Lane located in Section 10 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 Lady Slipper Lane at Wild Iris Lane.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to install a stop sign for traffic on Lady Slipper Lane at the intersection of Wild Iris Lane, located in Section 10 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.

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: February 20, 2024

SUBJECT: Proposed Resolution to Authorize Agreements with Aurelius, Delhi, Lansing, Locke, Onondaga and Williamstown Townships for the 2024 Local Road Program

For the Meeting Agendas of March 5, 6 and 12

BACKGROUND

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

Each year, a portion of the Road Department’s budget is allocated toward the shared 50% match with each township for road work occurring on local roads within their boundaries. The annual allocation of funding from the Road Department to each of the 16 townships is called the “Local Road Program” and is based on the local road miles and population within each township. The Road Department coordinates with each township to determine the priority of road projects included in the annual program. Project costs exceeding the annually allocated 50% capped funding match by the Road Department becomes the full financial responsibility of the township.

Most of the projects included in the Local Road Program can be performed by the Road Department. As the Road Department only charges for materials and vendor expenses, this further increases the value of the Local Road Program funding. However, certain projects require a higher level of service than what the Road Department is able to provide, necessitating the use of outside contractors.

Aurelius Township, Delhi Township, Lansing Township, Locke Township, Onondaga Township, and Williamstown Township have coordinated with the Road Department to schedule work for the 2024 construction season. The attached table provides details regarding the 2024 funding allocations available from the Road Department, the project scope, the estimated project cost, the funding responsibility for the township, and the funding responsibility of the Road Department.

Several other discussions are in progress with the remaining townships, so additional resolutions will be requested in the future as priorities and budgets are determined.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department match contribution for the Local Road Program in the amount of \$612,897.99 for these six townships is included in the adopted 2024 Road Fund Budget. The work listed in the attached table is proposed to be done by the Road Department for Aurelius Township, Delhi Township, Lansing Township, Locke Township, Onondaga Township, and Williamstown Township. Any project costs exceeding the capped match amounts from the Road Department will be each township's financial responsibility.

OTHER CONSIDERATIONS

This is the second group of Local Road Program agreements. Others will be forthcoming as townships continue discussions with the Road Department.

RECOMMENDATION

Based on the information provided, the Road Department respectfully requests the following resolution be approved to authorize Local Road Program Agreements with Aurelius, Delhi, Lansing, Locke, Onondaga, and Williamstown Townships.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AGREEMENTS WITH AURELIUS, DELHI, LANSING, LOCKE, ONONDAGA, AND WILLIAMSTOWN TOWNSHIPS FOR THE 2024 LOCAL ROAD PROGRAM

WHEREAS, per Act 51 of 1951 as amended, the cost of improvements on local roads must be funded at least 50% by sources other than the Road Department, such as a township, millage, or special assessment district; and

WHEREAS, a portion of the Road Department's budget is annually allocated toward the capped 50% match with each township, based on population and local road mileage, for road work occurring on local roads within their boundaries; and

WHEREAS, the Road Department coordinated with each township to determine the priority of road projects included in the annual Local Road Program; and

WHEREAS, Aurelius Township, Delhi Township, Lansing Township, Locke Township, Onondaga Township, and Williamstown Township have coordinated with the Road Department to schedule work for the 2024 construction season, as detailed in the attached table; and

WHEREAS, the Road Department is willing to perform the road improvements for the 2024 construction season; and

WHEREAS, the Road Department shall only charge for materials and vendor expenses for the projects performed by Road Department staff, and will pay 50% of the project costs up to the capped allocation for each township; and

WHEREAS, the project costs exceeding the annually allocated 50% capped funding match by the Road Department becomes the full financial responsibility of the township; and

WHEREAS, the Road Department's capped match contribution in the total amount of \$612,897.99 combined for these six townships is included in the adopted 2024 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into agreements with Aurelius Township, Delhi Township, Lansing Township, Locke Township, Onondaga Township, and Williamstown Township for the 2024 Local Road Program.

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

BE IT FURTHER RESOLVED, that the Road Department shall invoice each respective township for their portion of the project costs at the conclusion of the construction season.

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

2024 Local Road Program (LRP)

Township	Match Balance Thru 2023	2024 ICRD Match Allocation	Total 2024 Match Available	Proposed 2024 Local Road Projects	Estimated Total LRP Cost	Estimated Township Cost	ICRD LRP Contribution
Aurelius	\$0.00	\$50,000.00	\$50,000.00	HMA overlays on Plains Rd (Onondaga Rd to Aurelius Rd in coordination with Onondaga Township) and Thurlby Rd (Eifert Rd to Aurelius Rd).	\$220,220.00	\$170,220.00	\$50,000.00
Delhi	\$706,059.84	\$210,000.00	\$916,059.84	Cold milling operations and asphalt overlay on Spahr Ave (Phillips Ave to Aurelius Rd) and HMA overlays on Harper Rd (Onondaga Rd to Edgar Rd), Gunn Rd (McCue Rd to Holt Rd), and Howell Rd (Edgar Rd to College Rd).	\$637,716.67	\$318,858.34	\$318,858.34
Lansing	\$100,440.20	\$60,000.00	\$160,440.20	Cold milling operations and asphalt overlay on Macon Ave (Waverly Rd To Morris Ave), Homer St (Howard Ave to 158' N of Woodruff Ave), Woodruff Ave. (Homer St to Chester Rd), and Chester Rd (Grand River Ave to 155' N or Hopkins Ave).	\$202,914.30	\$101,457.15	\$101,457.15
Locke	\$0.00	\$45,000.00	\$45,000.00	HMA overlay on Milton Rd (Township Line to Locke Rd).	\$55,055.00	\$27,527.50	\$27,527.50
Onondaga	\$147,875.31	\$45,000.00	\$192,875.31	HMA overlay on Plains Rd (Onondaga Rd to Aurelius Rd in coordination with Aurelius Township)	\$110,110.00	\$55,055.00	\$55,055.00
Williamstown	\$0.00	\$60,000.00	\$60,000.00	HMA overlay on Zimmer Rd (Haslett Rd to County Line).	\$242,242.00	\$182,242.00	\$60,000.00

TO: Board of Commissioners and County Services Committee

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: February 20, 2024

SUBJECT: Proposed Resolution to Approve a Stop Sign Traffic Control Order for the Intersection of Mojave Court and Indian Glen Drive

For the Meeting Agendas on March 5 and 12

BACKGROUND

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

Recently, an evaluation was performed at the intersection of Mojave Court and Indian Glen Drive located in Section 27 of Meridian Charter Township. It was determined that the following change is necessary:

Mojave Court at Indian Glen Drive – Install a stop sign (no existing signage)

In order for the above listed 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 costs to install the stop sign at the above intersection is included in the 2024 Road Fund budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the resolution to execute a Traffic Control Order for the installation of a stop sign at the intersection of Mojave Court and Indian Glen Drive.

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 MOJAVE COURT AND INDIAN GLEN DRIVE**

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 Mojave Court and Indian Glen Drive located in Section 27 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 Mojave Court at Indian Glen Drive.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to install a stop sign for traffic on Mojave Court at the intersection of Indian Glen Drive, located in Section 27 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.

TO: Board of Commissioners and County Services Committee

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: February 20, 2024

SUBJECT: Proposed Resolution to Approve a Yield to Stop Sign Traffic Control Order for the Intersection of Pine Ridge Drive and Ridgeway Drive

For the Meeting Agendas on March 5 and 12

BACKGROUND

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

Recently, an evaluation was performed at the intersection of Pine Ridge Drive and Ridgeway Drive located in Section 11 of Meridian Charter Township. It was determined that the following changes were necessary:

Pine Ridge Drive at Ridgeway Drive – Change the yield sign to a stop sign

In order for the above listed 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 costs to install the stop sign at the above intersection is included in the 2024 Road Fund budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the resolution to execute a Traffic Control Order to replace the yield sign with a stop sign at the intersection of Pine Ridge Drive and Ridgeway Drive.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A YIELD TO STOP SIGN
TRAFFIC CONTROL ORDER FOR THE INTERSECTION OF
PINE RIDGE DRIVE AND RIDGEWAY DRIVE**

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 Pine Ridge Drive and Ridgeway Drive located in Section 11 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 to replace the existing yield sign on Pine Ridge Drive at Ridgeway Drive.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to replace the existing yield sign with a stop sign on Pine Ridge Drive at the intersection of Ridgeway Drive, located in Section 11 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.

TO: Board of Commissioners and County Services Committee

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: February 20, 2024

SUBJECT: Proposed Resolution to Approve a Stop Sign Traffic Control Order for the Intersection of Pioneer Trail and Herron Road

For the Meeting Agendas on March 5 and 12

BACKGROUND

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

Recently, an evaluation was performed at the intersection of Pioneer Trail and Herron Road located in Section 20 of Meridian Charter Township. It was determined that the following change is necessary:

Pioneer Trail at Herron Road – Install a stop sign (no existing signage)

In order for the above listed 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 costs to install the stop sign at the above intersection is included in the 2024 Road Fund budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the resolution to execute a Traffic Control Order for the installation of a stop sign at the intersection of Pioneer Trail and Herron Road.

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 PIONEER TRAIL AND HERRON ROAD**

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 Pioneer Trail and Herron Road located in Section 20 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 Pioneer Trail at Herron Road.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to install a stop sign for traffic on Pioneer Trail at the intersection of Herron Road, located in Section 20 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.

TO: Board of Commissioners and County Services Committee

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: February 20, 2024

SUBJECT: Proposed Resolution to Approve a Yield to Stop Sign Traffic Control Order for the Intersection of Pollard Avenue and Biber Street

For the Meeting Agendas on March 5 and 12

BACKGROUND

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

Recently, an evaluation was performed at the intersection of Pollard Avenue and Biber Street located in Section 6 of Meridian Charter Township. It was determined that the following changes were necessary:

Pollard Avenue at Biber Street – Change the yield sign to a stop sign.

In order for the above listed 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 costs to install the stop sign at the above intersection is included in the 2024 Road Fund budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the resolution to execute a Traffic Control Order to replace the yield sign with a stop sign at the intersection of Pollard Avenue and Biber Street.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A YIELD TO STOP SIGN
TRAFFIC CONTROL ORDER FOR THE INTERSECTION OF
POLLARD AVENUE AND BIBER STREET**

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 Pollard Avenue and Biber Street located in Section 6 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 to replace the existing yield sign on Pollard Avenue at Biber Street.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to replace the existing yield sign with a stop sign on Pollard Avenue at the intersection of Biber Street, located in Section 6 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.

TO: Board of Commissioners and County Services Committee

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: February 20, 2024

SUBJECT: Proposed Resolution to Approve a Stop Sign Traffic Control Order for the Intersection of Rainbow Court and Elk Lane

For the Meeting Agendas on March 5 and 12

BACKGROUND

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

Recently, an evaluation was performed at the intersection of Rainbow Court and Elk Lane located in Section 34 of Meridian Charter Township. It was determined that the following change is necessary:

Rainbow Court and Elk Lane – Install a stop sign (no existing signage)

In order for the above listed 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 costs to install the stop sign at the above intersection is included in the 2024 Road Fund budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the resolution to execute a Traffic Control Order for the installation of a stop sign at the intersection of Rainbow Court and Elk Lane.

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 RAINBOW COURT AND ELK LANE**

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 Rainbow Court and Elk Lane located in Section 34 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 Rainbow Court at Elk Lane.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to install a stop sign for traffic on Rainbow Court at the intersection of Elk Lane, located in Section 34 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.

TO: Board of Commissioners and County Services Committee

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: February 20, 2024

SUBJECT: Proposed Resolution to Approve a Stop Sign Traffic Control Order for the Intersection of River Glen Drive and Glen Eyrie Drive

For the Meeting Agendas on March 5 and 12

BACKGROUND

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

Recently, an evaluation was performed at the intersection of River Glen Drive and Glen Eyrie Drive located in Section 25 of Meridian Charter Township. It was determined that the following change is necessary:

River Glen Drive at Glen Eyrie Drive – Install a stop sign (no existing signage)

In order for the above listed 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 costs to install the stop sign at the above intersection is included in the 2024 Road Fund budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the resolution to execute a Traffic Control Order for the installation of a stop sign at the intersection of River Glen Drive and Glen Eyrie Drive.

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 RIVER GLEN DRIVE AND GLEN EYRIE DRIVE**

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 River Glen Drive and Glen Eyrie Drive located in Section 25 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 River Glen Drive at Glen Eyrie Drive.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to install a stop sign for traffic on River Glen Drive at the intersection of Glen Eyrie Drive, located in Section 25 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.

TO: Board of Commissioners and County Services Committee

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: February 20, 2024

SUBJECT: Proposed Resolution to Approve a Stop Sign Traffic Control Order for the Intersection of Rolling Meadow Lane and Sunny Meadow Circle

For the Meeting Agendas on March 5 and 12

BACKGROUND

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

Recently, an evaluation was performed at the intersection of Rolling Meadow Lane and Sunny Meadow Circle located in Section 24 of Meridian Charter Township. It was determined that the following change is necessary:

Rolling Meadow Lane at Sunny Meadow Circle – Install a stop sign (no existing signage)

In order for the above listed 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 costs to install the stop sign at the above intersection is included in the 2024 Road Fund budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the resolution to execute a Traffic Control Order for the installation of a stop sign at the intersection of Rolling Meadow Lane and Sunny Meadow Circle.

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 ROLLING MEADOW LANE AND SUNNY MEADOW CIRCLE

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 Rolling Meadow Lane and Sunny Meadow Circle located in Section 24 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 Rolling Meadow Lane at Sunny Meadow Circle.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order to install a stop sign for traffic on Rolling Meadow Lane at the intersection of Sunny Meadow Circle, located in Section 24 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 7

TO: Board of Commissioners County Services & Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: February 20, 2024
SUBJECT: Resolution to Approve an OPEIU Technical/Clerical Unit Reclassification Request
For the meeting agendas of March 5 and March 6

BACKGROUND

The OPEIU Technical/Clerical Unit collective bargaining agreement is effective January 1, 2022 through December 31, 2024. These agreements each include a process for employee submission of reclassification requests. The Human Resources Department has executed the approved process for a reclassification request for an employee in this group. Accordingly, it is proposed that the Ingham County Board of Commissioners approve the change as set forth in the attached resolution.

ALTERNATIVES

None.

FINANCIAL IMPACT

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

STRATEGIC PLAN CONSIDERATIONS

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

RECOMMENDATION

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE AN OPEIU TECHNICAL/CLERICAL RECLASSIFICATION REQUEST

WHEREAS, the OPEIU Technical/Clerical collective bargaining agreement is effective January 1, 2022 through December 31, 2024; and

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

WHEREAS, the Human Resources Department has executed the approved process for a reclassification request for an employee in this group.

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

<u>Position Title</u>	<u>Action</u>
Surveyor	Move from OPEIU TCU 5 to OPEIU TCU 6

	2024	2024	
<u>Position Title</u>	<u>Current Grade, Step 7</u>	<u>Proposed Grade, Step 7</u>	<u>Difference</u>
Surveyor	OPEIU TCU 5: 72,349.46	OPEIU TCU 6: 81,384.38	9,034.92

TOTAL: \$9,034.92

BE IT FURTHER RESOLVED, that this reclassification is effective the first full pay period following the date of its submission to the Human Resources Department.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE RELEASE OF
ATTORNEY/CLIENT PRIVILEGED COMMUNICATION**

WHEREAS, the County Attorney issued an Attorney/Client privileged communication to the Controller/Administrator on October 16, 2023; and

WHEREAS, the County Services Committee is requesting the release of the Attorney/Client privileged communication; and

WHEREAS, the County Attorney has determined that the release of this communication would not have a negative effect on pending litigation or other legal matters; and

WHEREAS, the County Services Committee recommends that this document be released.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the release of the Attorney/Client privileged communication from Cohl, Stoker & Toskey, P.C., dated October 16, 2023 to the Controller/Administrator.