

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, MAY 21, 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 [May 7, 2024 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Drain Commissioner
 - a. Resolution Pledging [Full Faith and Credit](#) to Bank Intercounty Drain Drainage District Note or Notes
 - b. Resolution to Authorize an Agreement for the Construction of a Portion of the [Dingman Drain](#) within the Road Rights-of-Way
2. Equalization Office – Resolution to Approve a Grant with the Michigan Department of Licensing and Regulatory Affairs for the 2024 [Remonumentation Project](#)
3. Innovation & Technology Department – Resolution to Approve Renewal of [Training from Wizer](#)
4. Facilities Department
 - a. Resolution to Authorize an Agreement with Tremco Inc. to Replace the Shingled Roof at the Ingham County [Drain Commissioner's Office](#)
 - b. Resolution to Authorize an Agreement with Tremco Inc. to Replace the Shingled Roof at the Ingham County [Family Center](#)
 - c. Resolution to Authorize an Agreement Termination with [Boling Janitorial Services Inc.](#), and Authorize a New Janitorial Agreement with Facilities 360
 - d. Resolution to Authorize an Agreement with [Smart Homes Smart Offices](#) for Cameras at the Historical Mason Courthouse
 - e. Resolution to Authorize a Purchase Order to [Deere and Company](#) for the Replacement of a Utility Vehicle
 - f. Resolution to Authorize a Purchase Order to [Seelye Group Ltd.](#) to Replace the Carpet in the Public Areas, Jury Rooms, and Hallways at the Veterans Memorial Courthouse
5. Road Department
 - a. Resolution to Authorize a Second Party Agreement with the Michigan Department of Transportation for the [Columbia Road and Eifert Road Project](#)
 - b. Resolution to Approve a Traffic Control Order for an [All-Way Stop](#) at the Columbia Road and College Road Intersection
 - c. Resolution to Authorize a Purchase Order for the [Fuel Dispensing System](#) Replacement at the Western Garage

6. Human Resources Department
 - a. Resolution to Approve [OPEIU Family Court Unit](#) Reclassification Requests
 - b. Resolution to Approve a Reorganization of the [Human Resources](#) Department

7. Board of Commissioners
 - a. Resolution Honoring the Lansing [Juneteenth Committee](#) on the 31st Annual Juneteenth Celebration
 - b. Resolution Designating the Month of June, 2024 as [LGBTQ Pride Month](#) in Ingham County
 - c. Request for a Step Increase for the [Equalization Director](#)

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

May 7, 2024

Draft Minutes

Members Present: Sebolt, Peña, Celentino, Grebner, Pawar (Arrived at 6:02 p.m.), Ruest, and Schafer.

Members Absent: None.

Others Present: Treasurer Alan Fox, Keith Watson, Glenn Canning, John Peiffer, Susan Panetta, Bob Trezise, Emma Bostwick, Richard Enty, Gwenda Summers, William Lawrence, Luna Brown, Becky Bennett, Gregg Todd, Sue Graham, 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 April 23, 2024 Minutes

CHAIRPERSON PEÑA STATED, WITHOUT OBJECTION, THE MINUTES OF THE APRIL 23, 2024 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS SUBMITTED. Absent: Commissioner Pawar.

Additions to the Agenda

- 8b. Human Resources Department – Resolution to Amend Resolution #24-203 Approving UAW Tops Unit, Managerial & Confidential Employee, and ICEA County Professional Unit Reclassification Requests
- 9. Sheriff's Office – Notice of Emergency Purchase Order for Individual Protective Equipment

Substitutes

- 6. Facilities Department
 - f. Resolution to Authorize a Lease Agreement with Vlahakis Family Limited Partnership for the Public Defender's Office Space

Limited Public Comment

None.

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

- 3. Treasurer's Office
 - a. Resolution to Purchase Foreclosed Parcel 33-25-05-14-177-010
- 4. Farmland and Open Space Preservation Board – Resolution to Approve the Ranking of the 2023 Farmland and Open Space Preservation Programs Application Cycle Ranking and Recommendation to Purchase Permanent Conservation Easement Deeds on the Top Ranked Properties
- 6. Facilities Department
 - a. Resolution to Authorize a Purchase Order to Seelye Group Ltd., to Replace the Carpet in the Cedar Pediatrics Clinic at the Human Services Building

- b. Resolution to Authorize a Purchase Order to T.L. Hart Inc., to Paint the Exam Rooms in the Cedar Pediatrics Clinic at the Human Services Building
 - c. Resolution to Authorize an Agreement with McKearney Asphalt & Sealing Inc., to Reconstruct the Parking Lots at the Hilliard Building, and Grady Porter Building/Veterans Memorial Courthouse
 - d. Resolution to Authorize an Agreement with Smart Homes Smart Offices for the Cameras at the Hilliard Building
 - e. Resolution to Authorize a Purchase Order to Knight Watch Inc., for Cameras in the Veteran Affairs Office at the Human Services Building
7. Road Department
- a. Resolution to Rescind Resolution #24-164 and Approve Stop Sign Traffic Control Orders for Various Roads in the Edgemont Park Subdivision in Lansing Township
 - b. Resolution to Amend the Agreement with Wheatfield Township for the 2024 Local Road Program
8. Human Resources Department
- b. Resolution to Amend Resolution #24-203 Approving UAW Tops Unit, Managerial & Confidential Employee, and ICEA County Professional Unit Reclassification Requests
9. Sheriff's Office – Notice of Emergency Purchase Order for Individual Protective Equipment

Commissioner Pawar arrived at 6:02 p.m.

Commissioner Sebolt disclosed under Agenda Item No. 8b the UAW TOPS was affiliated with their employer, the Michigan the American Federation of Labor and Congress of Industrial Organizations (AFL-CIO).

THE MOTION CARRIED UNANIMOUSLY.

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

3. Treasurer's Office
- b. Resolution Amending Resolutions #12-368 and #18-249, Approving the Establishment of and Amending the Property Assessed Clean Energy Program

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

Alan Fox, Ingham County Treasurer, stated the Property Assessed Clean Energy (PACE) Program was not often encountered and some explanation might be needed. Treasurer Fox further stated the PACE Program was established state-wide in 2010 and that Ingham County had participated since 2012 and the resolution of participation was amended in 2018.

Treasurer Fox stated it allowed commercial developers to receive financing energy improvements and that commercial loan was guaranteed because the County committed that if the borrower did not repay the loan, it would be a special assessment on the Tax Bill. Treasurer Fox further stated it made that part of the lending into something that had greater value than just debt and treated by other lenders as an asset.

Treasurer Fox stated the Red Cedar Development, REO Town Gateway Apartments, and a couple of office buildings downtown were some of those projects and it was of no cost to the County. Treasurer Fox further stated the Treasurer's Office could choose to participate, but had not turned any down at that point, as there had been fewer than a dozen.

Treasurer Fox stated the amendment was partly to reflect technical changes that had been made over the years in the program. Treasurer Fox further stated there were also some statutory changes that expanded the kinds of elements a developer could finance using the loans, as they had primarily been dealing with climate change resistance and storm resistance.

Treasurer Fox stated that to their knowledge, there had been only one instance in the state where a county had to use the special assessment authority, but they did have a project in downtown Lansing that may end up being the second.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY.

5. 55th District Court – Resolution to Authorize the Reorganization of the 55th District Court

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

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY.

6. Facilities Department

f. Resolution to Authorize a Lease Agreement with Vlahakis Family Limited Partnership for the Public Defender's Office Space

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

Commissioner Schafer asked for explanation regarding where the funding was coming from because she knew when the County added Defense Attorneys they had to pay a certain percentage, and asked if this was similar.

Gregg Todd, Controller, stated confirmation and that it was mostly through the Michigan Indigent Defense Commission (MIDC) as the County put in for a grant which basically funded 90% of the Public Defender's Office, including rent.

Commissioner Schafer asked if 100% of the funding was coming from the grant.

Todd stated that 90% was through the grant and the County portion of the funding was roughly ten percent, which was paid through the General Fund.

Commissioner Schafer clarified that out of the five million dollars over the course of ten years, \$500,000 would be coming out of the general budget.

Todd stated confirmation but that they were currently paying rent, so it was not a new expense.

Commissioner Schafer asked how the rent would compare to what was currently being paid.

Keith Watson, Chief Public Defender, introduced themselves.

Commissioner Schafer repeated her question.

Glenn Canning, Facilities Director, stated it was an increase in cost per square foot, by roughly ten percent. Canning further stated they needed to figure the rent in the current building would increase and the Public Defender's Office needed more space.

Commissioner Schafer asked if it would be \$150,000 increase over a ten year period.

Canning stated it would be approximately \$150,000, but they would double check.

Watson asked if that increase considered other expenses, like parking.

Canning stated that parking was a wash because they currently paid for parking. Canning further stated they did not calculate the cost of office furniture, but that would be a one-time cost.

Commissioner Grebner stated the County had been paying for Indigent Defense before the system came on, which was about ten percent of what it cost now, and they were getting a good deal for awful and poor legal representation. Commissioner Grebner further stated they wanted to point out that the audience was having trouble hearing.

Todd stated a contract was in for that.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY.

1. LEAP – Presentation

Bob Trezise, Lansing Economic Area Partnership (LEAP) Chief Executive Officer, introduced Emma Bostwick, LEAP Business Attraction Director, and Richard Enty, LEAP Economic Development Manager. Trezise further provided an overview of the presentation, which was included in the agenda packet.

Commissioner Ruest asked what was being done for the Village of Dansville and Vevay Township.

Bostwick stated the Village of Dansville was very active in their community engagement and they were currently working on extending their sidewalks from the school to the main street area and promoting festivals they were hosting. Bostwick further stated they were working on re-envisioning the downtown area to bring in more of the attention they saw during festivities.

Bostwick stated LEAP was working with the Village of Dansville because they had some parcels undergoing re-assessments and they would determine their future use, which seemed like they would be for housing. Bostwick further stated the Village also had a historic building they were going back and forth with about redeveloping.

Bostwick stated it was fun to watch the Board grow and they had been busy. Bostwick further stated that the Village of Dansville Board met monthly and their next meeting was Thursday, May 9, 2024. Bostwick further stated that Vevay Township Downtown Development Authority (DDA) had quarterly meetings and had been primarily focused on a Park Grant through the County, Michigan Spark Grants, and Department of Natural Resources (DNR) Grants.

Bostwick stated that much of the work the Vevay Township DDA was focused on was revitalizing the space around the Township Hall. Bostwick further provided an overview of various improvements Vevay Township was considering.

Trezise stated these communities were small and had almost no capacity, but they had a great sense of pride and there were things they could do, but they did often get forgotten. Trezise further stated it was not right, though they were on the cusp of filling up the rest of the City of Leslie's industrial park.

Bostwick stated that the City of Leslie was growing significantly and the former JD Norman building, which had

a significant loss a few years ago, had been purchased by a new owner. Bostwick further stated they had been in the building and it was pretty brutal, but was really nice to see the revitalization happening.

Bostwick stated there was a lot of activity within the City of Leslie, both in the downtown area and the Local Development Finance Authority (LDFA) District of the industrial park.

Treize stated if the County Services Committee considered their first proposed option of going up to \$130,000 from \$105,000, the \$25,000 difference was a discussion about the County's General Fund, as it was currently paid by the small communities.

Chairperson Peña stated they had heard from Tim Morgan, Parks Director, and John Lazet, Vevay Township Supervisor, that LEAP was working with them on the Hayhoe Trail Connector. Chairperson Peña further asked Enty if they had anything to say.

Enty stated they were new to the area, very excited, and had attended a Leslie LDFA meeting where they learned the City of Leslie was excited to fill up their industrial park.

Commissioner Grebner asked if they were thinking about having a semi-formal part-time grant application writer for the municipalities.

Treize stated that they were considering something like that, but they were looking at demand and it was a common comment from small towns. Treize further stated they probably would not hire a full time grant writer, but having someone with expertise would be good, and they had people in their staff that already wrote grants.

Commissioner Grebner clarified that LEAP mostly wrote economic development grants.

Treize stated they had recently had more small towns requiring attention and more requests about parks, infrastructure, and water.

Commissioner Grebner stated they suspected that jurisdictions which had no staff aside from someone to mow the grass and part time staff in the local Clerk's Offices, could not cope with grant request opportunities, as nobody put together the paperwork to send off, so grants just went past them. Commissioner Grebner further stated it was different for the City of Mason, for example, because they had full-time clerical staff and various departments, unlike Vevay Township.

Commissioner Grebner stated they had always been somewhat skeptical of the economic development system, but in 2021 they called Treize about a pile of grant applications and asked them how much they had pushed through.

Treize stated they were proud of the work, and their conversation with Commissioner Grebner resulted in \$5.5 million a year in American Rescue Plan Act (ARPA) money.

Bostwick stated there were over 600 grantees that received small business support, which was still continuing and would wrap up the year with \$9.75 million. Bostwick stated it was through technical assistance, one and all entrepreneurship programming, and it was completely comprehensive support for businesses.

Commissioner Grebner stated it made them feel a little better about it all, as Commissioner Grebner and LEAP did not know they were in that business, and initially they were not in that business, but then they were. Commissioner Grebner further stated the money then went away and they were no longer in that business.

Trezise stated LEAP was the best in Michigan and were ahead of the game when it came to using the \$25 million in ARPA and COVID-19 money and helped with 4,000 small businesses in the area. Trezise further stated nobody had any legal agreements, due diligence, or anything, but LEAP created it all and was used across the state as a template for managing the money.

Commissioner Grebner stated, as far as they knew, there had never been a report back to the Board of Commissioners on how it all went and that the New York Times had started asking around about who had actually done something with ARPA money, and they got directed to Ingham County because everywhere else pointed them here. Commissioner Grebner further asked if the New York Times reporter found Trezise.

Trezise they believed so.

Commissioner Grebner stated it was not because the Board of Commissioners Office had sent out a press release, but because people from other areas of the country had said there were people in Ingham County doing this work. Commissioner Grebner further stated it was largely due to the fact that Trezise was ready to do things.

Trezise stated the Board of Commissioners should feel proud and Trezise had received many notes stating that the money saved their businesses, and on some occasions saved lives.

Discussion.

Commissioner Schafer stated she would stop in on Williamston and Webberville DDA meetings and talk to them about what LEAP was doing for them. Commissioner Schafer further asked what type of actual funding LEAP was giving out, as they had heard in Williamston that people were applying but not getting anything back.

Commissioner Schafer further asked if there was cost to work with LEAP and if anything had actually come back into to the community.

Bostwick stated they were working on a re-development project currently, but it was not yet public, and had done a Public Art for Communities Grant a few years ago along the downtown street in Williamston. Bostwick further stated they had done retention visits with companies in both the industrial park and downtown areas.

Bostwick stated they were not familiar with the side of the programing that was being applied to by businesses in that area, but knew that LEAP had extended the largest injection of entrepreneurship support programs, which had just launched earlier in the month and was called Tri-County Resource for Entrepreneurs and Knowledge (TREK) Small Business Support Hub. Bostwick further stated it was meant to extend funding for communities and possible grants were attached to it.

Bostwick stated they were primarily focused on the Economic Development Commission (EDC) but tried to extend their services out to all communities that needed them. Bostwick further stated that the Webberville DDA had meetings with the companies and LEAP provided an Environmental Protection Agency (EPA) Assessment Grant for the industrial park.

Bostwick provided an overview of some other support they had provided in Webberville. Bostwick further stated Webberville was more directly focused on their downtown and industrial park areas.

Bostwick stated there was no cost to work with LEAP.

Commissioner Schafer asked if the City Council had to refer a business to LEAP.

Bostwick stated businesses could reach out directly and many websites of smaller communities had LEAP listed. Bostwick further stated that some businesses did not know about LEAP, but they did have a newsletter.

Treize reiterated that LEAP did not charge fees to work with them.

Commissioner Schafer asked how the EDC differed from the Small Business Association, and if they were duplicating funds, as many funds went through the EDC.

Treize stated they did not know much about them, but they guessed the Small Business Association would advocate for small business needs, regulatory environment, and tax policy. Treize further stated that LEAP did not do those things, was apolitical and they focused on projects and initiatives.

Commissioner Schafer asked how the Capital Council of Governments (CAPCOG) worked with LEAP.

Treize stated one of their great initiatives, as something they had been poor at from a collective regional perspective, was lobbying State Government successfully during budget season for appropriations. Treize further stated the Grand Rapids and Detroit areas had received billions of dollars over decades, while the Lansing area would receive little to nothing.

Treize stated CAPCOG had really come alive and having a certain State Senator and State Representative from this area be the Appropriations Committee Chairpeople in the State Legislature really helped. Treize further provided an overview of how their coordination with CAPGOG worked.

Commissioner Pawar asked, in affiliation with the Michigan State University (MSU) Innovation Center and their EDC plan, how LEAP functioned with them and what their goal was.

Treize stated they were worried about the population at the moment, and would hear more from LEAP over next several months. Treize further stated the population had been anemic, but it was unfortunately still better than other regions in the state.

Treize stated they were discovering there may be a cliff coming, in terms of population decrease, which was a whole different conversation. Treize further stated they were working closely with MSU on an almost daily basis and provided an overview of their partnership.

Discussion.

2. Community Mental Health Authority – Bond Financing for Crisis Stabilization Center as Part of a New Behavioral Health Campus (Discussion/Update)

John Peiffer, Community Mental Health Authority of Clinton, Eaton and Ingham (CMHA-CEI) Facilities Supervisor, introduced Susan Panetta, CMHA-CEI Chief Financial Officer, and Gwenda Summers, Community Mental Health Director of Children’s Mental Health. Peiffer further provided an overview of the proposed Crisis Center which was included in the minutes as Attachment A and the Agenda Packet.

Peiffer stated they had been working on the legal side and finalizing agreements and were very close to having that done. Peiffer further stated the next big step was bond financing.

Commissioner Sebolt stated, as an appointee to CMHA-CEI Board, they had seen renderings and were very excited about the project and the flexibilities that were possible. Commissioner Sebolt further stated they had heard largely positive public comment and one of their biggest fears was the old McLaren Health Care property

would sit empty, but this was a great use and there was still room left at the property.

Commissioner Grebner asked if the project had any connection to the University of Michigan Health – Sparrow St. Lawrence Campus, as there was currently a secure facility there.

Peiffer explained the layout of the planned Crisis Stabilization Center.

Commissioner Grebner asked if they had a secure stabilization unit currently.

Peiffer stated they currently did not.

Summers stated the facility Commissioner Grebner was referencing was the adult-only psychiatric in-patient unit and CMHA-CEI was proposing a diversion from those higher levels of care.

Commissioner Grebner asked for clarification regarding the difference between the two facilities.

Peiffer and Summers provided clarification.

Discussion ensued regarding the difference of the proposed Crisis Stabilization Unit.

Commissioner Schafer asked if CMHA-CEI had discussed with University of Michigan Health – Sparrow Hospital Emergency Room.

Summers stated confirmation.

Commissioner Ruest stated they represented a Crisis Stabilization Unit in Detroit and many of the individuals just needed to be stabilized on their medications, and after 72 hours they were either released or moved elsewhere depending on the situation, so the center acted like an urgent care for mental health. Commissioner Ruest further stated they were hopeful the Crisis Stabilization Center could help divert individuals from the County Jail.

Peiffer re-explained the layout of the proposed Crisis Stabilization Center.

Discussion.

8. Human Resources Department

a. Reorganization of the Human Resources Department (Discussion)

Sue Graham, Human Resources (HR) Director, provided an overview of the reorganization, which was included in the Agenda Packet.

Commissioner Sebolt asked, for the recruiter position, if there were any special populations they were seeking to target for recruitment.

Graham stated confirmation and that their new mission statement included a component to recruit and retain culturally diverse employees. Graham further stated they were very fortunate to have several populations that came to Ingham County because of what they offered and they could better reach out to those populations if they had a dedicated recruiter.

Commissioner Sebolt stated they could think of one or two instances where they had hired recruiting services, but asked how many instances it would have been helpful for the HR Department to have a recruiter.

Graham stated that some hard-to-fill positions had been vacant for over a year and having a recruiter would be essential to finding a candidate, as opposed to advertising those vacancies in various locations and waiting for candidates to passively see them. Graham further stated they had done a media campaign through FOX-47 News a few years ago, but it was not as successful as they had hoped.

Graham stated that people did not typically think of working for the County, and instead thought of the State or Federal Government and they could use the services of a recruiter to find well educated and trained candidates.

Commissioner Celentino asked, with a Board Leadership meeting scheduled for June 12, 2024 to discuss the 2025 Budget, should they not be concerned that they were looking at adding three positions.

Todd stated the Controller's Office had not filed projections for 2025 and was working on them. Todd further stated they had projected an increase from property taxes, but had not finalized the expenses yet.

Todd stated that at that point, not knowing what negotiations would look like from their 21 bargaining units, they were uncertain and a lot of it would come down to the bargaining units. Todd further stated they did know there was a need in the HR Department to beef up what they had, and it was worth looking into, if not all of them, at least the Deputy Director and recruiter.

Todd stated Graham had asked for a recruiter each year since Todd started and it had been taken out of the budget. Todd further stated there were a few key positions they felt needed to be looked at.

Discussion ensued regarding moving the positions through the budget process.

Commissioner Celentino stated they did not see anything in the memo regarding collective bargaining units and asked if any were involved.

Graham stated the entire HR team was Managerial and Confidential.

Commissioner Celentino asked how much the total reorganization would cost.

Graham stated the total cost of all the changes was \$450,769.14.

Commissioner Celentino asked if the Deputy Director position was needed most and if the rest could go through the budget process, given the price tag and that they did not know what 2025 looked like.

Graham stated the Deputy Director position was \$185,932.43, which was a significant portion.

Discussion ensued regarding the cost of other proposed positions, which was included in the Agenda Packet.

Graham stated they really needed the support, but was willing to go without the Deputy Director position if they could get support for their team.

Commissioner Celentino asked for clarification on which positions were needed most.

Graham stated they really needed the Recruiter and Assistant positions, but they would love to have a Deputy.

Commissioner Grebner asked what percent of HR Funding was not from the General Fund but billed out to departments.

Todd stated they were not sure.

Discussion.

Commissioner Schafer stated she would like to express same concerns as Commissioner Celentino, and she knew that Prosecutors had come before the Law & Courts Committee because they kept losing Prosecutors due to their financial situation. Commissioner Schafer further stated that she was hesitant to do anything before they looked at what 2025 might bring.

Commissioner Schafer stated her neighbor just had to lay off 400 people and they had just discussed the population decline and the potential to go off a cliff, so she was hesitant to increase long term funding before they could see the numbers.

Commissioner Grebner stated they would like a recommendation from the Controller before it came back before them, and that such a recommendation would make a great resolution all by itself. Commissioner Grebner stated they would like some options and to know what needed to be done now versus what could be done later.

Graham stated that consideration of going from ten to 13 employees would align the HR Department, who served with 1,200 regular employees, several hundred temporary, seasonal and substitute employees, and 800 retired employees, with other organizations of similar size. Graham further stated it was generally one HR employee to every 100 individuals serviced.

Graham stated the City of Lansing had 13 employees in their HR Department. Graham further stated the Eaton County HR Department, up until 2012, had 14 or 15 staff which included two deputies and though they thought that was a little heavy, it was respectfully the basis of their request.

Commissioner Grebner clarified in 2012, there was a reorganization of the HR Department in which it was complexly intertwined with the Attorney and the legal advice got mixed together, and they never quite understood it. Commissioner Grebner further stated the HR Department had been reorganized over time because the way it operated had changed over time.

Commissioner Schafer asked what the County employee growth looked like between 2023 and 2024.

Discussion ensued regarding added positions.

Todd stated in the 2023 budget the County added a dozen positions and the 2024 budget had three or four. Todd further stated that since then, they had added positions outside the budget process, so they would say about 15 in the last two years.

Announcements

None.

Public Comment

William Lawrence, Rent is Too Damn High Coalition Coordinator, stated they were forming a tenants union in Lansing and had 55 members in the Coalition state-wide. Lawrence further stated they wanted to speak in support of an Affordable Housing Millage, which they understood the Board of Commissioners was considering.

Lawrence stated they estimated, conservatively, that the County was short by 20,000 housing units in the region over the next 20 years and 5,000 over the next five years, which was roughly 1,000 housing units per year that

needed to be built to get out of the affordability crisis. Lawrence further stated it added up to \$250 million of needed investment in the tri-county area per year for the next 20 years and anything they did would only be a beginning to solving the crisis.

Lawrence stated the Coalition was asking for more resources at the State level and would need help to continue doing that. Lawrence further stated this left the question of where to start and what an appropriate amount was for the Millage.

Lawrence stated they had been discussing with renters in the area and stated the largest and most expensive source of publicly subsidized housing in the country was jails and prisons. Lawrence further stated it was a sad data point.

Lawrence stated the Ingham County Justice Millage and Juvenile Justice Millage totaled just under 1.45 mills, based on data from 2022. Lawrence further stated they felt 1.45 mills was an appropriate mark for an Affordable Housing Millage because it would express to citizens that the County was more invested in housing free people than they were in housing people behind bars.

Lawrence stated if that was too radical, then they suggested a more modest benchmark of .7 mills, which was the combined cost of the Zoo and Animal Services and, by exceeding that mark, the County could say they were more invested in housing people than housing animals.

Luna Brown, Rent is Too Damn High Coalition member, seconded everything said by Lawrence and asked the County Services Committee what the County was specifically doing to shelter unhoused individuals. Brown further stated it seemed like current strategy was to avoid doubling up on services and rescue missions with the new shelter, which would be providing 80% of the beds in the County.

Brown stated the City Rescue Mission of Lansing openly discriminated against people and did not provide case management, as only 7% of men who stayed in their shelter in 2022 received any case management services, and beyond that, they could ban individuals for any reason they chose. Brown further stated they felt the City Rescue Mission of Lansing was not doing any good for the unhoused community and they only cared about saving souls, not the actual people they were helping.

Brown stated the queer community had nowhere to go, and they personally had taken in four friends over the last four years. Brown further stated, even if they were not outright refused, it was extremely unsafe and was safer on the streets.

Brown stated the tri-county area needed to work on this and that unhoused people came to Lansing, but it was up to the entire area to address the problem. Brown further stated that individuals came from many counties because Lansing was the nearest hub of resources and the counties needed to make sure it was covered and not expect a dogmatic and bigoted organization that was harming the community to cover it.

Adjournment

The meeting was adjourned at 7:24 p.m.

**MAY 21, 2024 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

1a. Drain Commissioner – Resolution Pledging Full Faith and Credit to Bank Intercounty Drain Drainage District Note or Notes

This resolution provides a pledge of full faith and credit for an additional \$2,282,000 for the Bank Intercounty Drain Drainage project to address additional expenses. Resolution #23-560 approved the original \$4mil for engineering and property acquisition.

See memo for details.

1b. Drain Commissioner – Resolution to Authorize an Agreement for the Construction of a Portion of the Dingman Drain within the Road Rights-of-Way

This resolution authorizes an agreement with the Dingman Drain Drainage District by and through the Ingham County Drain Commissioner to construct the portion of the Dingman Drain within road rights-of-way under the jurisdiction of the ICRD. Kelly Jones is in agreement with this request.

See memo for details.

2. Equalization Office – Resolution to Approve a Grant with the Michigan Department of Licensing and Regulatory Affairs for the 2024 Remonumentation Project

This resolution approves receiving \$99,311 from LARA’s Office of Land Survey and Remonumentation for the County’s 2024 Survey and Remonumentation Grant.

See memo for details.

3. Innovation & Technology Department – Resolution to Approve Renewal of Training from Wizer

This resolution approves the renewal of cybersecurity training from Wizer for one year for a cost of \$8,400. Funding is available in the IT Department’s Development and Training Fund.

See memo for details.

4a. Facilities Department – Resolution to Authorize an Agreement with Tremco Inc. to Replace the Shingled Roof at the Ingham County Drain Commissioner’s Office

This resolution authorizes an agreement with Tremco Inc., which is on the Omina cooperative agreement contract, for a total of \$58,950, to replace the shingled roof at the Drain Office. A \$6,050 contingency is also requested. Funding is available in the 2024 CIP Public Improvement Fund.

See memo for details.

4b. Facilities Department – Resolution to Authorize an Agreement with Tremco Inc. to Replace the Shingled Roof at the Ingham County Family Center

This resolution authorizes another agreement with Tremco Inc., which is still on Omina, for a total of \$124,362 for the replacement of the shingled roof at the Ingham Family Center. A contingency of \$10,638 is also requested. Funding is available in the 2023 CIP Juvenile Justice Millage fund.

See memo for details.

4c. Facilities Department – Resolution to Authorize an Agreement Termination with Boling Janitorial Services Inc., and Authorize a New Janitorial Agreement with Facilities 360

This resolution authorizes the termination of our agreement with Boling Janitorial due to poor services and authorizing a contract with Facilities 360 to replace them. Facilities 360 was the next responsive bidder that could perform the work. Facilities has worked with legal on the termination of Boling. Funding for the three-year \$3,506,874 (an increase of \$370,124.48 from Boling), is available in yearly maintenance contractual and contractual budgets.

See memo for details.

4d. Facilities Department – Resolution to Authorize an Agreement with Smart Homes Smart Offices for Cameras at the Historical Mason Courthouse

This resolution authorizes an agreement with Smart Homes Smart Offices for external and internal security cameras at the Mason Courthouse at a cost of \$32,943.51, half of which will be reimbursed through an MMRMA grant. Funding is available in the Facilities Building Repair & Maintenance fund.

See memo for details.

4e. Facilities Department – Resolution to Authorize a Purchase Order to Deere and Company for the Replacement of a Utility Vehicle

This resolution authorizes a PO to Deere and Company for a replacement utility vehicle to be used for servicing the grounds at HSB, 9-1-1, and Youth Center. The current one has outlived its useful life.

Funding for the \$51,032.83 purchase, which will be done through the Sourcewell cooperative purchasing agreement, is available in the 2024 CIP.

See memo for details.

4f. Facilities Department – Resolution to Authorize a Purchase Order to Seelye Group Ltd. to Replace the Carpet in the Public Areas, Jury Rooms, and Hallways at the Veterans Memorial Courthouse

This resolution authorizes a PO with Seelye Group to replace the carpet in the public areas, jury rooms, and hallways at VMC. The existing carpet is worn and coming loose, creating tripping hazards. Funding for the \$315,000 purchase, which will be done through the Sourcewell cooperative purchasing agreement, is available in the 2024 CIP Public Improvement Fund.

See memo for details.

5a. Road Department – Resolution to Authorize a Second Party Agreement with the Michigan Department of Transportation for the Columbia Road and Eifert Road Project

This resolution authorizes a second-party agreement between MDOT and the BOC for the improvements to the Columbia Road and Eifert Road project, which includes the construction of a roundabout, earthwork, asphalt paving, curb and gutter, drainage improvements, and pavement markings.

The Road Department received Highway Safety Improvement Program (HSIP) funds in the amount of \$675,000 to go toward the anticipated total project cost of \$1,588,200. The Road Department is also requesting a 20% contingency, which will increase the Road Department's participation to \$1,230,840. This amount will be added to the Road Department's 2025 budget.

See memo for details.

5b. Road Department – Resolution to Approve a Traffic Control Order for an All-Way Stop at the Columbia Road and College Road Intersection

This resolution approves a traffic control order for an all-way stop at the intersection of Columbia and College Road, which has been experiencing an increase in traffic accidents. A recent traffic study supports adding these stop signs. Additional signage will be added prior to the new stop signs to warn drivers of the change.

See memo for details.

5c. Road Department – Resolution to Authorize a Purchase Order for the Fuel Dispensing System Replacement at the Western Garage

This resolution authorizes a PO to remove the existing fuel dispensing system at the Road Department's Western Garage and replace with a new one, as the existing one has exceeded its useful lifespan. Rohr Gasoline Equipment was the lowest qualified bidder with a bid of \$224,172.69, and the Road Department would like a \$25,827.31 contingency. Funding is available in the 2024 CIP Public Improvement Fund.

See memo for details.

6a. Human Resources Department – Resolution to Approve OPEIU Family Court Unit Reclassification Requests

This resolution approves OPEIU Family Court reclassifications.

See memo for details.

6b. Human Resources Department – Resolution to Approve a Reorganization of the Human Resources Department

This resolution approves a revised reorganization from the one presented by eliminating all reclassifications and new positions with the exception of the Deputy Director and the HR Employee Data Analyst. The revised financial impact is:

Deputy HR Director (MC 12, Step 5):	175,503.66
Assistant HR Employee Data Analyst (MC 5, Step 5):	<u>110,740.64</u>
Total:	286,244.30

See memo for details.

7a. Board of Commissioners – Resolution Honoring the Lansing Juneteenth Committee on the 31st Annual Juneteenth Celebration

This resolution honors the Lansing Juneteenth Committee for hosting Lansing's 31st Annual Juneteenth Celebration.

7b. Board of Commissioners – Resolution Designating the Month of June, 2024 as LGBTQ Pride Month in Ingham County

This resolution designates the month of June, 2024 as LGBTQ Pride Month in Ingham County.

7c. Board of Commissioners – Request for a Step Increase for the Equalization Director

This approves a step increase for the Equalization Director from an MC 14 Grade 1 to MC 14 Grade 2.

See memo for details.

TO: Board Of Commissioners County Services And Finance Committees

FROM: Patrick E. Lindemann, Drain Commissioner

DATE: May 7, 2023

SUBJECT: Full Faith And Credit Resolutions In Support Of Intercounty Interim Note

For the Meeting Agendas Of May 21 (County Services) And May 22 (Finance)

BACKGROUND

Under the Michigan Drain Code, when a drainage district contains lands benefitted by the drain located in multiple counties, an intercounty drainage district is created under the Drain Code to have jurisdiction over the drain. The intercounty drainage district is governed by a drainage board, normally consisting of the drain commissioner of each county in which lands that will benefit from the drain are located and a deputy of the director of the Michigan Department of Agriculture and Rural Development. When an intercounty drainage district is created, the Drain Code provides that the costs of a drain project be apportioned between the Counties included in the drainage district according to benefit.

Section 434 of the Drain Code gives an intercounty drainage district the power to borrow funds which may be used to pay the preliminary costs of a project, such as engineering fees, legal expenses, and the costs of acquiring property and easements. The note would ultimately be paid from the proceeds of bonds issued for the project. Under Section 434, a county board of commissioners, by a 2/3 vote, may pledge the full faith and credit of the County to the payment of the portion of the principal of and interest on the note apportioned to the County. This pledge provides backup security to the holder of the note.

The Board of Commissioners has already adopted Resolution #23-560 pledging full faith and credit to notes of County drainage districts in 2024. The pledge of full faith and credit is also necessary for intercounty drainage districts to sell notes and helps obtain better borrowing terms, ultimately saving on the costs of the project for the county and the property owners in the drainage district. Perhaps more importantly, when full faith and credit is pledged to an intercounty drainage district, it gives the counties partnering in the intercounty drainage district assurance that each county stands by the percentage of the project apportioned to that county. A project for the Bank Intercounty Drain Drainage District (the "Drainage District") was initiated when the Eaton County Drain Commissioner received a petition from 56 freeholders on November 1, 2021 requesting a drain project, including the consolidation, maintenance, and improvement of drains to address drainage issues in Delta Charter Township in Eaton County and Lansing Charter Township and the City of Lansing in Ingham County.

The Drainage Board met on April 25, 2022 and determined that the petition was sufficient and that the requested improvement was practical. The Drainage Board also determined that the requested consolidation was conducive to the public health, convenience, or welfare. The Drainage Board retained Spicer Group to provide preliminary engineering alternatives and cost estimates. A preliminary engineering study has been completed and the drainage board has made a determination of necessity for the project. On April 19, 2023 the drainage district issued drain notes in the amount of \$4,000,000 to pay the costs of design engineering for the project and the cost of acquiring properties necessary for ground water detention. The County pledged its full faith and credit to those notes.

As the design has proceeded it has been necessary for the drainage district to purchase additional properties and to incur additional engineering expenses. At this point the drainage board believes it is necessary to issue an additional note in the amount of \$2,282,000 to pay for the additional expenses. This note will be paid from the

proceeds of bonds that will be issued for the permanent financing of the project. Pursuant to the resolution, Ingham County's responsibility is only for 5% of the amount of the note.

The requested resolution is substantially similar to Resolution #23-560 which has been adopted for County drain projects but is necessary since this is an intercounty project.

ALTERNATIVES

Since a finding of necessity has been made for this project, the Drainage District will be legally obligated to proceed with the project for the Bank Intercounty Drain. If the County does not adopt the resolution pledging full faith and credit, the financial advisor believes there is a likelihood that the Drainage District would not be able to find a purchaser for the note. If that were to happen, the Drainage District would not have the necessary funds to complete the design of the project and to acquire necessary properties, and the project might not be able to proceed, exposing the Drainage District (and possibly the County) to liability. Additionally, if Ingham County does not pledge its full faith and credit, the Drainage District and Ingham County will not receive the assurance that will be provided by Eaton County pledging its full faith and credit to the portion of the note apportioned to it.

FINANCIAL IMPACT

Based on analysis provided in Other Considerations below, the Drainage District has the ability to issue bonds for the project in an amount sufficient to pay the principal of and interest on the Drainage District's note, and in the event the project does not move forward to completion there is significant value in the Bank Intercounty Drain Drainage District which is sufficient to support the payment of the assessments for the Drainage District's note in the event the project does not move forward. Therefore, the likelihood the County would have to make payment on the note as a result of the full faith and credit pledge is remote. In the worst case scenario, if the County did have to make payment on the note, the payment would likely be recouped by special assessments levied to cover the principal of and interest on the note in a relatively short period of time.

STRATEGIC PLANNING IMPACT

The County's strategic plan calls for the provision of quality roads and drains in the County and this project furthers the goal of providing quality drains.

OTHER CONSIDERATIONS

The Drain Code provides significant powers to intercounty drainage districts and counties to assure that funds are available to pay interim notes.

a) Section 130 of the Drain Code provides each county drain commissioner with the power to specially assess the costs of the drain project that have been apportioned to a county against benefitted properties and public corporations. This power is given to the same extent and with the same safeguards to a county as are available to intra county drainage districts for their projects. Section 132 of the Drain Code further provides the intercounty drainage district with the power to issue bonds for the project in anticipation of these special assessments. Notes issued by intercounty drainage districts for interim costs of a project are intended to be paid from the proceeds of bonds issued to provide the permanent financing for the project. Since the drainage district has broad powers to issue bonds for a project, there is sufficient power under the Drain Code to issue the bonds needed for projects, including the payment of notes for preliminary costs.

b) In rare circumstances, a project for which notes have been issued to pay for preliminary expenses does not move forward and bonds are not issued for the project. In such circumstances, Sections 306 and 307 of the Drain Code provide the County Board of Commissioners with the power to authorize the drain commissioner to assess the amount of the preliminary expenditures to the drainage district. This power gives the county and the drain commissioner the ability to raise the funds needed to pay an interim note in such circumstances.

c) A county in an intercounty borrowing is only responsible for payment of the portion of the debt apportioned to the county. It is not responsible for portions of the debt apportioned to the other counties.

d) The County has never made a payment pursuant to a resolution pledging full faith and credit for drainage district debt issued by a drainage district during my 31-year tenure as drain commissioner.

Most importantly, for Ingham County, the amount of the interim note that has been apportioned to the County is only 5% of the total note amount. The balance has been apportioned to Eaton County. Therefore, the maximum exposure for Ingham County for this note is only \$114,100, plus accrued interest on that amount.

Furthermore, the pledge of full faith and credit by the counties will provide assurance to the counties that both counties stand behind their apportioned share of the project.

Both Ingham County and Eaton County will be asked to pledge their full faith and credit to the note. Ingham's pledge is contingent upon Eaton County pledging its credit.

RECOMMENDATIONS

Based on the information presented, I respectfully recommend approval of the attached Resolution Pledging Full Faith and Credit to Bank Intercounty Drain Drainage District Note or Notes.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION PLEDGING FULL FAITH AND CREDIT TO
BANK INTERCOUNTY DRAIN DRAINAGE DISTRICT NOTE OR NOTES**

Resolution # _____

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the County on _____, 2024, at _____ p.m., local time.

PRESENT: Commissioners _____

ABSENT: Commissioners _____

The following resolution was offered by Commissioner _____ and supported by Commissioner:

WHEREAS, pursuant to a petition filed with the Drain Commissioner of the County of Eaton, State of Michigan, proceedings have been taken under the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the "Act"), for the making of certain improvements to the Bank Intercounty Drain (the "Project") which is being undertaken by the Bank Intercounty Drain Drainage District (the "Drainage District"); and

WHEREAS, the Project is necessary for the protection of the public health, and in order to provide funds to pay preliminary costs of the Project, the Drainage Board for the Drain Drainage District intends to issue the Drainage District's note or notes (the "Note") in an amount not to exceed \$2,282,000 pursuant to Section 434 of the Act; and

WHEREAS, the principal of and interest on the Note will be payable from bonds to be issued by the Drainage District to provide the permanent financing for the Project (the "Bonds"); and

WHEREAS, for purposes of the issuance of the Note, five percent (5%) of the cost of the Project was apportioned by the Drainage Board for the Drainage District to the County of Ingham (the "County") and ninety-five percent (95%) of the cost of the Project was apportioned by the Drainage Board to the County of Eaton; and

WHEREAS, the Ingham County Drain Commissioner (the "Drain Commissioner"), in consultation with professionals engaged by the Drainage District, has analyzed the Project and informed the County that the Drainage District's ability to issue the Bonds and its ability to levy special assessments for the payment of interim costs of the Project provide the Drainage District with sufficient powers to raise funds to pay the principal of and interest on the Note; and

WHEREAS, the Drainage Board deems it advisable and necessary to request that this Board adopt a resolution pledging the limited tax full faith and credit of the County on the Note to the extent that the cost of the Project has been apportioned to the County; and

WHEREAS, the Ingham County Board of Commissioners (the "Board") may, by resolution adopted by a majority vote of two-thirds of the members of the Board, pledge the full faith and

credit of the County for the prompt payment of the principal of and interest on the Note pursuant to Section 434 of the Act; and

WHEREAS, the Drain Commissioner has informed the County that the pledge of the full faith and credit of the County to the Note will reduce the interest cost of financing the Project thus reducing the interest cost of the County and the property owners in the Drainage District for the Project; and

WHEREAS, the Drain Commissioner recommends that the Board adopt a resolution to pledge the full faith and credit of the County for the prompt payment of the principal of and interest on the Note; and

WHEREAS, based on the recommendation of the Drain Commissioner, the Board agrees to pledge the full faith and credit of the County to the Note.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The County pledges its full faith and credit for the prompt payment of 5% of the principal of and interest on the Note and any Note issued to refinance the Note, and the County agrees that in the event that the Bonds are not issued prior to the date on which the principal of and interest on the Note (or a Note issued to refinance the Note) are due and that moneys are not otherwise available to the Drainage District on such date to pay such principal and interest, the County will immediately make such advancement from general funds of the County to the extent necessary to pay the County's share of the principal of and interest on the Note (or a note issued to refinance the Note) when due. The ability of the County to levy taxes to pay its share of the principal of and interest on the Note (or a note issued to refinance the Note) shall be subject to constitutional and statutory limitations on the taxing power of the County. The Note may be issued as part of one or more note issues.

2. In the event that, pursuant to said pledge of full faith and credit, the County advances County funds to pay any part of the principal of and interest due on the Note, the County shall take all actions and proceedings and pursue all remedies permitted or authorized by law for the reimbursement of such sums so paid.

3. The Chairperson of the Board, the County Controller/Administrator, the County Clerk, the County Treasurer and any other official of the County, or any one or more of them, are authorized and directed to take all actions necessary or desirable for the issuance of the Note and to execute any documents or certificates necessary to complete the issuance of the Note, including, but not limited to, any applications including the Michigan Department of Treasury, Application for State Treasurer's Approval to Issue Long-Term Securities, any waivers, certificates, receipts, orders, agreements, instruments, and any certificates relating to federal or state securities laws, rules, or regulations and to sign such documents and give any approvals necessary therefor.

4. This resolution shall become effective only if the Board of Commissioners of the County of Eaton adopts a resolution substantially in the form of this resolution that pledges the limited tax full faith and credit of the County of Eaton to the payment of the principal of and interest on the Note to the extent of its apportioned share of the cost of the Project.

5. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded to the extent of the conflict.

YEAS: Commissioners _____

NAYS: Commissioners _____

ABSTAIN: Commissioners _____

COUNTY SERVICES:

Yeas: _____

Nays: _____ Absent: _____ Approved: _____

FINANCE:

Yeas: _____

Nays: _____ Absent: _____ Approved: _____

RESOLUTION DECLARED ADOPTED.

Barb Byrum, Clerk
County of Ingham

CERTIFICATION

I, Barb Byrum, the duly qualified and acting Clerk of Ingham County, Michigan (the "County") do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on January _____, 2024, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976, as amended.

Date: _____, 2024

Barb Byrum, Clerk
County of Ingham

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

FROM: Patrick E. Lindemann, Ingham County Drain Commissioner

DATE: May 7, 2024

SUBJECT: Resolution to Authorize Agreement for Construction of a Portion of the Dingman Drain within the Ingham County Road Rights-of-Way

For the Meeting Agendas of May 21 and May 22

BACKGROUND

For the reasons set forth below, I am requesting that the Ingham County Board of Commissioners, on behalf of the Ingham County Road Department (“ICRD”), approve entering into an agreement to grant a license and permission to the Dingman Drain Drainage District (the “Drainage District”) for the purposes of operating, maintaining, and improving the Dingman Drain (the “Drain”) in public road rights-of-way in Alaiedon Township held by the ICRD. A map depicting the location of the Drain within the road rights-of-way is attached hereto as **Exhibit A**. ICRD Managing Director Kelly Jones is in agreement with the attached resolution subject to approval by the County Attorney.

I received petitions, dated January 19, 2024, December 18, 2023, and November 28, 2023, requesting maintenance and improvement of the Dingman Drain. On March 19, 2024, the petition was found necessary by a statutory Board of Determination. The project involves work to be performed in the public road rights-of-way under the control and jurisdiction of the ICRD, for which permission must be obtained from the ICRD pursuant to Section 321 of the Drain Code, MCL 280.321.

Therefore, it is necessary for an agreement to be authorized to define the roles and responsibilities of the ICRD and the ICDC. The agreement requires final review and approval as to form by the County Attorney. The request for County of Ingham approval will be presented to the County Services Committee on May 21, 2024 and the Finance Committee on May 22, 2024.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Dingman Drain Drainage District will be responsible for all work and costs associated with the construction of the Dingman Drain. Once the project is complete, the Dingman Drain Drainage District will be responsible for the operation and maintenance of this constructed portion of the Dingman Drain.

RECOMMENDATION

Based on the information provided, I respectfully recommend and request approval of the attached resolution to authorize an agreement to grant a license and permission to the Dingman Drain Drainage District for the purposes of operating, maintaining and improving the Dingman Drain in public road rights-of-way in Alaiedon Township held by the ICRD.

Thank you for consideration of my request. Deputy Drain Commissioner Carla Clos will be in attendance at your May 21, 2024 and May 22, 2024 Committee meetings to answer any questions you might have regarding my request.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT FOR THE
CONSTRUCTION OF A PORTION OF THE DINGMAN DRAIN WITHIN THE ROAD RIGHTS-OF-
WAY**

WHEREAS, the Drainage District is an established body corporate in the County of Ingham, State of Michigan, pursuant to Public Act 40 of 1956, as amended (“Drain Code”), and the Drain Commissioner has jurisdiction of the Dingman Drain (“Drain”), an established county drain, which services the properties within the Drainage District; and

WHEREAS, the Drain Commissioner received a petition dated January 19, 2024, December 18, 2023, and November 28, 2023, requesting improvements, including the cleaning out, relocating, widening, deepening, straightening, tiling, extending, improving, relocating along a highway, providing structures, mechanical devices and pumping equipment, adding lands, adding branches, and adding a relief drain (the “Improvements”) to the Drain; and

WHEREAS, an Order of Necessity was entered on March 19, 2024, determining that the Improvements petitioned therefore are necessary and conducive to the public health, convenience or welfare, and that the Drain should be improved and ordered to remove lands from the Drainage District; and

WHEREAS, the Drainage District is developing plans and specifications for the Improvements to the Drain within the Drainage District, and is in the process of securing the necessary easements; and

WHEREAS, the Improvements are intended to relieve drainage problems and flooding of roads and properties, providing cause for the Petition previously filed, in a manner consistent with now-existing federal and state statutes and regulations and local ordinances; and

WHEREAS, said Improvements entail work to be performed in the public road rights-of-way under the control and jurisdiction of the Ingham County Road Department (hereinafter, the “ICRD”), as depicted in the attached **Exhibit A**, for which permission must be obtained from the ICRD pursuant to Section 321 of the Drain Code, MCL 280.321; and

WHEREAS, the Drain Commissioner has requested that the ICRD grant such permission to construct the Drain in road rights-of-way under the jurisdiction of the ICRD; and

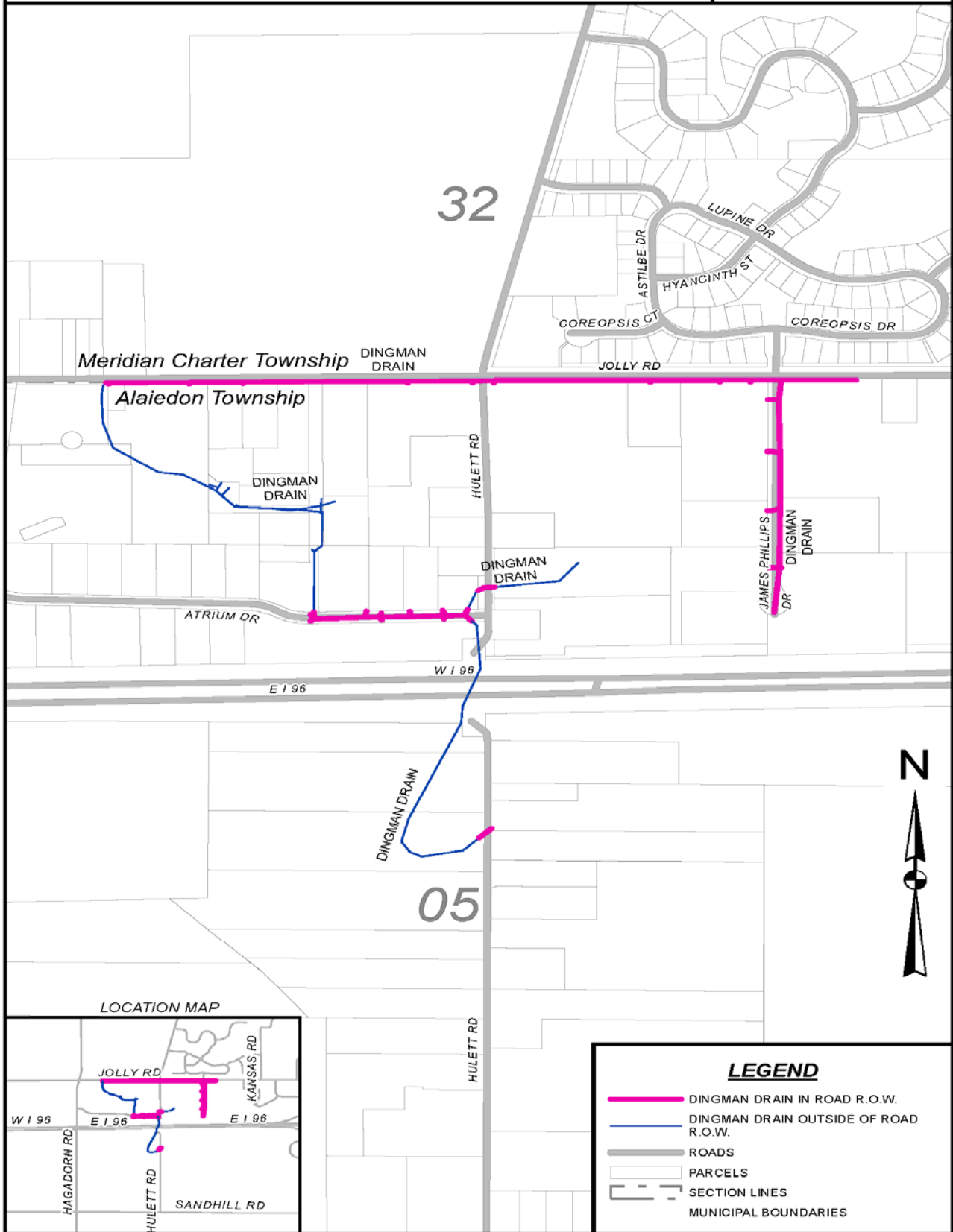
WHEREAS, the ICRD and the Drain Commissioner agree to cooperate to assure that drainage from properties and roads is unobstructed and that the roads are left in equal, or better, condition once construction is completed in accordance with the terms of the Agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with the Dingman Drain Drainage District by and through the Ingham County Drain Commissioner to construct the portion of the Dingman Drain within road rights-of-way under the jurisdiction of the ICRD, as depicted in Exhibit A.

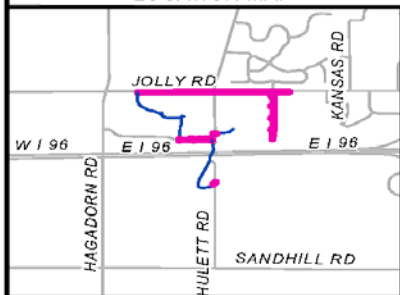
BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreements that are consistent with this resolution and approved as to form by the County Attorney.

OWNER:
 Ingham County Drain Commissioner
 707 Buhl Ave., P.O. Box 220
 Mason, MI 48854

EXHIBIT A



LOCATION MAP



LEGEND

- DINGMAN DRAIN IN ROAD R.O.W.
- DINGMAN DRAIN OUTSIDE OF ROAD R.O.W.
- ROADS
- PARCELS
- SECTION LINES
- MUNICIPAL BOUNDARIES

Agenda Item 2

TO: County Services Committee
Finance Committee

FROM: Rosemary Anger, Director
Equalization & Tax Mapping Department

RE: Resolution to Approve a Grant with the Michigan Department of Licensing and Regulatory Affairs For the 2024 Remonumentation Project

Attached please find the resolution to approve the entering into a grant with the Michigan Department of Licensing and Regulatory Affairs, Bureau of Construction Codes, Office of Land Survey and Remonumentation for the 2024 Ingham County Remonumentation Project.

BACKGROUND

Ingham County has participated in the continuous remonumentation grant program with the State of Michigan's Office of Licensing and Regulatory Affairs since 1993. The grant for 2024 will be for \$99,311.

ALTERNATIVES

None

FINANCIAL IMPACT

The grant for 2024 is \$99,311. This grant will cover any and all costs for materials and services required.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Respectfully recommend that the County Services and Finance Committees approve the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A GRANT WITH THE MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS FOR THE 2024 REMONUMENTATION PROJECT

WHEREAS, a grant application was submitted to the Office of Land Survey and Remonumentation of the Michigan Department of Licensing and Regulatory Affairs (LARA) in December 2023, for the sole purpose of receiving funds to implement Ingham County's Monumentation and Remonumentation Plan; and

WHEREAS, LARA's Office of Land Survey and Remonumentation has reviewed Ingham County's 2024 Survey and Remonumentation Grant Application in the amount of \$99,311 and has forwarded the 2024 Grant Agreement/Contract for execution; and

WHEREAS, as required by Section 9a of Act 345, P.A. 1990 (MCL 54.269a), a condition of receiving annual grant funds to implement the County Monumentation and Remonumentation Plan is that the County appoint and/or retain a County Grant Administrator; and

WHEREAS, Resolution #23-280 appointed Rosemary Anger, Director of Equalization and Tax Mapping, as County Grant Administrator.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a grant with the Michigan Department of Licensing and Regulatory Affairs (LARA) for the purpose of receiving \$99,311 in grant funds for the Ingham County Monumentation and Remonumentation Project in the year 2024.

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

TO: Board of Commissioners, County Services Committee and Finance Committee
FROM: Deb Fett, CIO
DATE: May 7, 2024
SUBJECT: Security Training for County employees
For the meeting agendas of May 21st, 22nd, and 28th, 2024

BACKGROUND

Ingham County has used several security training programs in the past, each with its own strengths and weaknesses. Currently we use a package that was originally provided free of charge to government agencies, and have since purchased. It seems to have updated topics and relevant courses more often as compared to other services. Innovation and Technology would like to continue with this package to help train our County employees to be safe.

ALTERNATIVES

All pricing is at our current 1,400 user level:

KnowBe4	\$ 16,380
Proofpoint	\$ 21,000
Wizer	\$ 8,400

FINANCIAL IMPACT

The funding for the \$8,400 total is budgeted and will come from the County’s Innovation and Technology Department’s Development and Training Fund #636-95800-960080. This price has not increased over the past 3 years which is remarkable for a technology company.

OTHER CONSIDERATIONS

As we have seen with all of the cyber incidents around the area and in our past, properly training our users about cybersecurity is important to ensure our entrusted data is safe and our systems secure.

Wizer also provides Ingham County with a publicly accessible County branded training site for our citizens to ensure that they also receive cyber security training free of charge. This is included in our training from them.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for Security Training in the amount of \$8,400.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE RENEWAL OF TRAINING FROM WIZER

WHEREAS, Ingham County needs to continue to offer quality cybersecurity training to staff in order to foster a culture of security; and

WHEREAS, ongoing security training is important to ensure our entrusted data is safe and our systems secure; and

WHEREAS, a subscription for a year of training available to Ingham County staff has been quoted at \$8,400 for a package that has been well received by our County staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of training from Wizer for one year, in the amount of \$8,400.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Innovation and Technology's Development and Training Fund #63695800-960080.

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

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

TO: Board of Commissioners, County Services & Finance Committees
FROM: Glenn Canning, Facilities Director
DATE: May 10, 2024
RE: Resolution to Authorize an Agreement with Tremco Inc., to Replace the Roof at the Ingham County Drain Commissioner’s Office

For the meeting agendas of: May 21 & 22

BACKGROUND

The roof at the Ingham County Drain Commissioner’s Office has outlived its rated life and is deteriorating with numerous leaks causing water damage and damage to the roof structure.

Tremco Inc., submitted a proposal of \$58,950 to replace the roof. Tremco Inc., is on the Omnia cooperative agreement. Three quotes are not required for vendors on the Omnia cooperative agreement, per the Ingham County Purchasing Policy. We are requesting a contingency pf \$6,050 for any uncovered conditions for a grand total not to exceed amount of \$65,000.

ALTERNATIVES

The alternative would be to not approve, delaying the needed repairs and furthering the damage to the structure of the roof.

FINANCIAL IMPACT

Funds are available in approve 2024 CIP line item #245-27599-976000-24F05.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Amount
245-27599-976000-24F05	\$65,000	\$65,000	\$65,000	\$0
Public Improvement Fund				

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Tremco Inc., to replace the roof at the Ingham County Drain Commissioner’s Office.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH TREMCO INC. TO REPLACE THE SHINGLED ROOF AT THE INGHAM COUNTY DRAIN COMMISSIONER'S OFFICE

WHEREAS, the roof at the Ingham County Drain Commissioner's Office has outlived its rated life and is deteriorating with numerous leaks causing water damage and damage to the roof structure; and

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

WHEREAS, Tremco Inc. is on the Omnia cooperative agreement contract; and

WHEREAS, the Facilities Department recommends an agreement with Tremco Inc., who submitted a proposal of \$58,950 to replace the roof at the Ingham County Drain Commissioner's Office; and

WHEREAS, the Facilities Department is requesting a contingency of \$6,050 for any uncovered conditions; and

WHEREAS, funds are available in the approved 2024 CIP Public Improvement Fund Line item #245-25799-976000-24F05, which has a balance of \$65,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Tremco Inc., 3735 Green Road, Beachwood, OH 44122, to replace the shingled roof at the Ingham County Drain Commissioner's Office for an amount not to exceed \$65,000 which includes a \$6,050 contingency.

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

TO: Board of Commissioners, County Services and Finance Committees
FROM: Glenn Canning, Facilities Director
DATE: May 10, 2024
RE: Resolution to Authorize an Agreement with Tremco Inc. to Replace the Singled Roof at the Ingham County Family Center

For the meeting agendas of: May 21 & 22

BACKGROUND

The shingled roof on the south end of the Ingham County Family Center is past its rated life and has numerous leaks causing damage to the trusses, fascia boards, and decking.

Tremco Inc. submitted a proposal of \$124,362 to replace the shingled roof. Tremco Inc., is on the Omnia cooperative agreement. Three quotes are not required for vendors on the Omnia cooperative agreement, per the Ingham County Purchasing Policy. We are requesting a contingency of \$10,638 for any uncovered conditions for a grand total not to exceed amount of \$135,000.

ALTERNATIVES

The alternative would be to not approve delaying the needed repairs and furthering the damage to the structure of the roof.

FINANCIAL IMPACT

Funds are available in approve 2023 CIP line item #264-66400-976000-23F03.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Amount
246-66400-976000-23F03	\$135,000	\$135,000	\$135,000	\$0
Juvenile Justice Mileage Fund				

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Tremco Inc. to replace the singled roof at the Ingham County Family Center.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH TREMCO INC. TO REPLACE
THE SHINGLED ROOF AT THE INGHAM COUNTY FAMILY CENTER**

WHEREAS, the shingled roof on the south end of the Ingham County Family Center is past its rated life and has numerous leaks causing damage to the trusses, fascia boards, and decking; and

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

WHEREAS, Tremco Inc. is on the Omnia cooperative agreement contract; and

WHEREAS, the Facilities Department recommends an agreement with Tremco Inc., who submitted a proposal of \$124,362 to replace the shingled roof at the Ingham County Family Center; and

WHEREAS, the Facilities Department is requesting a contingency of \$10,638 for any uncovered conditions; and

WHEREAS, funds are available in the approved 2023 CIP Juvenile Justice Millage Fund Line item #264-66400-976000-23F03, which has a balance of \$135,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Tremco Inc., 3735 Green Road, Beachwood, OH 44122, to replace the shingled roof at the Ingham County Family Center for an amount not to exceed \$135,000 which includes a \$10,638 contingency.

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

TO: Board of Commissioners, County Services & Finance Committees
FROM: Glenn Canning, Facilities Director
DATE: May 7, 2024
RE: Resolution to Authorize an Agreement Termination with Boling Janitorial Services Inc., and Authorizing a New Janitorial Agreement with Facilities 360

For the meeting agendas of: May 21 & 22

BACKGROUND

In Resolution #23-566 an agreement was approved for janitorial services with Boling Janitorial Services Inc., and in Resolution #24-135 an amendment was approved to increase the agreement amount.

Boling Janitorial Services Inc. has not upheld services outlined in the agreement. We are requesting to terminate the agreement with Boling Janitorial Services, Inc., and approve a new agreement with the next responsive and responsible bidder who was Facilities 360 for janitorial services at multiple County facilities. Other companies were interviewed and would not meet the criteria needed to sustain the level of our expected services.

The three-year grand total amount is \$3,506,874, which is an increase of \$370,124.48.

ALTERNATIVES

The alternative would be to not approve and put this back out for request for proposals risking higher prices.

FINANCIAL IMPACT

Funds are available in the appropriate maintenance contractual 931100 and contractual 818000 line items.

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support termination of the agreement with Boling Janitorial Services, Inc., and approve a new janitorial services agreement with Facilities 360.

TO: Glenn Canning, Facilities Director
FROM: James Hudgins, Director of Purchasing
DATE: September 29, 2023
RE: Memorandum of Performance for RFP No. #34-23 Janitorial Services

Per your request, the Purchasing Department sought proposals from interested and qualified vendors experienced with cleaning commercial office buildings and medical facilities for the purpose of entering into a three (3)-year agreement to provide janitorial services at various facilities.

The facilities include the Human Services Building (HSB), Veterans Memorial Courthouse (VMC), Grady Porter Building (GPB), Ingham County Family Center (ICFC), Forest Community Health Center (FCHC), 9-1-1 Dispatch Center, New Hope Clinic, Ingham County Road Department (ICRD) (the ICRD has three (3) locations and five (5) buildings), Ingham County Animal Shelter, Ingham County Drain Commission, Allen Street Clinic, and 30th Circuit Court Annex.

The scope of work includes, but is not limited to, maintaining an adequate number of properly-trained and vetted cleaning personnel along with a sufficient and competent number of supervisors in order to provide satisfactory cleaning services at all times. The contractor at their expense will provide the necessary supplies and industrial equipment required to perform the work specified in the request for proposal.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	46	21
Vendors responding	6	2

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Total Cost	Total Cost	Total Cost	Grand Total
		Year #1	Year #2	Year #3	Years 1-3
Boling Janitorial Services, Inc.	Yes, Lansing MI	\$ 965,916.01	\$ 994,893.21	\$ 1,024,740.30	\$ 2,985,549.52
Du-All Cleaning Inc.	No, Sterling Heights MI	\$ 1,093,263.72	\$ 1,115,128.99	\$ 1,137,431.57	\$ 3,345,824.28
CD West Michigan, LLC d/b/a: DetailXPerts	No, Detroit MI	\$ 1,093,628.00	\$ 1,115,500.00	\$ 1,137,811.00	\$ 3,346,939.00
Facilities 360	No, Wayne MI	\$ 1,175,703.00	\$ 1,159,330.00	\$ 1,171,841.00	\$ 3,506,874.00
Romanow Building Services	Yes, Lansing MI	\$ 1,457,544.09	\$ 1,486,248.59	\$ 1,515,814.19	\$ 4,459,606.87
Grand Rapids Building Services, Inc.	No, Grand Rapids MI	\$ 1,689,255.00	\$ 1,689,255.00	\$ 1,689,255.00	\$ 5,067,765.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT TERMINATION WITH BOLING
JANITORIAL SERVICES INC. AND AUTHORIZE A NEW JANITORIAL AGREEMENT WITH
FACILITIES 360**

WHEREAS, in Resolution #23-566 an agreement was approved for janitorial services with Boling Janitorial Services Inc.; and

WHEREAS, in Resolution #24-135 an amendment was approved to increase the agreement amount for Boling Janitorial Services, Inc.; and

WHEREAS, Boling Janitorial Services Inc., has not upheld services outlined in the agreement and the Facilities Department recommends the agreement be terminated; and

WHEREAS, the Facilities Department recommends an agreement with Facilities 360, who is the next responsive and responsible bidder for janitorial services at multiple County facilities for a three-year term amount of \$3,506,874 with a two-year extension option; and

WHEREAS, other janitorial companies were interviewed, and it was determined those would not meet the criteria to sustain the level of our expected services; and

WHEREAS, the County Attorney has worked with the Facilities Department on the termination of the Boling Janitorial Services, Inc. contract.

WHEREAS, funds are available in the appropriate maintenance contractual 931100 and contractual 818000 line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Facilities 360, 35150 West Michigan Ave., Wayne, MI 48184, for janitorial services at multiple County facilities for a three-year term amount of \$3,506,874 with a two-year extension option.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the termination of the agreement with Boling Janitorial Services Inc., for janitorial services at multiple County facilities.

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

TO: Board of Commissioners, County Services & Finance Committees
FROM: Glenn Canning, Facilities Director
DATE: May 10, 2024
RE: Resolution to Authorize an Agreement with Smart Homes Smart Offices for Cameras at the Historical Mason Courthouse

For the meeting agendas of: May 21 & 22

BACKGROUND

The Historical Mason Courthouse currently does not have any cameras, there is a need to have external and internal cameras for the safety of staff and public.

Smart Homes Smart Offices, a local vendor, submitted a proposal of \$32,943.51 to furnish and install cameras inside and outside the building. Smart Home Smart Offices is on the MiDeals cooperative agreement. Three quotes are not required for vendors on the MiDeals cooperative agreement, per the Ingham County Purchasing Policy.

ALTERNATIVES

The alternative would be to not approve, which will further delay addressing security measures.

FINANCIAL IMPACT

Funds are available in the Facilities Building Repair & Maintenance Operating fund line item #101-23303-931000. MMRMA Grant will reimburse 50% of the cost, bringing the total out of pocket cost for the County to \$16,471.76.

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Smart Homes Smart Offices for the cameras at the Historical Mason Courthouse.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH SMART HOMES SMART OFFICES FOR CAMERAS AT THE HISTORICAL MASON COURTHOUSE

WHEREAS, the Historical Mason Courthouse currently does not have any cameras, and there is a need to have external and internal cameras for the safety of staff and public; and

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

WHEREAS, Smart Homes Smart Offices is on the MiDeals cooperative agreement contract; and

WHEREAS, the Facilities Department recommends an agreement with Smart Homes Smart Offices who submitted a proposal of \$32,943.51 for the cameras at the Historical Mason Courthouse; and

WHEREAS, funds are available in the Facilities Building Repair & Maintenance Operating fund line item #101-23303-931000; and

WHEREAS, the Michigan Municipal Risk Management Association (MMRMA) Grant will reimburse 50% of the cost, bringing the total cost to the County to \$16,471.76.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Smart Homes Smart Offices, 210 State Street, Mason, MI 48854, for the cameras at the Historical Mason Courthouse for an amount not to exceed \$32,943.51.

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

TO: Board of Commissioners, County Services & Finance Committees
FROM: Glenn Canning, Facilities Director
DATE: May 10, 2024
RE: Resolution to Authorize a Purchase Order to Deere and Company for the Replacement Utility Vehicle

For the meeting agendas of: May 21 & 22

BACKGROUND

The utility vehicle used for servicing the grounds of the Human Services Building, 9-1-1 Center, and Youth Center, has outlived its useful life and the cost to make repairs outweigh the value of the vehicle due to age and condition.

Deere and Company, submitted a proposal of \$51,032.83 for the replacement utility vehicle that includes a hopper spreader. Deere and Company is on the Sourcewell cooperative agreement therefore per the Ingham County Purchasing Policy, three quotes are not required for vendors on the Sourcewell cooperative agreement.

ALTERNATIVES

The alternative would be to not approve and send this out for bid risking higher prices.

FINANCIAL IMPACT

Funds are available in approve 2024 CIP line item #631-23304-978000-24F01.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Amount
631-23304-978000-24F01	\$53,900	\$53,900	\$51,032.83	\$2,867.17
General Fund				

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to Deere and Company, for the replacement utility vehicle.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO DEERE AND COMPANY FOR
THE REPLACEMENT OF A UTILITY VEHICLE**

WHEREAS, the utility vehicle used for servicing the grounds of the Human Services Building, 9-1-1 Center, and Youth Center has outlived its useful life and the cost to make repairs outweigh the value of the vehicle due to its age and condition; and

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

WHEREAS, Deere and Company is on the Sourcewell cooperative agreement contract; and

WHEREAS, the Facilities Department recommends a purchase order to Deere and Company for the replacement of a utility vehicle for \$51,032.83; and

WHEREAS, funds are available in the approved 2024 CIP General Fund Line item #631-23304-978000-24F01, which has a balance of \$53,900.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Deere and Company, 2000 John Deere Run, Cary, NC 27513, for the replacement of a utility vehicle for an amount not to exceed \$51,032.83.

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

TO: Board of Commissioners, County Services & Finance Committees
FROM: Glenn Canning, Facilities Director
DATE: May 10, 2024
RE: Resolution to Authorize a Purchase Order to Seelye Group to Replace the Carpet in the Public Areas, Jury Rooms and Hallways at the Veterans Memorial Courthouse

For the meeting agendas of: May 21 & 22

BACKGROUND

The carpet in the public areas, jury rooms and hallways of the Veterans Memorial Courthouse are worn and coming loose, causing trip hazards.

Seelye Group, LTD., a local vendor, submitted a proposal of \$315,000 to replace the carpet. Seelye Group, LTD. is on the Sourcewell cooperative agreement Three quotes are not required for vendors on the Sourcewell cooperative agreement, per the Ingham County Purchasing Policy.

ALTERNATIVES

The alternative would be to not approve the resolution, pushing this out for bid, which is risking higher prices.

FINANCIAL IMPACT

Funds are available in approved 2024 CIP line item #245-26710-976000-24F04.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Amount
245-26710-976000-24F04	\$315,000	\$315,000	\$315,000	\$0
Public Improvement Fund				

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to Seelye Group LTD., to replace the carpet in the public areas of the Veterans Memorial Courthouse.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO SEELYE GROUP LTD. TO REPLACE THE CARPET IN THE PUBLIC AREAS, JURY ROOMS, AND HALLWAYS AT THE VETERANS MEMORIAL COURTHOUSE

WHEREAS, the carpet in the public areas, jury rooms, and hallways of the Veterans Memorial Courthouse are worn and coming loose, causing trip hazards; and

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

WHEREAS, Seelye Group LTD. is on the Sourcewell cooperative agreement contract; and

WHEREAS, the Facilities Department recommends a purchase order to Seelye Group LTD. in the amount of \$315,000 to replace the carpet in the public areas, jury rooms, and hallways at the Veterans Memorial Courthouse; and

WHEREAS, funds are available in the approved 2024 CIP Public Improvement Fund Line item #245-26710-976000-24F04, which has a balance of \$315,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Seelye Group LTD., 1411 Lake Lansing Road, Lansing, MI 48912, to replace the carpet in the public areas, jury rooms, and hallways at the Veterans Memorial Courthouse for an amount not to exceed \$315,000.

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

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: May 7, 2024

SUBJECT: Proposed Resolution to Authorize a Second Party Agreement with the Michigan Department of Transportation for the Columbia Road and Eifert Road Project

For the Meeting Agendas of May 21, 22, and 27

BACKGROUND

The Road Department has received federal Highway Safety Improvement Program (HSIP) funds to make improvements to the intersection of Columbia Road and Eifert Road, located in Sections 3, 4, 9, and 10 of Aurelius Township. The scope of work for the project includes the construction of a roundabout, earthwork, asphalt paving, curb and gutter, drainage improvements, and pavement markings. This project will be advertised for a Michigan Department of Transportation (MDOT) bid letting in June 2024 and has been designed pursuant to applicable federal, state, and local design specifications. The construction project will occur in 2025.

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

ALTERNATIVES

N/A

FINANCIAL IMPACT

The HSIP funding pays for 90% of construction costs up to the capped amount of \$675,000. The local match for the federal funding and any project costs exceeding the available overall funding are the responsibility of the Road Department.

Per MDOT Contract 24-5190, the estimated funding for the project is as follows:

Highway Safety Improvement Program (HSIP) (capped):	\$ 675,000
Road Department Participation:	<u>\$ 913,200</u>
Total Estimated Project Cost:	\$1,588,200

Due to the nature of construction and the higher bid results over the past few years, a 20% contingency is being requested for the project, which equates to \$317,640. Due to the capped funding on this project, the Road Department’s funding participation for this project with a 20% added contingency will increase from \$913,200 to \$1,230,840. This cost will be included in the upcoming 2025 Road Fund Budget.

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to authorize a second-party agreement with MDOT as described in Contract 24-5190 with a 20% contingency.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A SECOND-PARTY AGREEMENT WITH THE
MICHIGAN DEPARTMENT OF TRANSPORTATION FOR THE
COLUMBIA ROAD AND EIFERT ROAD PROJECT**

WHEREAS, the Road Department received federal Highway Safety Improvement Program (HSIP) funds to make improvements to the intersection of Columbia Road and Eifert Road, located in Sections 3, 4, 9, and 10 of Aurelius Township, which includes the construction of a roundabout, earthwork, asphalt paving, curb and gutter, drainage improvements, and pavement markings; and

WHEREAS, the project will be advertised for a Michigan Department of Transportation (MDOT) bid letting in June 2024, with construction to occur in 2025, and has been designed pursuant to applicable federal, state, and local design specifications; and

WHEREAS, the construction project will be undertaken pursuant to a first-party agreement between MDOT and the Contractor; and

WHEREAS, the County, on behalf of the Road Department, must enter into an associated second-party agreement with MDOT consistent with federal funding requirements and as detailed in MDOT Contract 24-5190; and

WHEREAS, the MDOT Contract 24-5190 states the HSIP funding pays for 90% of construction costs up to the capped amount of \$675,000, with the 10% funding match and any project costs exceeding the capped HSIP funding being the responsibility of the Road Department; and

WHEREAS, the estimated construction funding responsibilities for the project are as follows:

Highway Safety Improvement Program (HSIP) (capped):	\$ 675,000
Road Department Participation:	<u>\$ 913,200</u>
Total Estimated Project Cost:	\$1,588,200; and

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

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

Highway Safety Improvement Program (HSIP) (capped):	\$ 675,000
Road Department Participation:	<u>\$1,230,840</u>
Total Estimated Project Cost (+20%):	\$1,905,840; and

WHEREAS, the Road Department's local participation costs detailed above will be included in the upcoming 2025 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Contract 24-5190 with the Michigan Department of Transportation to construct a roundabout at the intersection

of Columbia Road and Eifert Road, located in Sections 3, 4, 9, and 10 of Aurelius Township, for a total estimated project cost of \$1,588,200 consisting of \$675,000 in federal Highway Safety Improvement Program funds and \$913,200 in Road Department funds.

BE IT FURTHER RESOLVED, that the project shall include a contingency in the amount of 20% of the estimated project costs, equating to a total budgeted project cost of \$1,905,840 of which the Road Department's funding responsibility shall be \$1,230,840, which will be included in the future 2025 Road Fund Budget.

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

TO: Board of Commissioners and County Services Committee

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: May 9, 2024

SUBJECT: Proposed Resolution to Approve A Traffic Control Order for an All-Way Stop at the Columbia Road and College Road Intersection

For the Meeting Agendas on May 21 and 28

BACKGROUND

Due to an increase in traffic incidents at the intersection of Columbia Road and College Road, the Ingham County Road Department conducted a traffic study pursuant to Section 2B.07 of the Michigan Manual of Uniform Traffic Control Devices (MMUTCD) for Multi-Way Stop Applications.

This intersection, that is a shared border between Aurelius Township (sections 1 and 12) and Vevay Township (sections 6 and 7), is currently configured as a two way stop with vehicles traveling north and south on College Road stopping for traffic traveling east and west on Columbia Road.

The Road Department has determined that modifying the intersection to add stop signs on eastbound and westbound Columbia Road would be the most appropriate corrective measure to improve its safety at this time. With these additions, this intersection would become an all-way stop.

In order for the all-way stop 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 signs 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 signs at the above intersection are 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 add stop signs for the east and west bound traffic on Columbia road, resulting in an all-way stop intersection.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A TRAFFIC CONTROL ORDER FOR AN ALL-WAY STOP AT THE COLUMBIA ROAD AND COLLEGE ROAD INTERSECTION

WHEREAS, the intersection of Columbia Road and College Road in Aurelius Township (sections 1 and 12) and Vevay Township (sections 6 and 7) is currently configured as a two-way stop intersection requiring the north and south bound traffic on College Road to stop; and

WHEREAS, the Road Department recently completed an engineering study of the Columbia Road and College Road intersection; and

WHEREAS, the engineering study was performed pursuant to Section 2B.07 of the Michigan Manual of Uniform Traffic Control Devices (MMUTCD) for Multi-Way Stop Applications; and

WHEREAS, the engineering study determined that modifying the intersection to add stop signs on eastbound and westbound Columbia Road would be an appropriate corrective measure to improve its safety; and

WHEREAS, the modification of the intersection to add stop signs on Columbia Road would result in an all-way stop at the intersection; and

WHEREAS, the new stop signs would be supplemented with double stop signs and double stop ahead advance warning signs; and

WHEREAS, the installation of stop signs to control intersection traffic requires the issuance of a Traffic Control Order pursuant to MCL 257.71.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the issuance of a Traffic Control Order directing all motorists approaching the Columbia Road and College Road intersection to stop prior to entering the intersection and request authorization for the Board Chairperson to execute and date the Traffic Control Order.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the installation of the appropriate double stop signs and double stop ahead advance warning signs on Columbia Road to convert the intersection to an all-way stop.

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: May 7, 2024

SUBJECT: Proposed Resolution Authorizing a Purchase Order for the Fuel Dispensing System Replacement at the Western Garage

For the Meeting Agendas of May 21, 22, and 27

BACKGROUND

The Road Department's existing fuel pump dispensing units, piping, and fittings at the Western Garage are more than 25 years old and have exceeded their useful life. The Road Department has made repairs to the fuel pump systems, sensors, and piping several times over the years, but it is now necessary to replace the full system.

Through Request for Proposal (RFP) #36-24, the Purchasing Department solicited proposals from qualified and experienced contractors for the removal of the existing fuel dispensing system and the installation of a new fuel dispensing system at the Road Department's Western Garage. The scope of work includes, but is not limited to, the removal of the existing fuel pump dispensing units, and concrete islands and piping to the underground storage tanks and monitoring system located inside the maintenance shop. Of the three contractors that submitted proposals, both the Purchasing Department and Road Department are in concurrence to accept the proposal from Rohr Gasoline Equipment for the bid amount of \$224,172.69, as shown in the attached Memorandum of Performance. Upon approval by the Board of Commissioners, a purchase order will be executed by the Purchasing Department with Rohr Gasoline Equipment.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The costs associated with RFP #36-24 are included in the adopted 2024 Capital Budget for the Public Improvement Fund in the amount of \$250,000. The Road Department is requesting an approximate 11.5% contingency be added to the budget authorization to accommodate unanticipated conditions encountered throughout construction, for a total project authorization of \$250,000.

RECOMMENDATION

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

TO: Kelly Jones, Director, Road Department

FROM: Gregg Todd, Controller

DATE: April 25, 2024

RE: Memorandum of Performance for RFP No. 36-24 Fuel System Replacement

Per your request, the Purchasing Department sought proposals from qualified and experienced contractors to enter into a contract for the removal of current fuel dispensing system and installation of new fuel dispensing system at the Road Department. The current underground fuel tanks will remain intact.

The scope of work includes, but is not limited to, removal of the existing fuel pump dispensing units, concrete islands and piping to underground storage tanks and monitoring system located in the maintenance shop.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	35	4
Vendors responding	3	0

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Bid Bond	Substitution (+)	Proposed Cost
Rohr Gasoline Equipment	No, Byron Center MI	Yes		\$ 224,172.69
J&L Electric of Battle Creek Inc	No, Battle Creek	Yes	\$ 21,500*	\$ 339,800.00
Phoenix Environmental Inc	No, Plymouth MI	Yes		\$ 431,780.00

*If conduits are not reusable that are from the building out to the island. It is assumed that existing conduits from building out to the island location are still in good usable condition

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PURCHASE ORDER FOR THE FUEL DISPENSING SYSTEM REPLACEMENT AT THE WESTERN GARAGE

WHEREAS, the Road Department's existing fuel dispensing system at the Western Garage is more than 25 years old, having been repaired several times over the years, and is now in need of total replacement as it has exceeded its useful lifespan; and

WHEREAS, the Purchasing Department released Request for Proposal #36-24 and received bid proposals from qualified and experienced contractors for the removal of the existing fuel dispensing system and the installation of a new fuel dispensing system at the Western Garage; and

WHEREAS, proposals for a scope of work consisting of, but not limited to, the removal of the existing fuel pump dispensing units and concrete islands and piping to the underground storage tanks and monitoring system located inside the maintenance shop were evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Road Department staff, to execute a purchase order with Rohr Gasoline Equipment for their bid proposal of \$224,172.69; and

WHEREAS, the Roads Department is requesting a contingency in the amount of \$25,827.31, or approximately 11.5% of the bid amount, to accommodate unanticipated conditions encountered throughout construction; and

WHEREAS, the adopted 2024 Capital Budget for the Public Improvement Fund allocated \$250,000 towards the Road Department fuel system replacement at the Western Garage.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the lowest qualified bid of \$224,172.69, authorizing an agreement with Rohr Gasoline Equipment located at 8549 Centre Industrial Dr., Byron Center, MI 49315 with an added contingency in the amount of \$25,827.31, for a total project budget of \$250,000, to remove the existing fuel dispensing system and install a new fuel dispensing system at the Road Department Western Garage, compliant with current building codes and the Request for Proposal #36-24, with funds to be taken from the 2024 Public Improvement Fund Budget.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute a purchase order with Rohr Gasoline Equipment for the purpose of removing the existing fuel dispensing system and installing a new fuel dispensing system at the Road Department Western Garage, on behalf of the Road Department.

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 on behalf of the County after approval as to form by the County Attorney.

TO: Board of Commissioners County Services and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: May 8, 2024
SUBJECT: Resolution To Approve OPEIU Family Court Unit Reclassification Requests
For the meeting agendas of May 21 and May 22

BACKGROUND

The OPEIU Family Court Unit collective bargaining agreement is effective January 1, 2022 through December 31, 2024. This document includes a process for employee submission of reclassification requests. The Human Resources Department has executed the approved process for reclassification requests for employees in this group. Accordingly, it is proposed that the Ingham County Board of Commissioners approve the changes as set forth in the attached resolution.

ALTERNATIVES

None.

FINANCIAL IMPACT

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

STRATEGIC PLAN CONSIDERATIONS

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

RECOMMENDATION

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE OPEIU FAMILY COURT UNIT RECLASSIFICATION REQUESTS

WHEREAS, the OPEIU Family Court Unit collective bargaining agreement is effective January 1, 2022 through December 31, 2024; and

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

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

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

<u>Position No.</u>	<u>Position Title</u>	<u>Action</u>
140003	Clinical Mental Health Counselor To Clinical Mental Health Professional	Move from OPEIU 6 to OPEIU 9
140068	Clinical Mental Health Professional	Move from OPEIU 6 to OPEIU 9
140094	Clinical Mental Health Professional	Move from OPEIU 6 to OPEIU 9
140006	Sr. Juvenile Court Officer	Move from OPEIU 6 to OPEIU 8
140007	Sr. Juvenile Court Officer	Move from OPEIU 6 to OPEIU 8
140008	Sr. Juvenile Court Officer	Move from OPEIU 6 to OPEIU 8
140009	Sr. Juvenile Court Officer	Move from OPEIU 6 to OPEIU 8
140010	Sr. Juvenile Court Officer	Move from OPEIU 6 to OPEIU 8
140011	Sr. Juvenile Court Officer	Move from OPEIU 6 to OPEIU 8
140012	Sr. Juvenile Court Officer	Move from OPEIU 6 to OPEIU 8
140013	Sr. Juvenile Court Officer	Move from OPEIU 6 to OPEIU 8
140014	Sr. Juvenile Court Officer	Move from OPEIU 6 to OPEIU 8
140015	Juvenile Court Officer	Move from OPEIU 5 to OPEIU 7
140016	Juvenile Court Officer	Move from OPEIU 5 to OPEIU 7
140017	Juvenile Court Officer	Move from OPEIU 5 to OPEIU 7
140019	Juvenile Court Officer	Move from OPEIU 5 to OPEIU 7
140020	Juvenile Court Officer	Move from OPEIU 5 to OPEIU 7
140021	Juvenile Court Officer	Move from OPEIU 5 to OPEIU 7
140022	Juvenile Court Officer	Move from OPEIU 5 to OPEIU 7
140023	Juvenile Court Officer	Move from OPEIU 5 to OPEIU 7
140024	Juvenile Court Officer	Move from OPEIU 5 to OPEIU 7
140025	Juvenile Court Officer	Move from OPEIU 5 to OPEIU 7
140026	Juvenile Court Officer	Move from OPEIU 5 to OPEIU 7
140027	Juvenile Court Officer	Move from OPEIU 5 to OPEIU 7
140028	Juvenile Court Officer	Move from OPEIU 5 to OPEIU 7
140029	Juvenile Court Officer	Move from OPEIU 5 to OPEIU 7
140030	Juvenile Court Officer	Move from OPEIU 5 to OPEIU 7
140031	Juvenile Court Officer	Move from OPEIU 5 to OPEIU 7
140032	Juvenile Court Officer	Move from OPEIU 5 to OPEIU 7
140033	Juvenile Court Officer	Move from OPEIU 5 to OPEIU 7

TO: Board of Commissioners County Services & Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: May 9, 2024
SUBJECT: Resolution to Approve a Reorganization of the Human Resources Department
For the meeting agendas of May 21 and May 22

BACKGROUND

During the past few years, the Human Resources Department has experienced a continuing increase in the demand for human resources services. We have internally expanded upon our capacity to provide services to departments and the public, particularly with respect to recruiting and retaining employees, compensation, and benefits, and promoting labor-management relations. To further align staff with service demands and optimize the efficient and effective delivery of services, we are requesting a proposed reorganization of the department as follows:

Proposed New Positions to be Created:

Deputy Human Resources Director: to provide full-time support to the Human Resources Director.

Assistant HR Employee Data Analyst: to provide full-time dedicated support to updating and maintaining employee personnel data.

ALTERNATIVES

If the status quo is permitted to continue, Human Resources Department staff will not be as efficient and effective in delivering services and meeting continuously increasing demand.

FINANCIAL IMPACT

Financial impacts are as described on the attached costing analyses provided by the Budget Office. The total financial impact, with a breakdown by position:

Deputy HR Director (MC 12, Step 5):	175,503.66
Assistant HR Employee Data Analyst (MC 5, Step 5):	<u>110,740.64</u>
Total:	286,244.30

STRATEGIC PLAN CONSIDERATIONS

The proposed reorganization is in furtherance of the Mission Statement of the Human Resources Department to ensure an efficient and motivated workforce, by promoting labor-management relations, recruiting, and retaining high quality, well trained, culturally diverse employees for Ingham County departments and agencies.

OTHER CONSIDERATIONS

In developing this proposed reorganization, Human Resources staff obtained classification reviews of the proposed new and updated positions from the Controllers Office. Additionally, the Controller/Administrator is in support of the proposed reorganization.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the proposed reorganization to move forward to the next round of committee meetings in accordance with the provisions of the Reorganization Procedure Policy 220.

**INGHAM COUNTY
JOB DESCRIPTION
DEPUTY HUMAN RESOURCES DIRECTOR**

General Summary:

Reporting to the Human Resources Director, this position assists Director with planning, organizing, and directing the activities and staff of the Human Resources Department including recruitment and selection, classification and compensation, labor relations, employee services, unemployment claims, FMLA and conflict resolution. Assists with developing and interpreting County policies and procedures. Acts as a liaison between departments, and the public regarding personnel policies, procedures, and administration. Serves as Human Resources representative on various internal and external committees.

Essential Functions:

1. Acts on behalf of the Human Resources Director in his/her absence.
2. Participates in the hiring process, orients, and trains staff, makes work assignments and reviews work products for accuracy.
3. Participates in the establishment, implementation and revision of policies, procedures, and practices.
4. Oversees hiring, reclassifications, reorganizations, succession planning and position development.
5. Works with the Director to establish and control the department budget.
6. Assists the HR Director in the daily administration of HR services as directed or assigned.
7. Assists the HR Director with formulating the Human Resources Department annual budget and in tracking expenditures.
8. Provides support to departments for conflict resolution and disciplinary action. Helps facilitate the resolution process between supervisors and employees. Provides guidance and input for disciplinary actions as requested.
9. As a representative of the Controller/Administrator and in conjunction with the County Attorney, participates in the labor negotiations.
10. Assists in building and effectively managing interpersonal relationships at all levels of the County, fostering a positive working environment and inclusive culture. Works closely with management and employees to improve working relationships, build morale and increase productivity and retention.
11. Assists Department Heads and Managers with reorganizations, ensures equitable pay for positions without creating salary compression.
12. Assists with developing long range strategies goals and plans for all areas of HR management, including recruitment, orientation, and training of County employees to ensure the County is able to attract and retain, reward, and motivate a qualified diverse workforce with the skills and knowledge required to meet the changing needs of the County.

13. Assists with Developing and administering County personnel policies. Informs and advises the Controller/Administrator on personnel management activities. Acts as liaison between departments and the public regarding personnel policies, procedures, administration, and problems.
14. Serves as the Human Resources representative on various internal and external committees.
15. Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
16. Dependable and regular attendance required.
17. Ability to maintain excellent customer service during stressful situations.

Other Functions:

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

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

Employment Qualifications:

Education: A Bachelor Degree in Human Resources, Labor Relations, Business or Public Administration is required. SHRM Certification Preferred.

Experience: 5 years of experience in Human Resources, including 2 years of management/supervisory experience.

Other Requirements:

- Must possess excellent active listening, negotiations, and presentation skills.

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

Working Conditions:

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

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands, or fingers.
- This position's physical requirements require periodic stamina in standing, walking, traversing, climbing, balancing, stooping/crouching, squatting, kneeling, crawling, and pinching.

- This position's physical requirements require regular stamina in twisting, bending, lifting, carrying, pushing, pulling, reaching, grasping, and handling.
- This position's physical requirements require continuous stamina in sitting, typing, and enduring repetitive movements of the wrists, hands, or fingers.
- This position performs sedentary work requiring a negligible amount of effort in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting, and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

February 2024
MC 13

**INGHAM COUNTY
JOB DESCRIPTION**

ASSISTANT HUMAN RESOURCES EMPLOYEE DATA ANALYST

General Summary:

With general supervision from the Human Resources Director, coordinates and implements personnel transactions relating to personnel/payroll related functions for County employees. Maintains various personnel records via HRIS systems and provides training and support to user departments regarding the County's automated payroll/personnel system.

Essential Functions:

1. Assists user departments processing employee transactions. Provides support to all County Department representatives on utilization of the on-line Personnel Action Request (PAR) system for payroll maintenance and other related functions. Explains policies and procedures for implementation to users.
2. Updates the County's payroll system for all County positions ensuring that all personnel/payroll information is up-to-date and accurate. Determines appropriate pension codes, union dues and accruals based on individual and union. Calculates and/or verifies rates for individuals working temporarily out of class.
3. Processes leave time accruals and payroll deductions, deferred compensation, Section 125, union dues, United Way, and various other deductions.
4. Assists with maintaining County-wide sick leave donation bank. Processes sick leave donations and coordinates activity with department timekeepers each pay period.
5. Utilizes computer systems and personnel files to retrieve employment data and disseminates information as appropriate in accordance with established procedures.
6. Assists with performing retroactive pay calculations and overpayment calculations for repayment agreements with employees. Conducts internal audits to calculate payments and/or overpayments, as required.
7. Researches and prepares payroll reports for review and analysis of historical information. Reviews internal reports for accuracy, identifies discrepancies and corrects inaccuracies.
8. Reviews leave benefit payout calculations prepared by Financial Services bases on knowledge for collective bargaining agreements of the employee's history and other data as required.
9. May process accounts payable and receivable for the Department
10. Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
11. Dependable and regular attendance required.
12. Ability to handle stressful situations on an occasional basis.

13. Ability to maintain excellent customer service during stressful situations.

Other Functions

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

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

Employment Qualifications

Education: Associate's degree in Business Administration, Human Resources, Computer Information Systems, or related areas.

Experience: One year of experience in HRIS or closely related setting. Previous work experience in Human Resources preferred. Experience with MUNIS preferred.

Other Requirements: Access to reliable transportation, occasional travel required. Extensive Word product software knowledge is preferred.

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

Working Conditions:

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

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands, or fingers.
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- This position performs sedentary work requiring a negligible amount of effort in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting, and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.

- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

February 7, 2024
MC 6

2024 Rates
**Deputy Human
 Resources Director MC
 12**

			Step 1	Step 5
	0 704000	Salary	84,209.20	101,103.43
8951	714000	Unemployment	421.05	505.52
1000	715000	FICA	6,442.00	7,734.41
8841	715050	Liability	1,160.49	1,393.31
2720	716020	Health	21,279.00	21,279.00
8952	716035	Health Surcharge	3,585.00	3,585.00
8955	716040	Health Insurance Trust	3,789.41	4,549.65
2700	716100	Dental	936.00	936.00
2710	716200	Vision	135.00	135.00
8953	716450	Separation	1,684.18	2,022.07
8986	717000	Life	149.82	149.82
8941	717100	Disability	109.47	131.43
7291	718000	Retirement	24,496.46	29,410.99
7391	718500	Retirement	2,105.23	2,527.59
8810	722000	Workers Comp	33.68	40.44
			150,536.00	175,503.66

**Employee Data
 Assistant MC 5**

			Step 1	Step 5
	0 704000	Salary	47,708.46	57,281.89
8951	714000	Unemployment	238.54	286.41
1000	715000	FICA	3,649.70	4,382.06
8841	715050	Liability	657.47	789.40
2720	716020	Health	21,279.00	21,279.00
8952	716035	Health Surcharge	3,585.00	3,585.00
8955	716040	Health Insurance Trust	2,146.88	2,577.69
2700	716100	Dental	936.00	936.00
2710	716200	Vision	135.00	135.00
8953	716450	Separation	954.17	1,145.64
8986	717000	Life	149.82	149.82
8941	717100	Disability	62.02	74.47
7291	718000	Retirement	13,878.39	16,663.30
7391	718500	Retirement	1,192.71	1,432.05
8810	722000	Workers Comp	19.08	22.91
			96,592.25	110,740.64

Introduced by the County Services & Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A REORGANIZATION OF THE HUMAN RESOURCES DEPARTMENT

WHEREAS, during the past few years, the Human Resources Department has experienced a continuing increase in the demand for human resource services; and

WHEREAS, the Human Resources Department has internally expanded upon our capacity to provide services to departments and the public, particularly with respect to recruiting and retaining employees, compensation, and benefits, and promoting labor-management relations; and

WHEREAS, to further align staff with service demands and optimize the efficient and effective delivery of services, a proposed reorganization of the Human Resources Department is requested, consisting of the addition of a 1.0 FTE Deputy Human Resources Director (MC 12) to provide full-time support to the Human Resources Director and the addition of a 1.0 FTE Assistant HR Employee Data Analyst (MC 5) to provide full-time dedicated support to updating and maintaining employee personnel data.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby approves a reorganization of the Human Resources Department consisting of the addition of a 1.0 FTE Deputy Human Resources Director (MC 12) to provide full-time support to the Human Resources Director and the addition of a 1.0 FTE Assistant HR Employee Data Analyst (MC 5) to provide full-time dedicated support to updating and maintaining employee personnel data. The financial impact is as follows:

Deputy HR Director (MC 12, Step 5):	175,503.66
Assistant HR Employee Data Analyst (MC 5, Step 5):	<u>110,740.64</u>
Total:	286,244.30

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

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION HONORING THE LANSING JUNETEENTH COMMITTEE ON THE
31ST ANNUAL JUNETEENTH CELEBRATION**

WHEREAS, when Union Army General Gordon Granger landed in Galveston to take command of the military district of Texas, one of his first actions in June of 1865, was to read General Order #3 to the people stating all slaves are free, as a result June 19th became the emancipation date of those long suffering for freedom, the newly freed slaves of Texas; and

WHEREAS, the celebration of Juneteenth is a multi-cultural recognition of the triumph of the human spirit over the cruelty of slavery, for African Americans, it is a tribute to the strength, endurance, and faith of their ancestors, for all of America it is a reminder that none of us is free until all of us are free; and

WHEREAS, in June of 2005, Michigan Governor Jennifer M. Granholm signed legislation officially designating the third Saturday in June as Juneteenth National Freedom Day in Michigan; and

WHEREAS, the Lansing Juneteenth Celebration began in 1994, from the vision of Gordon Haskins, a long-time member of Mask Memorial CME Church who was originally from Texas, who had a vision that someday the history of Juneteenth would be communicated and celebrated in Lansing as it is celebrated in Texas; and

WHEREAS, the original Juneteenth Committee consisted of the following members from Mask Memorial CME Church: Gordon Haskins, Debra Plummer, Mary Plummer, Marilyn Plummer, Marsha Plummer, Jim Hughes, Charles Johnson, Jerrye Wynne Scates, Rodney Shepard, Daulton Tansil, Edwin Thompson, and Earl Chapman, the pastor of Mask Memorial CME church at that time was Reverend Sterling O. Littlejohn; and

WHEREAS, the mission of the Lansing Juneteenth Committee is to commemorate the ending of slavery in the United States by celebrating the joys of liberty, educating the community about our heritage, and by promoting positive cultural interaction.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby commends the Lansing Juneteenth Committee for hosting Lansing's 31st Annual Juneteenth Celebration.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners wishes the Lansing Juneteenth Committee continued success in all of their future endeavors.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION DESIGNATING THE MONTH OF JUNE, 2024 AS
LGBTQ PRIDE MONTH IN INGHAM COUNTY**

WHEREAS, Ingham County recognizes the economic and cultural benefits of diversity and seeks to create a welcoming environment for all residents, including the LGBTQ Community; and

WHEREAS, Ingham County Resolution #13-368 commits to equal opportunity and nondiscrimination for all persons inclusive on the basis of sexual orientation and gender identity; and

WHEREAS, Ingham County's Equal Employment Opportunity Policy states that employment opportunity should be given without regard to gender identity or gender expression; and

WHEREAS, Ingham County Resolution #19-057 ensures accessibility to gender-segregated facilities on property operated by Ingham County based on gender identity or expression; and

WHEREAS, Ingham Community Health Center was the only community health center in Michigan to receive top designation from LGBTQ-inclusive healthcare by the Human Rights Campaign in 2018; and

WHEREAS, June is celebrated nationally and worldwide as LGBTQ Pride Month in commemoration of the 1969 Stonewall Rebellion in New York City; and

WHEREAS, the realities of COVID-19 have caused the LGBTQ Community and its allies to reimagine the way Pride is celebrated.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners designates the month of June, 2024 as LGBTQ Pride Month in the County of Ingham.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners request that the Clerk of the Ingham County Board of Commissioners forward copies of this resolution to the other 82 Counties in Michigan, as well as the Ingham County Delegation of the State Legislature.

TO: Board of Commissioners County Services Committee
FROM: Becky Bennett, Director, Board of Commissioners' Office
DATE: May 8, 2004
SUBJECT: Request for a Step Increase for Equalization Director

The Equalization Director is eligible for a step increase on her anniversary date which is June 5, 2024. Section B.2 of the *Managerial and Confidential Employee Personnel Manual* sets forth rules for application of step increases in compensation for employees subject to provisions of the *Manual*. Current language in the *Manual* requires that employees not at the top step of the salary range for their classification may be considered for a step increase upon approval of an immediate supervisor. However, step increases for several cited positions are subject to approval of a presiding Judge or liaison committee of the Board of Commissioners.

The Equalization Director is eligible to receive a step increase from Grade MCF 14 Step 1 (\$97,058.20) to MCF 14 Step 2 (\$101,592.41), a difference of \$4,534.21. The cost of this step increase is included within the 2024 budget for the Equalization Department. In accordance with the *Managerial and Confidential Employee Personnel Manual*, this request for a step increase is before you for your approval.

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