

CHAIRPERSON  
CAROL KOENIG

VICE-CHAIRPERSON  
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM  
ROBIN NAEYAERT

**FINANCE COMMITTEE**  
MARK GREBNER, CHAIR  
SARAH ANTHONY  
BRYAN CRENSHAW  
TODD TENNIS  
CAROL KOENIG  
DENNIS LOUNEY  
RANDY SCHAFFER

**INGHAM COUNTY BOARD OF COMMISSIONERS**  
*P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264*

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, JUNE 20, 2018 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [June 6, 2018 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office
  - a. Resolution to Authorize a [Reorganization](#) of the Sheriff's Office Field Services Division
  - b. Resolution to Authorize a Contract to Lease the Ingham County [Jail Kitchen](#) for Modernized Food Preparation, Packaging, and Delivery
2. Circuit Court – Juvenile Division – Resolution to Authorize a [Reorganization](#) in the Juvenile Division
3. Facilities Department
  - a. Resolution to Authorize A&E Services for Mason Courthouse [Clock Tower Repairs](#)
  - b. Resolution to Authorize an Agreement to Replace [Entrance Doors and Sidelights](#)
  - c. Resolution to Authorize an Agreement to Provide [Pest Control Services](#) at Several County Locations
  - d. Resolution to Authorize an Agreement to Evaluate and Present a Scope of Work for 9-1-1 Center [Mechanical Sound Reduction](#)
4. Innovation and Technology Department
  - a. Resolution to Approve the Renewal of [MUNIS Software](#) Annual Support Agreement from Tyler Technologies
  - b. Resolution to Approve the Support Renewal for [Hardware](#) through Avalon Technologies
5. Road Department
  - a. Resolution to Approve Local Road Agreement with [Meridian Township](#)
  - b. Resolution to Authorize Contracts with [Michigan Paving & Materials Company](#) for Items I & III of Bid Packet #115-18 and Rejection of All Bids Received for Items II & IV of Bid Packet #115-18 Various County Primary & Local Road Projects
  - c. Resolution to Authorize [Reclassification](#) of Existing, Currently Vacant, Non-Bargaining Position

6. Controller/Administrator's Office – Resolution to Rescind Resolution #18-099 and to Authorize a Mentor Period for the [Financial Services Director](#) Position

Announcements  
Public Comment  
Adjournment

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

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

FINANCE COMMITTEE  
June 6, 2018  
Draft Minutes

Members Present: Grebner, Crenshaw, Anthony (left at 6:08 p.m.), Louney (left at 6:28 p.m.), Tennis, Koenig, and Schafer

Members Absent: None.

Others Present: Treasurer Eric Schertzing, Christina Johnson, Bill Conklin, Melissa Buzzard, Tim Morgan, Matt Bennett, Michael Townsend, Lindsey LaForte, and others.

The meeting was called to order by Chairperson Grebner at 6:00 p.m. in Conference Room D & E of the Human Services Building, 5303 South Cedar Street, Lansing, Michigan.

Approval of the May 16, 2018 Meeting Minutes

WITHOUT OBJECTION, CHAIRPERSON GREBNER RECOGNIZED THAT THE MAY 16, 2018 FINANCE COMMITTEE MEETING MINUTES WERE APPROVED AS PRESENTED.

Additions to the Agenda

Substitute –

7. Facilities – Resolution to Extend the Current Tri-County Office on Aging (TCOA) Lease Agreement

Limited Public Comment

Christina Johnson, Ingham County Assistant Prosecuting Attorney (APA) and Vice-President of Local 13, stated that she was before the Committee in order to speak about the wage reopener in August. She further stated that she wanted to describe her day tomorrow to show the amount of work that was placed on one APA.

Ms. Johnson state that her day would start with two preliminary examinations for criminal sexual conduct (CSC) cases, one where the victim was an 11-year-old female who was molested by her father and the other a rape case where the victim was an honors student and so shaken that Ms. Johnson was concerned that getting the victim to testify may be difficult; after that she had another preliminary examination for a repeat offender brought up on child pornography charges, and then a meeting with a judge and defense attorney for a murder trial that was set to begin soon. She further stated that she might have a chance to sit down at her desk at 4:00 p.m. to answer emails and phone calls from the day.

Ms. Johnson stated that she brought the 2018 Prosecuting Attorneys Coordinating Council 2018 – Annual Prosecution Survey. She stated that the salary range for Ingham County topped out at

about \$98,000, but that salary was only for the Chief Deputy Prosecutor, so most were paid much less.

Ms. Johnson stated that most counties APA salaries top out at over six figures and Ingham County's was much less.

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

1. Clerk's Office – Resolution to Adopt a Marriage License Correction Fee
2. Sheriff's Office
  - a. Resolution to Authorize the Ingham County Sheriff's Office to Sell One Used Patrol Vehicle to the Ingham Intermediate School District
  - b. Resolution to Authorize a Purchase Order to Premier Custom Trailers, LLC
3. Treasurer's Office
  - a. Resolution to Increase Imprest Cash for the Potter Park Zoo
  - b. Resolution Amending Resolution 12-368, Approving the Establishment of a Property Assessed Clean Energy (PACE) Program
4. Community Corrections
  - a. Resolution to Authorize a Contract with the City of Lansing for an Allocation of Funds to Ingham County/City of Lansing Community Corrections for the City 2018-2019 Fiscal Year
  - b. Resolution to Authorize Submission of a Grant Application and a Contract with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections and Program Subcontracts for FY 2018-2019
5. Animal Control – Resolution to Accept a Grant from the Banfield Foundation to Purchase Surgery and Exam Lights for the New Animal Shelter
6. 9-1-1 Dispatch Center – Resolution to Authorize Software Support Agreement with Tritech for the Computer Aided Dispatch (CAD) System
8. Health Department – Resolution to Enter Agreement with AGS Data, LLC
11. Road Department
  - a. Resolution to Authorize an Agreement for Architectural Design and Engineering Services
  - b. Resolution to Approve a Professional Engineering Services Contract for the Okemos Road Bridge Replacement - Environmental Assessment and Programmatic Section 4(f) Evaluation Project
  - c. Resolution to Approve Purchase of a Highway Easement for the Jolly-Okemos Project
  - d. Resolution to Authorize Contracts with Michigan Paving & Materials Company for Items I through III of Bid Packet #116-18 Recycling & Resurfacing of Various County Primary Roads

THE MOTION CARRIED UNANIMOUSLY.

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

7. Facilities – Resolution to Extend the Current Tri-County Office on Aging (TCOA) Lease Agreement

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SCHAFFER, TO ADOPT THE RESOLUTION.

Commissioner Schaffer stated that he had been discussing this over email with Rick Terrill, Facilities Director. He further stated that Mr. Terrill had answered many of his questions about how the facility was maintained, such as trash services, snow removal, maintenance, and the cost square foot.

Commissioner Schaffer stated that he also asked about rental rates of adjacent properties. He further stated that he had some experience in leasing commercial property.

Mr. Terrill stated that the resolution originally submitted was a bit less descriptive and after talking with the Finance Director and the County Attorney, they made changes to the resolution and submitted the substitute. He further stated that TCOA would be responsible for the maintenance costs to the building and charged for the square footage that they occupy.

Commissioner Anthony left the meeting at 6:08 p.m.

Chairperson Grebner stated that the concern was that the County was recovering the cost of the space that the TCOA used and the utilities in order to pay off bonds, but they probably could not charge beyond that amount.

Commissioner Schaffer stated that his involvement in renting commercial property in the area led to some of his questions. He further stated that the County could not make a profit on this rental.

Commissioner Koenig stated that there was nothing legally to keep the County from making a profit.

Chairperson Grebner stated that perhaps that was something the County had decided previously to not seek a profit on this facility.

Mr. Terrill stated that according to the Finance Director, the County could not make a profit on TCOA lease based on legal precedent, which was the same with Families Forward and other departments housed within that building.

Commissioner Koenig asked if the County built the facility for the TCOA

Mr. Terrill stated that it had.

Commissioner Koenig stated that then it would have been a bonding project and then a profit would not have been allowed. She further asked if the TCOA was paying rent or if the lease only covered the maintenance on the space.

Mr. Terrill stated that they are paying for building expenses and maintenance costs.

Commissioner Grebner stated that if that had been set up as an enterprise fund the County could profit from it but those funds brought a whole other set of fun.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Anthony

9. Parks Department – Resolution to Approve the Application Form, Scoring Criteria for the Trails and Parks Millage, and Declaring a Fourth Round of Applications for the Trails and Parks Millage

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. LOUNEY, TO ADOPT THE RESOLUTION.

Commissioner Tennis stated that he had some concerns with the matching funds criteria changes. He further stated that limiting this to only monetary contributions may be easier for staff to calculate and the Parks Commission to consider, but he would rather be more complex in order to offer more opportunities to communities who may not be able to offer any monetary.

Commissioner Tennis stated that he had worked with the Parks Department staff to create guidelines for non-monetary match funds. He further stated that it was based on the State of Michigan Department of Natural Resources guidelines for non-monetary match funding.

Commissioner Tennis stated he would like to make a change to the number 3 criteria and include a match requirement language. He further stated that he was not sure if the match requirement language should be added as an attachment or not.

Discussion.

Commissioner Crenshaw stated that perhaps the requirements could be lessened down to the bullet points.

Melissa Buzzard, Trails and Millage Coordinator, stated that the guidelines for non-monetary match funding could be added as another attachment to the scoring criteria document.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. CRENSHAW, TO AMEND THE INGHAM COUNTY TRAILS AND PARKS PROGRAM SCORING CRITERIA AS FOLLOWS:

3. How the project provides for other available funders and partners.

Has Potential Available Funds: Projects that have the potential to be funded through state or federal grants, donations, partner contributions, or other funding sources will receive a higher priority than projects without other identified funding opportunities. ~~Only monetary contributions will be considered.~~ To determine whether a project has leveraged potential available funds, a project should address the following matching % to receive points, *match = what total percent of the project all matching dollars account for*. The number of points a project will receive is determined by dividing the percent match by 10 then multiplying that number by three (ex. 63% match will receive 18.9 points).

THIS WAS CONSIDERED A FRIENDLY AMENDMENT.

Commissioner Tennis stated that he appreciated the work that the Parks Commission had done to come up with the formula to grand points for the match money criteria. He further stated that it was a much more elegant way of looking at that criteria than in the past.

Commissioner Tennis stated that he had a fear that too much weight was being put toward matching funds. He further stated that he understood that it was important for projects to have matching funds, but he wanted that to weigh equitably with the other factors.

Commissioner Tennis stated that during the Human Services Committee he had suggested reducing the multiplier to two but that idea was not accepted by the Committee. He further stated that it seemed that the Parks Department and Parks Commission may be more open to two and a half as the multiplier.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. CRENSHAW, TO AMEND THE INGHAM COUNTY TRAILS AND PARKS PROGRAM SCORING CRITERIA AS FOLLOWS:

:

3. How the project provides for other available funders and partners.

**Has Potential Available Funds:** Projects that have the potential to be funded through state or federal grants, donations, partner contributions, or other funding sources will receive a higher priority than projects without other identified funding opportunities. To determine whether a project has leveraged potential available funds, a project should address the following matching % to receive points, *match = what total percent of the project all matching dollars account for*. The number of points a project will receive is determined by dividing the percent match by 10 then multiplying that number by ~~three~~ **two and a half (2.5)** (ex. 63% match will receive ~~18.9~~ **15.75** points).

**Non-monetary match must meet the requirements as established in Attachment C: Match Requirement for Ingham County Trails & Parks Millage.**

## ATTACHMENT C

### **Match Requirement for Ingham County Trails & Parks Millage**

The applicant is not required to provide match, however, applicants that do contribute match will receive additional points under the Scoring Criteria. Match being the applicant provided a portion of the total project cost.

Applicant match can be met by general funds, cash donations, and other grants or by donation of a portion of land that will be used for the project. All land value donations must be clearly documented in the grant application and supported by a letter of commitment by the landowner.

Additional forms of match may consist of credit for certain applicant-assumed costs directly related to the construction of the proposed project, including charged for local government-owned equipment and labor performed by the applicant's employees. Donations of goods and services may be used as all or part of the match if the applicant specifies the nature and can document actual values of the items or services. The source and amount of ALL donations must be clearly stated in the grant application and supported by a letter of commitment from the donor.

Match commitments must be secured prior to the application deadline for that current application round. Proof of secured match must be provided to the County grant coordinator on or before the deadline. Applications using millage funds as match for Federal or State grants will be reviewed on a case by case basis. Failure to provide match documentation by the application deadline may be declared ineligible.

Examples of secured match include:

- General fund-Resolution from local governing body committing to the match
- Cash donations- Letters of commitment from donors
- Other awarded grants- Letter from granting organization committing to the grant, explaining conditions of award, and information on the scope of work provided by the other grant.  
Applications for other grants are not considered a secure match source
- Donation of land value- Letter from land owner committing to donate a fixed percentage of the appraised fair market value.
- Donation of goods and services- Letter from the donor explaining the nature and value of the goods and services. The letter of donation must indicate number of hours or quantity of materials. The letter must include the quantity, dollar amount and for labor the number of hours and hourly rate. Pre-bid discounts such as percentage off a price are not accepted for documentation of match.
- In-kind/Force-account- Resolution from the governing body committing to the match

Secured match ensures there should not be a cash flow problems threatening the completion of the project. Changing match after the application deadline is highly discouraged and will require approval by the County and the grantee must provide documentation for this change.

Commissioner Koenig stated that there were reasons why the Park Commission wanted to heavily weigh the match funding requirement. She further stated that they had told the voters that the millage projects would receive a lot of match funding and that had not been the case.



Commissioner Koenig stated that match funding was happening at a much lower rate than expected and they wanted to encourage more.

Commissioner Tennis stated that he wanted to even out the consideration of the match funding versus other criteria.

Chairperson Grebner stated that he did not feel strongly either way because of the resolution that was adopted a few months ago that stated this was ranking for the Parks Commission and the Board of Commissioners had the final say in approving the funding of millage projects and did not have to follow the same criteria unless they wanted to do so.

Commissioner Koenig asked why the Committee was considering this resolution if it did not matter because the Board of Commissioners would do whatever they would like to. She further stated that next year, the Parks Commission may choose not to ask for approval of their criteria.

Chairperson Grebner stated that it was presented to the Committee and anything brought before the Committee could be tampered with.

**THE AMENDMENT WAS ADOPTED.      YEAS:** Grebner, Crenshaw, Tennis, and Schafer  
**NAYS:** Koenig and Louney            **ABSENT:** Anthony

Chairperson Grebner stated that he was serious when he said that this criteria was the Parks Commission's criteria and not the Board of Commissioners' criteria. He further stated that it sounded harsh but the criteria were technically deficient.

Chairperson Grebner stated that the criteria were not perfectly assembled and it was possible to game the system. He further stated that it would be possible to make non-substantive changes to the application in order to receive a better score under this criteria.

Commissioner Koenig asked for an example of how community may take advantage of the scoring criteria.

Chairperson Grebner stated that if a community had a trail going by a nearby project they were already planning on investing in, the two projects could be combined in the application and made to look like there was a huge match contribution by using the funding already dedicated to the project the community had already planned on investing in. He further stated that, for example, a proposed trail was going through an existing park, it may be possible for a community to also plan on creating a baseball field and then count the trail land and the baseball field investment toward match funding.

Chairperson Grebner stated that there was a technical issue with the way the millage funding was calculated because the criteria should include a cost-benefit ratio. He further stated that if the cost-benefit criteria was rigorously defined it would be impossible to game the system.

Commissioner Louney left the meeting at 6:28 p.m.

Chairperson Grebner stated that, for example, project A and B were currently on an equal playing in the current criteria even though project A may cost twice as much as project B. He further stated that no additional points were awarded for projects that would be utilized by more people which would also be worked out in a cost-benefit calculation.

Chairperson Grebner stated if he was on the Park Commission he would probably be told to form a subcommittee and make these changes himself. He further stated that he had no desire to serve on any additional Committees.

Discussion.

Commissioner Koenig stated that at times, the Park Commission did take into account the location of the land and other criteria to determine funding. She further stated that they had also included the top-five trails preference to address some of these issues.

Chairperson Grebner stated that these this policy should be a guideline and not the final deal breaker as it was the Board of Commissioner that ultimately approved the millage funding.

Commissioner Koenig asked if next year the Parks Commission should just adopt the criteria for millage funding without having it approved by the Board of Commissioners.

Chairperson Grebner stated that he was indifferent to that.

Commissioner Tennis stated that it had been made clear by the Board of Commissioners that this was their final decision, but in order to make projects more likely to be approved it would be helpful for the Board of Commissioners to have input on the criteria.

Chairperson Grebner stated that what would be ideal would be for the Board of Commissioners to adopt all the projects put forth by the Parks Commission. He further stated that if the Committee or the Board of Commissioners saw something they did not like, they were free to fix them.

Discussion.

THE RESOLUTION, AS AMENDED, WAS ADOPTED UNANIMOUSLY. Absent:  
Commissioners Louney and Anthony

10. Community Agencies – Resolution Approving Criteria for Evaluating 2019 Applications for Community Agency Funding

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. KOENIG, TO ADOPT THE RESOLUTION.

Commissioner Schafer asked about funding for the Ingham Conservation District.

Commissioner Tennis stated that the Conservation District had received community agency

funding before. He further stated that community agency funding had been narrowly defined to agencies providing food, shelter, and clothing.

Commissioner Tennis stated that he had never known the Conservation District to receive or apply for the funds.

Commissioner Schafer stated that he believed they received them in the past.

Michael Townsend, Budget Director, stated that funding to the Conservation District was in the budget, but not as agency funding.

THE RESOLUTION WAS ADOPTED UNANIMOUSLY. Absent: Commissioners Louney and Anthony

11. Road Department

e. Resolution to Authorize Adjustment to the 2018 County Road Fund Budget

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. KOENIG, TO ADOPT THE RESOLUTION.

Commissioner Tennis asked about the additional funds from which were coming from the State of Michigan.

Bill Conklin, Ingham County Road Department Director, stated that the additional funds were coming from the PA 182 funding in addition to the Michigan Transportation Fund (MTF) which was funded via the fuel tax and vehicle registration.

Commissioner Tennis stated that a bit over \$1.3 million was coming from PA 182. He further asked if the MTF increase was \$800,000.

Mr. Conklin stated that the increase from the MTF was a moving target year-to-year and other at this time the increase of MTF budget this year was a result of a cost savings.

Commissioner Tennis stated that he wanted to know how much more funding the County would receive from the State this year.

Mr. Conklin stated that the \$800,000 was not an increase in State funding this year as it was a result of cost savings. He further stated that comparing 2018 (after the fuel tax was adopted) to 2015 (before the fuel tax was adopted), the County was receiving about \$3 million more transportation funds from the State.

Mr. Conklin stated that the funding of MTF continued to be a moving target because of the appropriations by the State were annual.

Commissioner Tennis asked if this funding was going toward a project that was more than general maintenance.

Mr. Conklin stated that this change in funding would be going to fund Agenda Item 11d.

Chairperson Grebner stated that these important questions were not asked at the County Services Committee because they were too busy. He further stated that this reiterated his idea that there should be a subcommittee of County Services to work directly with the Road Department.

Commissioner Koenig stated that Commissioner Grebner should head up such a subcommittee.

Commissioner Tennis stated that many counties had a Road Commission, perhaps it would be a wise move for Ingham County to also have one.

Commissioner Schafer stated that he would volunteer to be on a subcommittee working with the Road Department.

Chairperson Grebner stated that it would be better if Mr. Conklin had a dedicated set of Board of Commissioner members who would meet and listen to Road Department issues. He further stated that he did not really care about County roads since there were none in his district.

Commissioner Koenig stated that Commissioner Grebner should care because he drives on County roads.

Chairperson Grebner stated that he also drove on Ohio roads and other roads, but it did not mean that he took an interest in them.

THE RESOLUTION WAS ADOPTED UNANIMOUSLY. Absent: Commissioners Louney and Anthony

#### Announcements

Commissioner Schafer stated that he had a concern with the Personnel Subcommittee of the County Services Committee which was recently announced via email. He stated that he understood that these three Subcommittee members would be reviewing the 5 employees who directly reported to the Board of Commissioners.

Commissioner Schafer stated that he would like to also have a say in any of those reviews and believed that the entire Board of Commissioners should also have a say.

Chairperson Grebner stated that it may be a bit confusing, but that it was his understanding as members of the County Services Committee, that the Personnel Subcommittee were only setting up the process to review the employees or establishing an evaluation process.

Commissioner Schafer stated that he was a bit sensitive to being excluded from such an important process.

Chairperson Grebner stated that he was watching the process closely and would keep others up-to-date.

Commissioner Schafer stated that some Board of Commissioners members might have an issue with some staff, while others may have an issue with another staff member, so this process could be complicated.

Public Comment

None.

Adjournment

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

## **JUNE 20, 2018 FINANCE AGENDA STAFF REVIEW SUMMARY**

### **RESOLUTION ACTION ITEMS:**

#### **The Controller's Office recommends approval of the following resolutions:**

***1a. Sheriff's Office – Resolution to Authorize a Reorganization of the Sheriff's Office Field Services Division***

This resolution will authorize the Sheriff's Office to reorganize its Field Services staffing by converting a Law Enforcement Deputy to a Sergeant. Pursuant to the reorganization procedure, the proposal was presented as a discussion item at the last Law and Courts Committee meeting, and was recommended to be brought back as a resolution.

This reorganization will address an identified field services staffing and supervisory deficiency. Funds have been identified within the Sheriff Office's current budget to address the 2018 cost of \$32,481. Long term funding will be addressed as part of the 2019 budget process.

See memo for details.

***1b. Sheriff's Office – Resolution to Authorize a Contract to Lease the Ingham County Jail Kitchen for Modernized Food Preparation, Packaging, and Delivery***

This resolution will authorize a contract with TIGGS Canteen Services to lease kitchen space within the Ingham County Jail (ICJ), on a month to month basis. Canteen proposes to lease kitchen space with ICJ in order to expand their meal preparation, packaging, and delivery modernization vision intended to serve ICJ and outside facilities.

The contract will be effective July 1, 2018, with the County to receive a sum equal to five cents (\$.05) per meal prepared in the leased premises that is distributed to facilities outside of the ICJ, with a \$20,000 prorated minimum annual guarantee.

This concept was presented as a discussion item at the May 31 Law and Courts Committee meeting, where the Sheriff's Office was directed to proceed with a resolution authorizing the contract.

See memo for details.

***2. Circuit Court - Juvenile Division – Resolution to Authorize a Re-Organization in the Juvenile Division***

This resolution will authorize a reorganization of the Circuit Court – Juvenile Division staffing at the Ingham County Family Center to convert a Juvenile Court Officer to a Family Center Supervisor. Pursuant to the reorganization procedure, the proposal was presented as a discussion item at the last Law and Courts Committee meeting, and was recommended to be brought back as a resolution.

Converting a vacant Juvenile Court Officer position to a Family Center Supervisor position will provide increased safety and security at the Ingham County Family Center and will allow for supervisory support to programming at the Center from 7:30 am – 8:30 pm. The cost of this position conversion (up to \$18,000) will be addressed with the existing Family Division budget.  
See memo for details.

**3a. Facilities Department – Resolution to Authorize A&E Services for Mason Courthouse Clock Tower Repairs**

The Facilities Department seeks approval of a resolution to assess interior and exterior repairs needed to the Mason Courthouse clock tower. The assessment would determine the scope of work necessary to repair damage caused by water leaking inside the tower. The condition of the structural lumber inside of the tower as well as the exterior wood doors and reconditioning of the wood doors, would be addressed. The Department recommends approval an agreement with C2AE to provide architectural and engineering services for clock tower repair at a cost not to exceed \$63,091.

**3b. Facilities Department – Resolution to Authorize an Agreement to Replace Entrance Doors and Sidelights**

The Facilities Department has determined that the front entrance doors and sidelights at the Grady Porter Building are in need of replacement. Although approved CIP funding for this project addresses door reinforcement, it is more cost efficient to replace the doors and sidelights than to retrofit those sections in need of replacement. The Department recommends approval of a resolution to authorize an agreement with Lansing Glass Company to replace the front entrance doors at a cost not to exceed \$10,960.

**3c. Facilities Department – Resolution to Authorize an Agreement to Provide Pest Control Services at Several County Locations**

The Facilities Department recently sought bids for pest control services at several county facility locations. The Department recommends approval of a resolution to authorize Rose Pest Solutions to provide pest control services for a three-year period at a cost not to exceed \$31,668.

**3d. Facilities Department – Resolution to Authorize an Agreement to Evaluate and Present a Scope of Work for 9-1-1 Center Mechanical Sound Reduction**

This resolution will authorize an agreement with Tower Pinkster to provide needed services to determine a scope of work for mechanical noise reduction, for a not to exceed cost of \$12,285.00. The mechanical noise level in the 9-1-1 Center is an issue and needs to be addressed. The sound needs to be evaluated and a construction document package created which details the project scope. Funding is available within the 9-1-1 Fund for this project.

See memo for details.

**4a. Innovation and Technology Department – Resolution to Approve the Renewal of MUNIS Software Annual Support Agreement from Tyler Technologies**

The MUNIS application provides the foundation for all County finance, budgeting, human resources, and purchasing operations and has been utilized for years in Ingham County. An existing annual agreement provides for maintenance of the application, professional support, and software updates. The Innovation and Technology Department recommends approval of a resolution to enter into a support agreement with Tyler Technologies at a cost of \$177,926.95.

**4b. Innovation and Technology Department – Resolution to Approve the Support Renewal for Hardware through Avalon Technologies**

Several key chassis switches connect servers in the IT datacenter for users across the County network. Service and a support agreement are imperative to assure uninterrupted service to network users. The IT Department recommends approval of a resolution to authorize the purchase of support from Avalon Technologies in an amount not to exceed \$8,700.

**5a. Road Department – Resolution to Approve Local Road Agreement with Meridian Township**

The Road Department recommends approval of a resolution to approve 19 local road projects in Meridian Township. The total Road Department match amount of \$172,500 is included in the adopted 2018 road fund budget. Projects included are as follows:

- Island Lake Drive from Meadow Woods Drive to White Hills Lake Drive
- Skyline from Margate north to the road end
- Sleepy Hollow from Lake Lansing Road to Lake Lansing Road
- Cade Street from Biscayne Way to Haslett Road
- Biscayne Way from Buckingham to Woodville
- Hallendale from Biscayne Way to 200 feet south of Franklin
- Creekwood from Haslett Road north to the road end
- Jo Pass from Burcham to Quarry
- Burcham from E. Hidden Lake to Jo Pass
- Seminole Drive from Hillcrest Avenue to M-43
- Starboard from Shoals to Cornell
- Woodfield from Riverwood to Sugar Maple
- White Owl from Woodfield to Woodfield
- Aztec Way from Capeside to Solar
- Capeside from Hulett west to the road end
- W. Sunwind from Hazy Court to Bennett Road
- Hazy Court from W. Sunwind to the road end
- Sheldrake Avenue from Roxbury to Belding
- Ambassador from Jolly Road to Otsego



**5b. Road Department** – *Resolution Authorizing Contracts with Michigan Paving & Materials Company for Items I and III of Bid Packet #115-18 and Rejection of All Bids Received for Items II & IV of Bid Packet #115-18 Various County Primary & Local Road Projects*

The Road Department has determined that pavement recycling, asphalt resurfacing, and repairs are needed on the various county primary and local roads due to normal deterioration. The department and the various Ingham County townships jointly participate in the annual local road program to improve and resurface county local roads as desired by the townships. Following analysis of several proposals, the Road Department recommends approval of a resolution to award a contract to Michigan Paving & Materials Company for recycling, resurfacing, and related work in Meridian Township at a total cost not to exceed \$1,610,884.66 for specified local roads, and \$503,784.60 for specified primary roads. The resolution also includes authorization for 10% contingency for these projects.

**5c. Road Department** – *Resolution to Authorizing Reclassification of One Existing, Currently Vacant, Non-bargaining Position*

Representatives of the Road Department will discuss a reclassification request following procedures set forth in the Reorganization Policy. The proposal seeks to reclassify a vacant Assistant Engineer position from Managerial/Confidential Road (MCR) grade 3 to Project Engineer, grade 6. Reclassification as proposed would result in an additional annual cost of approximately \$26,000.

The Department requests that the discussion step of the Reorganization Policy be combined with consideration of a resolution to approve reclassification with this first submission for reasons as follows:

1. The Assistant Engineer position is currently vacant and is the only position involved in this request
2. No bargaining unit is involved
3. To save time in getting the requested personnel in place to help deliver 2018 planned road work
4. The re-organization would not be considered for approval until the July 24, 2018 Board of Commissioners meeting if the normal 2 step procedure is followed.

Despite its request for expedited review, the Department recognizes the request can be considered at the discussion step, followed by consideration of a resolution in July.

**6. Controller's Office** – *Resolution to Rescind Resolution #18-099 and to Authorize a Mentor Period for the Financial Services Director Position*

Earlier this year the incumbent Financial Services Director announced her intention to retire in November, 2018 after 10 years of dedicated service to Ingham County. On March 13, 2018 the Board approved Resolution #18-099 to allow overlapping employment of the current and new directors for a six-month transition period to assure administrative continuity at a total cost not to exceed \$80,000.

An exhaustive months-long search to find qualified candidates for the Financial Services Director position was not successful. As an alternative to continuing the search for a qualified successor, the Financial Services Director voluntarily agreed to continue employment through June 28, 2019 and to act as a mentor to a qualified Financial Services Department Accountant who would then assume the Director position at an additional cost of \$30,000. The Controller recommends approval of a resolution to rescind Resolution #18-099 and to authorize a mentor period for the Financial Services Director position.

## Agenda Item 1a

TO: Law & Courts Committee  
County Services Committee  
Finance Committee

FROM: Undersheriff Andrew R. Bouck, Ingham County Sheriff's Office

DATE: June 5, 2018

RE: REQUEST TO REORGANIZE THE INGHAM COUNTY SHERIFF'S OFFICE  
FIELD SERVICES DIVISION

The Ingham County Sheriff's Office is requesting approval to reorganize the Field Services Division by funding the conversion of a Field Services Deputy to a Field Services Sergeant position within the existing framework of the current budget through the end of calendar/budget year 2018. Efforts will then be made to budget for the continued funding of this position in the 2019 budget and beyond as part of a broader department reorganization.

The position is essential to fill an identified field services staffing and supervisory deficiency. Since 2007 the Sheriff's Office (at one time) had lost 46 positions, one of those positions was a day shift Sergeant, this currently leaves a Lieutenant and a Sergeant to supervise the day shift 7 days a week. With training, pass days and vacation time the shift was left without a supervisor a total of 680 hours in 2017. In an attempt to minimize this deficiency the Sheriff's Office has had to pull a Sergeant from either Training, Transports, Emergency Management, or the Detective Bureau. This helped to minimize the impact on field services, however it caused an undue burden in the afore mentioned areas of the Sheriff's Office, as they were forced to complete 2 separate job's for 680 hours between the 4 Sergeants. In other words, each Sergeant was asked to complete their assigned supervisory duties in addition to supervising the road patrol a total of 4.25 weeks each year. We have asked our Sergeants to do this far too long and it is a supervisory liability to continue to do so. This proposed solution will not only eliminate the identified liability, it also puts a uniform on the streets to assist the public and answer calls for service with minimal cost.

Funding for this staffing change through the end of 2018 will cost \$32,481. Funding has been identified in the food provisions line item within the Sheriff's 2018 operating budget.

This proposed reorganization plan was a discussion item at the May 31, 2018 Law & Courts Committee meeting, after which, the Sheriff's Office was advised to move forward with a formal Resolution for the same.

COUNTY of INGHAM  
State of Michigan  
SHERIFF'S OFFICE



Scott Wriggelsworth  
Sheriff

---

Andrew R. Bouck  
Undersheriff

630 North Cedar Street  
Mason, MI 48854  
(517) 676-2431  
FAX (517) 676-8299

Jason Ferguson  
Chief Deputy

Darin Southworth  
Major

**TO: Undersheriff Bouck**

**FROM: Det. Ryan Cramer** *RC*

**DATE: 5/24/18**

**RE: Department Reorganization**

Undersheriff,

This is an official memorandum stating the CCLP Law Enforcement Division will not contest the Department Reorganization that was proposed on May 23<sup>rd</sup>, 2018 in Chief Deputy Jason Ferguson's office.

Union President CCLP Law Enforcement

Detective Ryan Cramer

*RC #5405*

# INGHAM COUNTY JOB DESCRIPTION

## SHERIFF DEPUTY

### **General Summary:**

Sheriff Deputies are assigned to the Field Services Division of the Ingham County Sheriff Office. Their functions involve the primary contact that the public has with the Ingham County Sheriff Office and as such, it is important that Deputies remember their actions will come under public scrutiny.

The primary function of the Sheriff Deputy is to insure the health, safety, and well-being of the public. Deputies will be responsible for responding to requests for service from the public as well as basic patrol duties. Deputies will handle a wide variety of complaints and incidents. These will include responding to accidents, criminal investigations, and traffic enforcement. Deputies also will be called on to handle situations not directly involving citizen complaints, such as prisoner transport, court security, hospital guard, etc.

Sheriff Deputies are assigned to a shift and fall under the command structure of the Field Services Division. Sheriff Deputies are expected to perform any and all duties assigned to them by superior officers.

### **Essential Functions:**

1. Respond to citizen requests for service, appropriately documenting the incident when necessary.
2. Conduct initial and follow-up investigations on crimes.
3. Respond to, investigate, and render first aid at accidents.
4. Provide traffic enforcement and policing.
5. Provide residential and business security checks.
6. Provide security at special events.
7. Provide security at courts.
8. Assist with other agencies requesting assistance.
9. Provide prisoner transport for court, hospital, and other appointments.
10. Perform various administrative duties as directed. These include bank deposits, getting the mail, etc.
11. Maintain documentation as required by the Department. This includes the daily log, time card, incident reports, vehicle maintenance, requests, etc.
12. Attend court on and off duty when required by subpoena
13. Attend and participate in Sheriff's Office authorized training.
14. Work mandatory overtime when directed by a supervisor.
15. Follow lawful orders from their superior officers concerning all aspects of the Sheriff office pertaining to assignments, duties and tasks.

## **Employment Qualifications:**

**Education:** High school graduate or equivalent. College degree in Law Enforcement or Criminal Justice preferred.

**Experience:** Prior experience in Law Enforcement or Military preferred. **Must be certifiable as a Police Officer (M.C.O.L.E.S.)**

## **Other Requirements:**

- Weight must be in proportion to height as determined by physical examination.
- Uncorrected vision correctable to 20/20 vision in each eye by soft contact lenses, gas permeable lenses and/or extended wear lenses. No greater than 20/40 vision in each eye correctable to 20/20 with glasses. Must not be color blind.
- Must have no prior felony convictions (includes expunged convictions).
- Must possess and maintain a valid Michigan driver's license.
- Must be a minimum age of 21 years of age.

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

## **Physical Requirements/Working Conditions:**

- Must be capable of affecting an arrest, forcibly if necessary, using handcuffs and other restraints.
- Must be able to climb over obstacles; climb through openings; jump down from elevated surfaces; jump over obstacles, ditches and streams; and crawl in confined areas to facilitate pursuit, search, investigate and/or rescue which may also involve standing or sitting for long periods of time.
- Requires the ability to communicate verbally and effectively by listening to people and by giving information, directions, and commands in person and over law enforcement radio channels. Initiates and responds to radio communications, often under adverse conditions such as siren usage and high speed vehicle operations.
- Must be capable of performing tasks which require lifting, carrying, or dragging people or heavy objects while performing arrest, rescue or general patrol functions.

*(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.)*

**CCLP/Law Enforcement  
01/2015**

**INGHAM COUNTY  
JOB DESCRIPTION**

**SERGEANT/SHERIFF**

**GENERAL SUMMARY:** A Sergeant is a member of the Command Staff, with first-line or direct personnel supervision responsibilities. All Sergeants are to be certified Deputy Sheriffs in Corrections or through MCOLES. All Sergeants are expected to be capable of performing any other Sergeant's functions within the office as allowed per their certification.

**SERGEANT/CORRECTIONS:** Jail Sergeant is responsible for overall training and work performance of the Correctional Officers and must insure they carry out their duties in a responsible manner. He/she helps to maintain internal order by being responsible for many critical components of jail operations, and acts as a first-line arbitrator for resolution of problems encountered by staff and/or inmates.

**ESSENTIAL JOB FUNCTIONS FOR SERGEANT/CORRECTIONS:** With or without accommodations, will be required to communicate verbally and effectively by listening to people and by giving information, direction, and commands. Must be able to perform Correction Officer duty functions while working rotating shifts and unanticipated overtime. Is required to perform searches of persons which involve touching and feeling to detect potential weapons and contraband. Must be capable of physically restraining inmates if necessary. Must be capable of reading and comprehending rules, regulations, policies, and procedures for purposes of ensuring appropriate officer behavior/response and performing enforcement activities involving the inmates. Must meet all physical qualifications associated with a corrections officer position as listed; Weight must be in proportion to height as determined by physical examination. Uncorrected vision correctable to 20/20 vision in each eye by soft contact lenses, gas permeable lenses and/or extended wear lenses. No greater than 20/40 vision in each eye correctable to 20/20 with glasses. Must not be color blind. Must have no prior felony convictions (includes expunged convictions). Must possess and maintain a valid Michigan Driver's license.

**DEGREE/EXPERIENCE FOR SERGEANT/CORRECTIONS:** High school graduate or equivalent required. College training in Law Enforcement, Criminal Justice or Social Sciences preferred. Must have 3 years of experience as a full-time Corrections Officer, must be able to pass written and oral examinations.

\*\*\*\*\*

**SERGEANT/LAW ENFORCEMENT:**

**Detectives:** Directs and coordinates the activities of a number of detectives engaged in the investigation of all types of criminal cases. Regularly participates in the investigation of the more serious criminal complaints.  
**Sergeant**

**Paramedics:** Directs the activities of Police Officer/Paramedics, and provides them with advice and assistance. Provides general assistance to, and may substitute for, the Shift Commander.

**Police:** Appointed by the Sheriff to aid the Shift Lieutenant in such manner as the Lieutenant may order.

**Traffic:** Supervise deputies assigned to unit which is funded through the Office of Criminal Justice, State of Michigan. Compiles data required by the Office of Criminal Justice, such as:

- a. Daily reports - Office activity summarized daily.
- b. Monthly Reports - Summarize total month activity for all Officers.
- c. Quarterly Reports - Each quarter summarized.

- d. Yearly Reports - Each month totaled for year and month.
- e. Coordinates Traffic Safety school programs.
- f. Coordinates selective or special enforcement efforts (traffic).
- g. May represent the Department on various traffic safety committees.
- h. Coordinates special traffic related projects for the Department.

**Transport Unit Sergeant:**

1. Supervision of deputies assigned to Transports.
2. Supervision of deputies assigned to Court Security.
3. Departmental representative to the Prosecutor's Office, and to all the Courts in Ingham County, regarding warrants and transport orders.
4. Coordinate inmate transports on a daily basis; writs, medical, court, etc.
5. Supervision of the Warrant File - entry, served, recalled, etc.
6. Knowledge of the L.E.I.N., operation, policy and procedures.
7. Strong organizational and communication skills are necessary.

**ESSENTIAL JOB FUNCTIONS FOR SERGEANT/LAW ENFORCEMENT:** With or without accommodations, must meet all physical qualifications associated with a police officer position as listed: Weight must be in proportion to height as determined by physical examination. Uncorrected vision correctable to 20/20 vision in each eye by soft contact lenses, gas permeable lenses and/or extended wear lenses. No greater than 20/40 vision in each eye correctable to 20/20 with glasses. Must not be color blind. Must have no prior felony convictions (includes expunged convictions). Must possess and maintain a valid Michigan driver's license. Must be a minimum age of 21 years of age. Must be capable of affecting an arrest, forcibly if necessary, using handcuffs and other restraints. Must be able to climb over obstacles; climb through openings; jump down from elevated surfaces; jump over obstacles, ditches and streams; and crawl in confined areas to pursue, search, investigate and/or rescue which may also involve standing or sitting for long periods of time. Requires the ability to communicate verbally and effectively by listening to people and by giving information, directions, and commands in person and over law enforcement radio channels while initiating and responding to radio communications, often under adverse conditions such as siren usage and high speed vehicle operations. Must be capable of performing tasks which require lifting, carrying, or dragging people or heavy objects while performing arrest, rescue or general patrol functions.

**DEGREE/EXPERIENCE FOR SERGEANT/LAW ENFORCEMENT:** Must be a certified Police Officer. Must have one or more years of experience as a police officer to be eligible to sit for the written and oral exams. To be promoted to the rank of Sergeant, applicants must have secured three years of law enforcement experience prior to the date of promotion. Must be able to pass written and oral examinations. Must pass a security clearance.

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

February, 2005

**2018 PERSONNEL COST PROJECTION**  
**Cost to Convert Deputy to Sergeant**

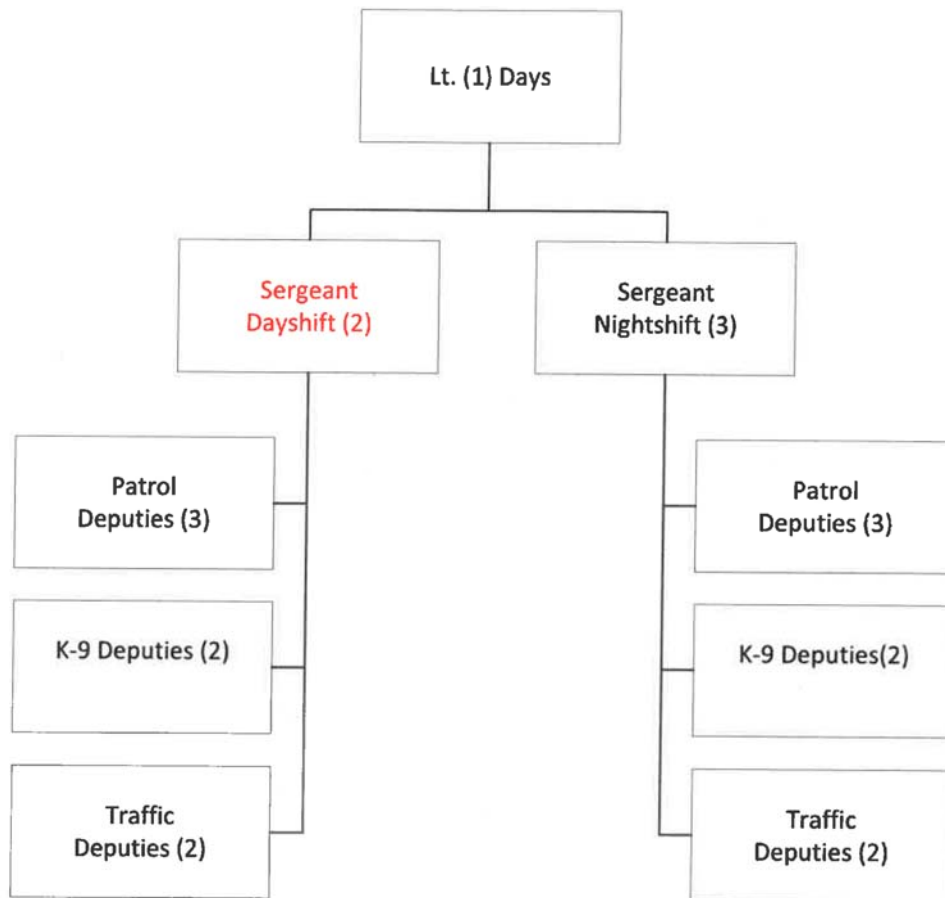
	<u>Deputy Step 5</u>	<u>Sergeant Step 1</u>	<u>Sergeant Step 5</u>
Salary	\$60,543	\$71,885	\$74,250
Holiday Pay	2,794	3,318	3,427
<b>Wages</b>	<b><u>\$63,337</u></b>	<b><u>\$75,202</u></b>	<b><u>\$77,677</u></b>
Unemployment	317	376	388
FICA	4,845	5,753	5,942
Health	14,894	14,894	14,894
Dental	922	922	922
Vision	124	124	124
Current Retiree Hlth	3,447	3,447	3,447
Future Retiree Hlth	2,850	3,384	3,495
Life	58	92	92
Disability	82	98	101
Retirement	9,798	58,177	60,091
Workers Comp	500	594	614
C.A.R.E.S.	0	0	0
Liability	0	0	0
Separation Buyout	1,108	1,316	1,359
<b>Total Cost</b>	<b><u>\$102,284</u></b>	<b><u>\$164,380</u></b>	<b><u>\$169,148</u></b>
 Annual First Year Cost		 <u>\$62,096</u>	
 Additional Long Term Cost			 <u>\$66,864</u>
 June 23 - December 31		 <u>\$32,481</u>	



# Ingham County Sheriff's Office

## Field Services Division

### Out County Patrol



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A REORGANIZATION OF THE SHERIFF'S OFFICE  
FIELD SERVICES DIVISION**

WHEREAS, the Sheriff's Office field services division day shift is currently supervised by only one Lieutenant and one Sergeant 7 days per week; and

WHEREAS, with training, pass days and vacation time this left the shift without a supervisor a total of 680 hours in 2017; and

WHEREAS, in an attempt to address this deficiency the Sheriff's Office has reassigned a Sergeant from either training, transports, emergency management or the detective bureau, helping to minimize the impact on field services, but causing an undue burden in these other areas; and

WHEREAS, the Sheriff's Office seeks to correct this staffing deficiency by converting of a Field Services Deputy position to a Field Services Sergeant position within the existing framework of the current budget through the end of 2018.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the elimination of one Sheriff Deputy position (CCLP Law Enforcement) and the creation of one Sergeant/Law Enforcement position (CCLP Supervisors).

BE IT FURTHER RESOLVED, that the reorganization will become effective upon the beginning of the first pay period following passage of this resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer up to \$32,481 from the Sheriff's food provisions budget (10135102 750000) to fund this staffing change through the end of 2018.

BE IT FURTHER RESOLVED, that long term funding for this staffing change will be addressed through the 2019 budget process.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to adjust the 2018 Position Allocation List in accordance with this resolution.

## Agenda Item 1b

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Darin J. Southworth, Major  
**DATE:** June 7, 2018  
**SUBJECT:** Canteen Lease Agreement – Modernized Food Preparation  
For the meeting agenda of June 14, 2018

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### **BACKGROUND**

Canteen is looking to expand their mass food preparation, packaging, and delivery service modernization in our facility. Canteen's vision is to maximize efficiency and quality through state of the art packaging and hi-tech convection ovens. Canteen needs a temporary facility to mass produce meals in excess of those prepared for our population. This is referred to as a KPEP "retherm" meal, hereafter KPEP. Canteen has existing agreements and plans growth of customers for KPEP meals at facilities throughout the region. Canteen has identified the ICJ kitchen as an optimal venue to grow their vision because of the kitchen equipment and capacity.

### **ALTERNATIVES**

Implementation of Canteen's new process will not disrupt ICJ practices and in the next few months to come will improve efficiency at ICJ, directly. There is no anticipated consequence to allowing Canteen to "lease" ICJ existing space to modernize their food service. If this resolution is not passed there is no consequence to the Sheriff's Office, beyond missed opportunity, and Canteen will seek space elsewhere.

### **FINANCIAL IMPACT**

There are no negative financial impacts within the proposed agreement and none anticipated. The Sheriff's Office has the potential to gain through the proposed lease agreement summarized as follows: Canteen will pay \$.05/KPEP meal that is distributed to facilities outside of the ICJ. The County will not be compensated for meals prepared for ICJ inmates within the existing food service contract. Canteen guarantees a \$20,000 annual minimum payment to the Sheriff's Office prorated for a month to month lease agreement. A budget amendment may be in order after a few months to assess revenue from Canteen's KPEP initiative.

### **OTHER CONSIDERATIONS**

Sheriff's Office Administration has been presented a proposed contract from Canteen for this new concept. Through this and the proposal presentation we believe this is a low risk, respectable reward arrangement that would put the Sheriff's Office at the front of a modernized food service process.

While this is proposed as a temporary month to month contract, Canteen anticipates the need to utilize ICJ for at least 18 months. This equates to an approximate guarantee of \$30,000 in lease payments.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support a lease agreement with Canteen Food Services for KPEP meal production.

Introduced by the Law & Courts and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT TO LEASE THE INGHAM COUNTY JAIL KITCHEN FOR MODERNIZED FOOD PREPARATION, PACKAGING, AND DELIVERY**

WHEREAS, the Sheriff's Office has the facilities to provide full meal services to all inmates housed in the Ingham County Jail (ICJ); and

WHEREAS, the Sheriff's Office currently contracts with TIGGS Canteen Services, hereafter Canteen, to manage all ICJ kitchen services; and

WHEREAS, Canteen has identified the ICJ as an ideal facility for expansion of their meal preparation, packaging and delivery modernization vision (KPEPs) intended to serve ICJ and outside facilities for human consumption only; and

WHEREAS, Canteen's expanded vision will not disrupt services and processes of the ICJ; and

WHEREAS, the Sheriff's Office will receive a per meal "rent" from Canteen for each KPEP prepared in the ICJ kitchen, for outside facilities, until termination of this agreement; and

WHEREAS, the Sheriff's Office will continue providing the desired space and utilities already established in the current agreement; and

WHEREAS, Canteen agrees to indemnify and hold harmless the Sheriff's Office as detailed in the new contract; and

WHEREAS, the Sheriff's Office embraces Canteen's innovations intended to improve ICJ efficiency; and

WHEREAS, this agreement between the Sheriff's Office and Canteen will be a temporary month to month lease agreement until Canteen secures a permanent facility.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Ingham County Sheriff's Office recommendation and authorizes a contract with TIGGS Canteen Services to lease kitchen space within the ICJ, on a month to month basis.

BE IT FURTHER RESOLVED, that the contract will be effective July 1, 2018, with the County to receive a sum equal to five cents (\$.05) per meal prepared in the leased premises that is not contracted by Lessor, with a \$20,000 prorated minimum annual guarantee.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary budget adjustments in the Ingham County Sheriff's Office.

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: LAW AND COURTS COMMITTEE

FROM: SCOTT LEROY, DEPUTY COURT ADMINISTRATOR

DATE: MAY 21, 2018

RE: **REORGANIZATION OF JUVENILE COURT OFFICER TO FAMILY CENTER SUPERVISOR**

CC: SHAUNA DUNNINGS, CIRCUIT COURT ADMINISTRATION  
HONORABLE RICHARD J. GARCIA, CHIEF CIRCUIT AND PROBATE JUDGE

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## **I. FAMILY CENTER OVERVIEW**

The Ingham County Family Center, located at 1601 W. Holmes Rd, Lansing, houses many of the Juvenile Division's In-Home Care Programs. On any given day, the Ingham County Family Center has the capacity to serve over 100 court adjudicated youth.

### Ingham Academy

The Ingham Academy is day treatment program for court adjudicated youth that is operated by four agencies - Ingham County 30<sup>th</sup> Circuit Court, Ingham Intermediate School District, Peckham and Highfields. Ingham ISD provides the educational component of the program for youth while Highfields provides behavior treatment and support to the program. The fourth partner, Peckham, provides individualized services to youth in efforts to enhance education, vocational training and person-centered planning for youth striving to maximize their potential and eliminate self-defeating behaviors.

### Pride Program

The Juvenile Division also partners with Highfields to provide the Pride program, an evening reporting program for moderate- and high-risk court adjudicated youth. This program operates for approximately 5 hours, Monday – Friday evenings. Moderate-risk youth attend 2 days per week, while high-risk youth attend 3 days per week. Pride utilizes the *Thinking for a Change* (T4C) and Goldstein's *Skillstreaming the Adolescent* to create a 20 week program for youth referred by their Juvenile Court Officer. Youth receive 2.25 hours of treatment dosage each night they attend. When treatment groups are not in session, youth are provided dinner and participate in structured activities, along with free time.

### OASIS Summer Truancy Program

During the summer months, the Ingham County Family Center is the host site for the OASIS Summer Truancy Program, a summer enrichment program for youth involved in Truancy Court.

## **II. PROPOSED REORGANIZATION**

With the current caseload numbers, the Juvenile Division is able to eliminate a Juvenile Court Officer position and create a Family Center Supervisor position. This new position will be able to make decisions in the face of a critical incident at the Family Center (see attached job description). Currently there is one Supervisor working 12:00 pm to 8:00 pm. This new Supervisor position will provide necessary coverage from 7:30 am to 3:00 pm, while the other Supervisor will work 12:30 pm to 8:30 pm. The additional personnel cost between a Family Center Supervisor and Juvenile Court Officer, based on 2018 numbers, is roughly \$18,000. However, it is likely

that the position will be filled by a Senior Juvenile Court Officer making the difference in salary nominal the first few years.

It is imperative that the position be funded as the Ingham Academy is the Juvenile Division's most effective program at reducing recidivism. It is recommended that funds be transferred from the Sex Offender Non-Contracted Per Diem line-items and the Day Treatment Non-Contracted Per Diem line-item to cover the additional personnel cost of this reorganization. The position is funded by a split between the Juvenile Justice Millage and the State Child Care Fund. Please see table 3.1 for a recommendation regarding funds to be transferred from line-items.

<b>Program</b>	<b>Org Code</b>	<b>Allocation to Transfer</b>	<b>Fund</b>
SO	29266218-820010 to 29266227-704000	\$8,000 – Day Treatment Personnel	JJM
Day Treatment	29266227-820010 to 29266227-704000	\$10,000 – Personnel / Overtime	JJM

INGHAM COUNTY  
JOB DESCRIPTION

SUPERVISOR - INGHAM COUNTY FAMILY CENTER

General Summary:

Under the direction and supervision of the Juvenile Programs Director the Family Center Supervisor is responsible for internal operation of Court administered programs located in the Academy Building i.e., the Ingham Academy and Evening Reporting Programs with focus on the afternoon and evening operational hours. This includes oversight for on duty personnel and responsibility for program areas specifically assigned. The Family Center Supervisor also serves *as* the building supervisor during the shift.

Essential Functions:

*An employee in this position may be required to perform any or all of the following: Illustrative examples not an exhaustive listing.)*

1. Ensures that all program activities are conducted according to the policies and procedures of the Court's Programs assigned to the Family Center.
2. Oversees and reports to the Facilities' Department, issues of building security and facility operations.
3. Works with Court Staff, facility staff, youth and families to resolve situations, address problems and offer additional direction *as* required.
4. Responsible for the safety and security of staff, families and the facility while ensuring that health, fire and state licensing regulations are satisfied.
5. Responsible, as assigned by the Program's Director, for the annual review, modification and implementation of the Policy and Procedure Manual.
6. May be responsible for oversight of personnel, programs and/or groups and training.
7. Attends managerial and general staff meetings *as* assigned and directed. Conducts meetings with individual shift staff, and maintains open channels of communication.
8. Monitors all keys from shift-to-shift and insures that all keys are properly retained.
9. Provides supervision to Cook and assures that the kitchen area is properly administered, cleaned and inspected.
10. As representative of the Circuit Court Family Division, will attend Advisory Board, Neighborhood Association Meetings and other functions as assigned.
11. Performs other related duties *as* assigned.

Other Functions:

12. None listed.

## **Employment Qualifications:**

**Education:** Bachelor's degree required. Social Sciences, Family and Community services or related areas of study preferred.

**Experience:** Three to five years related work experience dealing with at risk adolescents and their families required.

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

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

With or without accommodations, this employee must be of the mental and physical capacity to visually observe, interact with and communicate with at-risk adolescents presently residing in the Youth Center. Verbally interviews adolescents during an intake process. Physically restrains violent or uncontrolled youth in the center. Occasionally lifts, pushes, pulls and carries weights of up to 100 lbs. Stands and or sits for long periods of time throughout a shift. Must be or become certified in CPR. Operates various types of general office equipment, including word processors, data entry devices, telephone, copiers, and fax. Operates specialized security monitoring devices, video, and audio monitors. Must be able to work the scheduled shift hours of days, afternoons, mid-nights and weekends. Must be able to understand and demonstrate principals of behavior management and other adolescent treatment modalities.

### Working Conditions:

Exposure to physical assault by youths.

Exposure to youths with various states of cleanliness and hygiene.

Exposure to various bodily fluids.

Exposure to communicable diseases of youth.

5/7/2008  
**MCF-10**



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A REORGANIZATION IN THE JUVENILE DIVISION**

WHEREAS, the Circuit Court Juvenile Division currently has twenty-seven Juvenile Court Officer and Senior Juvenile Court Officer positions; and

WHEREAS, one Juvenile Court Officer position (#140015, OPEIU P5) has been vacant since March 2, 2018 as a result of a resignation; and

WHEREAS, the Circuit Court Juvenile Division having had sufficient time to evaluate the impact of this vacancy wishes to eliminate the vacant Juvenile Court Officer position (#140015, OPEIU P5) and add a Family Center Supervisor position (MCF 10); and

WHEREAS, it is the belief of the Circuit Court Juvenile Division that this reorganization will universally aid the court by providing increased safety and security at the Ingham County Family Center; and

WHEREAS, adding a Family Center Supervisor position will create supervisory support to programming at the Ingham County Family Center from 7:30 am – 8:30 pm; and

WHEREAS, the Budget Office has calculated that this reorganization will result in annual cost of \$18,372.00; and

WHEREAS, the Family Center Supervisor position is covered 50 percent by the Juvenile Justice Millage and 50 percent by State Child Care Fund dollars; and

WHEREAS, the Juvenile Division is able to cover the increase in cost within the existing budget and has not requested an increase to its overall budget; and

WHEREAS, the OPEIU Union has reviewed the proposed reorganization and has no objections.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the elimination of Juvenile Court Officer position (#140015, OPEIU P5).

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the creation of a Family Center Supervisor (MCF 10).

BE IT FURTHER RESOLVED, that the reorganization will become effective July 1, 2018.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the Circuit Court Juvenile Division's 2018 Budget and Position Allocation List in accordance with this Resolution.

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** June 4, 2018

**SUBJECT:** A&E services for clock tower repairs  
For the meeting agendas of: June 19 & June 20

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**BACKGROUND**

The Mason Courthouse clock tower interior and exterior needs to be evaluated to determine the scope of work necessary to repair the damage caused by water leaking inside the tower. The condition of the structural lumber inside of the tower as well as the exterior wood doors and reconditioning of the wood doors, needs to be addressed.

**ALTERNATIVES**

There are no alternatives to this request.

**FINANCIAL IMPACT**

C2AE provided the lowest, most responsive bid amount of \$63,091.00. Funds are available in the 2018 approved CIP line item #245-90212-976000-8F02, which has a balance of \$220,000.00.

**STRATEGIC PLANNING IMPACT**

This resolution supports the objective of developing a maintenance plan to extend the life of county facilities, specifically E.1 (c) of the action plan.

**OTHER CONSIDERATIONS**

There are no other considerations for this project.

**RECOMMENDATION**

Based on the information presented, the Facilities Department requests approval of the attached resolution to enter into an agreement with C2AE to provide A&E services for clock tower repairs at the Mason Courthouse.

TO: Richard Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: May 17, 2018

RE: Memorandum of Performance for RFP No. 59-18: Architectural and Engineering Services for Clock Tower Repairs at the Ingham County Courthouse

Per your request, the Purchasing Department sought proposals from experienced and qualified architectural and engineering consultants for the purpose of entering into a professional service contract to provide preliminary design and construction administration services necessary to repair the clock tower at the Ingham County Courthouse.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	89	26
Vendors attending pre-proposal meeting	4	1
Vendors responding	2	1

The following grid is a summary of the vendors' costs:

Vendor Name	Local Pref	Phase I Preliminary Design Not-to-Exceed Cost	Phase II Construction Services Not-to-Exceed Cost	Grand Total	Option
C2AE	Yes, Lansing, MI	\$27,399.00	\$34,992.00	\$62,391.00 †	Optional Reimbursable Service Drone Camera Investigation \$700.00
Straub Pettitt Yaste Architects	No, Clawson, MI	\$28,700.00	\$66,300.00	\$95,000.00	None

yes!

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 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](mailto:jhudgins@ingham.org) or by phone at 676-7309.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A&E SERVICES FOR MASON COURTHOUSE  
CLOCK TOWER REPAIRS**

WHEREAS, the Mason Courthouse clock tower interior and exterior needs to be evaluated to determine the scope of work necessary to repair the damage caused by water leaking inside the tower. The condition of the structural lumber inside of the tower as well as the exterior wood doors and reconditioning of the wood doors, needs to be addressed; and

WHEREAS, C2AE provided the lowest, most responsive bid amount of \$63,091.00; and

WHEREAS, funds are available in the 2018 approved CIP line item #245-90212-976000-8F02 which has a balance of \$220,000.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an agreement with C2AE, 106 W. Allegan Street Suite 500, Lansing, Michigan, 48933, to provide A&E services for clock tower repairs at the Mason Courthouse.

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 review and approval as to form by the County Attorney.

## Agenda Item 3b

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** June 4, 2018

**SUBJECT:** Replacement of the entrance doors and sidelights at Grady Porter Building  
For the meeting agendas of: June 19 & June 20

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### **BACKGROUND**

The front entrance doors and sidelights are in need of replacement. The approved CIP is for the reinforcement of doors however, it is more cost efficient to replace the doors and sidelights than to retrofit the sections which are in need of replacement.

### **ALTERNATIVES**

There are no alternatives to this request.

### **FINANCIAL IMPACT**

Lansing Glass Company provided the lowest quote in the amount of \$10,960.00. Funds are available in the 2018 approved CIP line item # 215-14200-979000 which has a balance of \$12,500.00 for reinforcement of doors.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the objective of developing a maintenance plan to extend the life of county facilities, specifically E.1 (c) of the action plan.

### **OTHER CONSIDERATIONS**

There are no other considerations for this project.

### **RECOMMENDATION**

Based on the information presented, the Facilities Department requests approval of the attached resolution to enter into an agreement with Lansing Glass Company to replace the entrance doors and sidelights.

**Agenda Item 3b**

TO: Rick Terrill, Facilities Director  
FROM: James Hudgins, Director of Purchasing  
DATE: May 25, 2018  
RE: Memorandum of Performance for RFP No. 104-18: Entrance Door Replacement

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for the purpose of entering into a contract for replacing the front entrance doors and sidelights at the Grady Porter Building.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	47	13
Vendors attending pre-bid/proposal meeting	4	3
Vendors responding	2	2

The following grid is a summary of the vendors' costs:

Vendor Name	Local Preference	Total Bid
Lansing Glass Co.	Yes, Lansing	\$10,960.00
Laux Construction LLC	Yes, Lansing	\$15,900.00

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

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

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

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT TO REPLACE  
ENTRANCE DOORS AND SIDELIGHTS**

WHEREAS, the front entrance doors and sidelights are in need of replacement; and

WHEREAS, the approved CIP is for the reinforcement of doors however, it is more cost efficient to replace the doors and sidelights than to retrofit the sections which are in need of replacement; and

WHEREAS, Lansing Glass Company provided the lowest quote in the amount of \$10,960.00; and

WHEREAS, funds are available in the 2018 approved CIP line item # 215-14200-979000 which has a balance of \$12,500.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an agreement with Lansing Glass Company, 330 Baker Street, Lansing, Michigan, 48910, to replace the front entrance doors and sidelights at the Grady Porter Building, for a not to exceed cost of \$10,960.00.

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 review and approval as to form by the County Attorney.

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** June 4, 2018

**SUBJECT:** Three year agreement for county wide pest control services  
For the meeting agendas of: June 14 & June 20

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**BACKGROUND**

Bids were sought for licensed and experienced pest control vendors.

**ALTERNATIVES**

There are no alternatives to this request.

**FINANCIAL IMPACT**

Rose Pest Solutions presented the lowest quote of \$31,668.00 for pest control at several county locations. Funds are available in the appropriate contractual line items.

**STRATEGIC PLANNING IMPACT**

This resolution supports the goals and strategies which address our service to the community, and employees alike.

**OTHER CONSIDERATIONS**

There are no other considerations for this needed service.

**RECOMMENDATION**

Based on the information presented, the Facilities Department requests approval of the attached resolution to enter into an agreement with Rose Pest Solutions for a three year period.



TO: Richard Terrill, Facilities Director  
 FROM: James Hudgins, Director of Purchasing  
 DATE: May 25, 2018  
 RE: Memorandum of Performance for RFP No. 8-18 Pest Control and Management Services

Per your request, the Purchasing Department sought proposals from licensed and experienced pest control vendors for the purpose of entering into a three-year contract to provide countywide pest control and management services.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	7	2
Vendors attending pre-bid/proposal meeting	3	1
Vendors responding	3	1

The following grid is a summary of the vendors' costs:

Vendor Name	Local Preference	Total 3-Year Cost Basic Service
Rose Pest Solutions	No, Lansing MI	\$31,668.00
Griffin Pest Solutions	Yes, Lansing MI	\$47,740.00
Creature Control LLC	No, Gregory MI	\$52,800.00

*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 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](mailto:jhudgins@ingham.org) or by phone at 676-7309.*

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT TO PROVIDE PEST CONTROL SERVICES  
AT SEVERAL COUNTY LOCATIONS**

WHEREAS, bids were sought for licensed and experienced pest control vendors; and

WHEREAS, Rose Pest Solutions presented the lowest quote of \$31,668.00 for pest control at several county locations, for a three year period; and

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

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an agreement with Rose Pest Solutions, 7706 Rickle Street, Lansing, Michigan, 48917, to provide pest control services at several county locations, for a three year period, for a not to exceed cost of \$31,668.00.

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 review and approval as to form by the County Attorney.

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** June 4, 2018

**SUBJECT:** 911 Center sound reduction project  
For the meeting agendas of: June 14 & June 20

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**BACKGROUND**

The mechanical noise level in the 911 Center is an issue and needs to be addressed. The sound needs to be evaluated and a construction document package created which details the project scope.

**ALTERNATIVES**

There are no alternatives to this request.

**FINANCIAL IMPACT**

Tower Pinkster submitted the lowest proposal amount of \$12,285.00 to provide needed services. Funds are available in line item# 261-32500-931000-5FC12, for 911 Center sound study.

**STRATEGIC PLANNING IMPACT**

This resolution supports the objective of striving to make facilities and services user-friendly, specifically A.1 of the action plan.

**OTHER CONSIDERATIONS**

The Facilities Department is requesting services from Tower Pinkster for both the 911 Center sound reduction project as well as A&E services for the replacement of two Jail chillers. Using the same company for both projects and scheduling meetings back to back will lead to time and cost savings and improving labor, travel and mileage efficiency.

**RECOMMENDATION**

Based on the information presented, the Facilities Department requests approval of the attached resolution to enter into an agreement with Tower Pinkster to provide needed services to address mechanical noise issues in the 911 Center.

**Agenda Item 3d**

TO: Richard Terrill, Facilities Director  
 FROM: James Hudgins, Director of Purchasing  
 DATE: May 30, 2018  
 RE: Memorandum of Performance for RFP No. 105-18: Engineering Services for the Ingham County 911 Dispatch Center

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for the purpose of entering into a contract to evaluate, design, recommend options, and document the current condition of and the proposed solutions for the mechanical noise issue in the Ingham County 911 Dispatch Center.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	88	30
Vendors attending pre-proposal meeting	3	1
Vendors responding	1	0

The Mannik & Smith Group, Inc. a local vendor who attended the pre-proposal meeting did not submit a bid for the following reason: “Upon evaluating the requirements of the RFP in addition to the information obtained during the pre-proposal meeting, our company has decided not to submit a proposal on Packet#105-18. We feel that the cost of preparing the proposal to the requirements listed in the RFP would be prohibitive for the expected fee.”

*A request for proposal (RFP) was previously issued in 2016, packet #19-16, resulting in no proposals submitted by vendors.*

The following grid is a summary of the vendor’s costs:

Vendor Name	Local Pref	Phase I Preliminary Evaluation & Design Service Costs Not to Exceed	Phase II Construction Service Cost Not to Exceed	Grand Total Phase I & II Not to Exceed
TowerPinkster	No, Kalamazoo, MI	\$7,025.00	\$5,260.00	\$12,285.00

*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 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](mailto:jhudgins@ingham.org) or by phone at 676-7309.*

Introduced by the Law & Courts and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT TO EVALUATE AND PRESENT A  
SCOPE OF WORK FOR 911 CENTER MECHANICAL SOUND REDUCTION**

WHEREAS, the mechanical noise level in the 911 Center is an issue and needs to be addressed; and

WHEREAS, the sound needs to be evaluated and a construction document package created which details the project scope; and

WHEREAS, Tower Pinkster submitted the lowest proposal amount of \$12,285.00; and

WHEREAS, funds are available in line item #261-32500-931000-5FC12 for 911 Center sound study.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Tower Pinkster, 4 East Fulton Street, Suite 200, Grand Rapids, Michigan 49503 to provide needed services to determine a scope of work for mechanical noise reduction, for a not to exceed cost of \$12,285.00.

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 review and approval as to form by the County Attorney.

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

FROM: Deb Fett, CIO

DATE: 6/04/2018

SUBJECT: Renewal of MUNIS Support

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**BACKGROUND**

The MUNIS application is the heart of our Finance, Budgeting, Human Resources and Purchasing operations and has been utilized for years in Ingham County. There is an annual maintenance agreement in place to maintain the application, receive support, and receive needed software updates. This support has been purchased every year since Ingham County has owned the application (Resolutions #17-231, 16-354, 15-136, 14-262, 13-261, etc.). Last year's total maintenance cost was \$169,611.37; this year's cost invoiced by Tyler Technologies is \$177,926.95, a 4.67% increase. This is within the agreed to increase from the original MUNIS contract from 2004.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

The funding for the \$177,926.95 total will come from the County's Innovation and Technology Department's Contract Maintenance Fund #636-95800-932020.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

This application is heavily utilized currently and will continue to be. It is important that there is a reliable support option for any potential issues that our team is unable to reconcile.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution for Tyler Technologies in the amount of \$177,926.95.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE RENEWAL OF MUNIS SOFTWARE  
ANNUAL SUPPORT AGREEMENT FROM TYLER TECHNOLOGIES**

WHEREAS, Ingham County currently utilizes Tyler Technologies MUNIS Software as our county-wide Financial, Budget, Human Resource, and Purchasing application; and

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

WHEREAS, the payment totaling \$177,926.95 for annual support is due for the support from July 1<sup>st</sup> 2018 - June 30<sup>th</sup> 2019; and

WHEREAS, the annual contract amount proposed by Tyler is a 4.67% from the prior year as agreed to in the original contract; and

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

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of support from Tyler Technologies in the amount not to exceed \$178,000.00.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology's Contract Maintenance Fund (636-95800-932020).

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

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



**TO:** Board of Commissioners County Services & Finance Committees  
**FROM:** Deb Fett, Chief Information Officer  
**DATE:** June 04, 2018  
**SUBJECT:** Avalon Hardware Support Renewal

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**BACKGROUND**

Ingham County has several chassis switches that are key to our infrastructure. Although they came with support when purchased, we have discovered that the initial 3 year support for these devices has now expired. Since these are critical for connecting our servers in our datacenter for users across the County, it is imperative that we keep it covered by a service and support agreement.

**ALTERNATIVES**

The only alternative to continuing to purchase support is to accept the risk of downtime from a hardware failure.

**FINANCIAL IMPACT**

The funding for this support renewal will come from the County's Innovation and Technology Department's Network Maintenance fund #636-25810-932030.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

Pricing from the recommended vendor is off the competitively bid Dell MHEC contract (#MHEC-07012015).

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval to renew our hardware support agreement for a term of two years through Avalon Technologies in the amount of \$8,663.40.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE SUPPORT RENEWAL FOR HARDWARE  
THROUGH AVALON TECHNOLOGIES**

WHEREAS, Ingham County has several chassis switches that are key to our infrastructure; and

WHEREAS, annual maintenance is required to maintain the hardware that connects servers; and

WHEREAS, the existing maintenance and support contract expires on April 10, 2018; and

WHEREAS, the payment totaling \$8,663.40 for two years of support will provide support from April 10<sup>th</sup>, 2018- April 11<sup>th</sup>, 2020.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of support from Avalon Technologies in the amount not to exceed \$8,700.00.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology's Network Maintenance Fund (#636-25810-932030).

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

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

**Agenda Item 5a**

TO: County Services & Finance Committees

FROM: William Conklin, Managing Director  
Road Department

DATE: June 7, 2018

RE: Resolution for 2018 Local Road Program Agreement with Meridian Township

Attached is a proposed resolution for a 2018 Local Road Program Agreement with Meridian Township. The resolution is self-explanatory as to the proposed road improvements and funding. The total of the road department match indicated in the resolution is included in the adopted/amended 2018 county road fund budget.

Approval of the attached resolution is therefore recommended.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH  
MERIDIAN TOWNSHIP**

WHEREAS, Meridian Township desires that improvements be performed on the streets listed below this resolution, a total distance of approximately 5 miles, to include Hot In Place Recycling (HIPR) or crushing and shaping (on Sleepy Hollow) and complete asphalt re-paving, with sidewalk ramp upgrades, curb and gutter repair, manhole adjustment, and other miscellaneous repairs where necessary, at a township desired budgetary cost of \$1,200,000, which is necessary due to normal deterioration of the pavement; and

WHEREAS, Meridian Township may elect to reduce the scope of this project to fit available budget as bids received for this work have come in higher than budget; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements from, and included in the 2018 approved/amended budget for, the County Road Fund under the 2018 Local Road Program, and to have road department crews perform some work operations on the projects such as shoulder graveling, greenbelt restoration, clean-up and engineering inspection without charge to the project; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, in the event the final cost of the improvements is greater than twice the maximum Road Department match amount set forth below, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed ten percent (10%) of the Township contribution amount established in the Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed under a contract to be approved in a separate resolution by the Board of Commissioners during the construction season of the 2018 calendar year subject to final approval by, or as modified by Meridian Township.

BE IT FURTHER RESOLVED, that for 2018, the County on behalf of the Road Department has allocated to Meridian Township's local roads, a maximum sum of \$172,500.00 from the County Road Fund, which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the County on behalf of the Road Department agrees to contribute up to \$172,500.00 from the County Road Fund toward the cost of said improvement and to have road department crews perform certain work operations indicated above on the project without charge to the project.

BE IT FURTHER RESOLVED, that in the event the final cost of the improvements is less than the estimate, the cost savings shall first accrue to the Township for any final cost amounts down to \$345,000.00 (2 times the maximum match available of \$172,500), and then be split evenly between the parties for any final cost amounts below \$345,000.00.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Meridian Township to effect the above described local road improvements as provided above.

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

MERIDIAN TOWNSHIP PROPOSED 2018 LOCAL ROAD PROGRAM  
(subject to scope reduction by Meridian Township):

Section	Street	From	To
5	Island Lake Dr	Meadow Woods Dr	White Hills Lake Dr
6	Skyline	Margate	N. end
9	Sleepy Hollow	Lake Lansing	Lake Lansing
11	Cade St	Biscayne Way	Haslett Rd
11	Biscayne Way	Buckingham	Woodville
11	Hallendale	Biscayne Way	200' S of Franklin
12	Creekwood	Haslett Rd	N. end
16	Jo Pass	Burcham	Quarry
16	Burcham	E. Hidden Lake	Jo Pass
21	Seminole Dr	Hillcrest Ave	M-43
26	Starboard	Shoals	Cornell
28	Woodfield	Riverwood	Sugar Maple
28	White Owl	Woodfield	Woodfield
29	Aztec Way	Capeside	Solar
29	Capeside	Hulett	W. end
32	W. Sunwind	Hazy Court	Bennett Rd
32	Hazy Court	W. Sunwind	End
33	Sheldrake Ave	Roxbury	Belding
35	Ambassador	Jolly	Otsego

TO: County Services & Finance Committees

FROM: William Conklin, Managing Director  
Road Department

DATE: June 7, 2018

RE: Proposed Resolution to Accept or Reject Bids received for Bid Packet 115-18,  
Various County Local & Primary Road Projects, and Approve Contracts accordingly for the  
Road Department.

**BACKGROUND**

With the increase in road funding from the 2015 Michigan Road Funding Legislation package, and from Michigan PA 82 of 2018 which provided additional funding for road improvements, the Road department has programmed various poor condition, high traffic volume county primary roads in 2018 and over the next several years to be recycled and resurfaced as necessary due to pavement deterioration and other upgrades needed. The 2018 County Road Fund adopted, amended budget includes \$4,308,000 for contracted primary road resurfacing for this purpose in 2018.

Also per subsection 15 of section 12 of Michigan Public Act 51 of 1951 as amended, MCL 247.662(15), the road department and the various Ingham County townships jointly participate in the annual local road program to improve and resurface county local (as opposed to county primary) roads in, and desired by, the various townships. The Road department meets with each township every year to jointly determine which roads should be done based on condition, traffic volume, funding availability, and township input. Meridian and Lansing Townships requested contractor bids be taken to recycle and resurface the local roads listed below in their respective townships in 2018.

Also the Road department typically requires that subdivision road ends have a cul-de-sac (CDS) to allow vehicles to properly turn around if the road is never going to be extended into future development to create either a loop or a connection to another road to avoid dead ends. Often the CDS is constructed later per agreements with the developers to allow future development plans to materialize, and then if no road extension comes to fruition, a CDS is then constructed at developer cost on the subject road end. Thus a CDS is proposed on the east end of Damon Road off Meridian Road in Williamstown Township.

The Road department developed four projects or project groups to provide road improvements per the above background on several primary roads listed below, the local roads listed below in Meridian and Lansing Townships, and to construct the Damon Road CDS. Bid Packet 115-18 having four project bid "items", one for each project or road group, was issued by the Purchasing Department per county purchasing policy to receive qualified, sealed, competitive bids for these projects.

Due to increased demand for road construction from the above mentioned road funding increases, contractors currently have very full road work schedules and thus prices for road work have risen dramatically this spring. As a result, two of the bids received per Bid Packet 115-18 are higher than funding available for the local road work in Lansing Township and for the Damon Road CDS, and thus it is desired and recommended to reject these 2 bids. The other two bids received for primary and local road work in Meridian Township are generally acceptable, although Meridian Township may need to reduce the scope of their local road work to fit budget, which if so, would be handled by a routine contract modification.

**CURRENT ISSUE**

The Ingham County Purchasing Department solicited and received sealed, competitive bids in accordance with county policies for the projects discussed above and listed below per Bid Packet 115-18, Items I, II, III and IV. The bids shown on the attached Purchasing Department memo were reviewed by the Purchasing and Road Departments, and both Departments were in agreement that the respective low bidders' proposals met all necessary qualifications, specifications and requirements.

Michigan Paving & Materials Company, Lansing, MI, submitted the lowest responsive and qualified bids for bid items I, II, and III as follows:

Item I: Low Bid--\$ 1,464,440.60

Recycling and resurfacing of Meridian Township Local Roads listed below:

Section	Street	From	To
5	Island Lake Dr	Meadow Woods Dr	White Hills Lake Dr
6	Skyline	Margate	N. end
9	Sleepy Hollow	Lake Lansing	Lake Lansing
11	Cade St	Biscayne Way	Haslett Rd
11	Biscayne Way	Buckingham	Woodville
11	Hallendale	Biscayne Way	200' S of Franklin
12	Creekwood	Haslett Rd	N. end
16	Jo Pass	Burcham	Quarry
16	Burcham	E. Hidden Lake	Jo Pass
21	Seminole Dr	Hillcrest Ave	M-43
26	Starboard	Shoals	Cornell
28	Woodfield	Riverwood	Sugar Maple
28	White Owl	Woodfield	Woodfield
29	Aztec Way	Capeside	Solar
29	Capeside	Hulett	W. end
32	W. Sunwind	Hazy Court	Bennett Rd
32	Hazy Court	W. Sunwind	End
33	Sheldrake Ave	Roxbury	Belding
35	Ambassador	Jolly	Otsego

Item II: Low Bid--\$ 381,137.50

Recycling and resurfacing of the following Lansing Township Local Roads:

Chester Street, Grand river Ave. (M-43, BL-69) to Hopkins Street

Hopkins Street, Chester to Downer Streets



Item III: Low Bid--\$ 457,986.00

Recycling and resurfacing of the following primary roads in Meridian Township:

Hamilton Road, Grand River Ave. (M-43) to east of Nakoma Drive;

Nakoma Drive, Hamilton Road to Grand River Ave. (M-43);

Hamilton Road, Dobie Road to Grand River Ave. (M-43);

Dobie Road, Hamilton Road to Grand River Ave. (M-43);

Okemos Road, Kent Street to Grand River Ave. (M-43).

Rieth-Riley Construction Company, Lansing, MI, submitted the lowest responsive and qualified bids for bid item IV as follows:

Item IV: Low Bid--\$ 109,813.35

Construct cul-de-sac on east end of Damon Road off Meridian Road in Williamstown Township.

The other bids received for these projects are shown on the attached Purchasing Department bid summary.

### **RECOMMENDATION**

For the reasons described in background above, it is requested and recommended that the bids for Bid Packet 115-18, Items II, Lansing Township local road resurfacing, and IV, Damon Road CDS, be rejected as requested respectively by Lansing Township and the developer involved with Damon Road.

It is requested and recommended that the low bids for Bid Packet 115-18, Item I, Meridian Township local road resurfacing, and Item IV, primary road resurfacing be approved and contracts with the low bidder on both items, Michigan Paving & Materials Company, Lansing, MI, be authorized. 10% contingency is also recommended for both contracts.

### **FINANCIAL IMPACT**

As described in background above, the cost of Item IV, primary road resurfacing, will be covered by the 2018 County Road Fund adopted, amended budget which includes \$4,308,000 for contracted primary road resurfacing in 2018 for the subject roads and other primary road work approved in prior resolutions.

The cost of Item I, Meridian Township local road resurfacing, will be covered by the local road matching program described in background above, including funding from Meridian Township per an agreement proposed and recommended for authorization in a separate, accompanying resolution. The county road fund match for this work is provided in the 2018 County Road Fund adopted, amended budget.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE CONTRACTS WITH MICHIGAN PAVING & MATERIALS  
COMPANY FOR ITEMS I & III OF BID PACKET #115-18  
AND REJECTION OF ALL BIDS RECEIVED FOR ITEMS II & IV OF BID PACKET #115-18  
VARIOUS COUNTY PRIMARY & LOCAL ROAD PROJECTS**

WHEREAS, the Road Department has determined that pavement recycling, asphalt resurfacing and repairs are needed on the various county primary and local roads listed below, due to normal deterioration over time; and

WHEREAS, per subsection 15 of section 12 of Michigan Public Act 51 of 1951 as amended, MCL 247.662(15), the road department and the various Ingham County townships jointly participate in the annual local road program to improve and resurface county local (as opposed to county primary) roads in, and desired by, the various townships; and

WHEREAS, based on pavement condition, traffic volume, funding availability, and other input, Meridian and Lansing Townships requested contractor bids be taken to recycle and resurface the local roads listed below in their respective townships in 2018; and

WHEREAS, the full cost for the primary road projects listed below and the Road department match contribution on the local road projects listed below in Meridian and Lansing Townships are budgeted in the 2018 County Road Fund Adopted/Amended Budget; and

WHEREAS, the Road department requires that subdivision road ends have a cul-de-sac (CDS) to allow vehicles to properly turn around if the road is never going to be extended into future development to create either a loop or a connection to another road to avoid dead ends; and

WHEREAS, a CDS is thus proposed on the east end of Damon Road off Meridian Road in Williamstown Township, the cost of which is to be funded by an involved developer or landowner; and

WHEREAS, based on the above, the Ingham County Purchasing Department solicited and received sealed bids in accordance with Ingham County Purchasing policies for the road projects listed below per Bid Packet 116-18, Items I, II, III, and IV; and

WHEREAS, the above-mentioned bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidders' proposals met all necessary qualifications, specifications and requirements; and

WHEREAS, Michigan Paving & Materials Company, Lansing, MI, submitted the lowest responsive and qualified bids for Bid Packet 115-18, bid items I, II, and III as follows:

Item I: Low Bid--\$ 1,464,440.60

Recycling and resurfacing of Meridian Township Local Roads listed below:

Section	Street	From	To
5	Island Lake Dr	Meadow Woods Dr	White Hills Lake Dr
6	Skyline	Margate	N. end
9	Sleepy Hollow	Lake Lansing	Lake Lansing
11	Cade St	Biscayne Way	Haslett Rd
11	Biscayne Way	Buckingham	Woodville
11	Hallendale	Biscayne Way	200' S of Franklin
12	Creekwood	Haslett Rd	N. end
16	Jo Pass	Burcham	Quarry
16	Burcham	E. Hidden Lake	Jo Pass
21	Seminole Dr	Hillcrest Ave	M-43
26	Starboard	Shoals	Cornell
28	Woodfield	Riverwood	Sugar Maple
28	White Owl	Woodfield	Woodfield
29	Aztec Way	Capeside	Solar
29	Capeside	Hulett	W. end
32	W. Sunwind	Hazy Court	Bennett Rd
32	Hazy Court	W. Sunwind	End
33	Sheldrake Ave	Roxbury	Belding
35	Ambassador	Jolly	Otsego

Item II: Low Bid--\$ 381,137.50

Recycling and resurfacing of the following Lansing Township Local Roads:  
 Chester Street, Grand river Ave. (M-43, BL-69) to Hopkins Street  
 Hopkins Street, Chester to Downer Streets

Item III: Low Bid--\$ 457,986.00

Recycling and resurfacing of the following primary roads in Meridian Township:  
 Hamilton Road, Grand River Ave. (M-43) to east of Nakoma Drive;  
 Nakoma Drive, Hamilton Road to Grand River Ave. (M-43);  
 Hamilton Road, Dobie Road to Grand River Ave. (M-43);  
 Dobie Road, Hamilton Road to Grand River Ave. (M-43);  
 Okemos Road, Kent Street to Grand River Ave. (M-43).

;and

WHEREAS, Rieth-Riley Construction Company, Lansing, MI, submitted the lowest responsive and qualified bids for Bid Packet 115-18, bid item IV as follows:

Item IV: Low Bid--\$ 109,813.35

Construct cul-de-sac on east end of Damon Road off Meridian Road in Williamstown Township.

;and

WHEREAS, due to increased demand for road construction from recent state road funding increases, contractors currently have very full road work schedule, thus prices for road work have risen dramatically this spring, and as a result, the two low bids received for Bid Packet 115-18, Items II and IV, are higher than funding available for the local road work in Lansing Township and for the Damon Road CDS respectively, such that it is desired and recommended to reject these 2 bids; and

WHEREAS, contingencies are being requested in the amounts of 10% of the totals of the two projects for which contracts are recommended, Items I and III, \$146,444 and \$45,799 respectively for any additional work found necessary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into separate contracts for Bid Packet # 115-18, Items I and III, with Michigan Paving & Materials Company, Lansing, MI, for recycling, resurfacing and related work as specified in the Ingham County Road Department's Bid Packet # 115-18, Items I and III, on the roads listed above under these respective Items, for the low bid costs listed above with 10% contingency for grand totals of \$1,610,884.66 for Item I, or as modified per any scope change requested by Meridian Township, and \$503,784.60 for Item III.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having 10% contingency for Road Department staff to approve as may be necessary for Bid Packet # 115-18, Items I and III.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves rejecting all bids received for Bid Packet 115-18, Items II and IV.

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

TO: County Services & Finance Committees

FROM: William Conklin, Managing Director  
Road Department

DATE: June 4, 2018

RE: Road Department Re-Organization Request/Recommendation  
(Single, Currently Vacant, Non-Bargaining Position Reclassification)

**BACKGROUND**

As most are aware, Michigan road agencies are funded mainly by the state fuel and vehicle registration tax revenue, known as the Michigan Transportation Fund (MTF), for department operation, road maintenance, and required matching on project based federal aid and other grant revenue. The MTF revenue was legislatively increased starting in 2016 after having not been adjusted for inflation since 1997.

Current MTF funding has increased approximately 35% for 2018 over prior typical amounts. Aside from inflationary cost increases in basic operating costs, the road department is using most of the increased revenue to deliver more road preservation and improvement. In 2018 and beyond, a gradually increasing amount of more extensive road improvement projects will be delivered which typically require contractors to perform and road department engineering staff to design, administer, and oversee. Also, permit and development activity has been increasing with the rebounding economy which further adds work load in the engineering area.

**REQUEST**

In response to the increasing demand for services described above, the Road Department is recommending and seeking approval to reclassify its currently vacant Assistant Engineer position (one position) from Managerial/Confidential--Road (MCR) grade 3 to Project Engineer, grade 6, in order to add additional necessary duties and responsibilities to this position to further assist with increased work load in the Road Department's Engineering unit. This is a non-bargaining position.

Although only one Project Engineer, grade 6, position is proposed, two similar, but alternative job descriptions are attached—one focusing on road design, and the other focusing on construction, again both at the grade 6 Project engineering responsibility level. A qualified person in either job description will provide the needed assistance and responsibility. Upon approval, the Road department plans to have one posting, but offer both job descriptions on the one posting to cast a wider net for potential qualified engineers given the currently tighter market for more senior road engineers.

**ALTERNATIVES**

As indicated above, more extensive road improvement work such as pavement milling, recycling, and full resurfacing must be done by contractors as the road department's internal crews are fully occupied with, and only equipped to perform routine road maintenance such as smaller quantity paving, chip-sealing, graveling, road-side maintenance, etc. Utilizing contractors requires engineering personnel, either internal staff or hired consultants, to survey, collect traffic, pavement and sub-surface data, design, administer, inspect and oversee construction projects, among numerous other project tasks.

Current and expected increasing engineering work-load is such that either the proposed reclassification is needed to relieve the work load of the Road department's only other Design Engineer, or equivalent time by consultants at typically much higher unit costs is or will be necessary.

### **FINANCIAL IMPACT**

The Human Resources Department has point-rated the proposed Project Engineer job descriptions and per the attached Analysis Memo is recommending the new position be compensated at MCR salary grade 6, whereas the existing Assistant Engineer position is compensated at MCR grade 3. The attached Personnel Cost Projection provided by the Budget Office compares the first and top step total personnel costs of MCR grades 3 and 6 showing approximate cost increases of \$20,000/year in the first step and \$26,000/year in the top step based on 2018 costs.

This on-going annual cost increase would be covered by the anticipated road fund revenue increases expected in 2018 and beyond, and would be recognized in a future budget adjustment if necessary for 2018 and in future annual budgets.

### **RECOMMENDATION**

The Ingham County Revised Reorganization Policy and Procedure adopted with Resolution 15-052 on February 24, 2015, provides the following under Procedure:

On this form, the order of tasks is definite but the corresponding timeline may fluctuate depending on various conditions: the number of positions involved in the reorganization, a change in the Board of Commissioner meeting schedule, a time-sensitive funding request, etc.

Per the above, the Road department is requesting that the discussion step of the normal county staffing re-organization policy and procedure be combined with consideration of the attached resolution to approve the above requested single, non-bargaining reclassification with this first submission for the following reasons: The Assistant Engineer position is currently vacant and is the only position involved in the subject re-organization; No bargaining unit is involved; To save time in getting the requested personnel in place to help deliver 2018 planned road work; And given the less frequent summer Board of Commissioners meeting schedule, the re-organization would not be considered for approval until the July 24, 2018 Board of Commissioners meeting if the normal 2 step procedure is followed.

If it is preferred to keep the discussion and resolution steps in separate meeting cycles, this submission can be considered the discussion step, and the attached resolution can be set aside or tabled until the following meeting cycle as desired.

### **ATTACHMENTS**

Proposed Approval Resolution  
Human Resources Memo of Analysis for proposed reclassified position  
Budget Office Personnel Cost Projections  
Proposed Project Engineer Alternative Job Descriptions  
Existing Road Department Organizational Chart

**Agenda Item 5c**

TO: Bill Conklin, Managing Director – Road Department  
FROM: Beth Bliesener, Human Resources Specialist  
DATE: 5-21-18  
RE: Memo of analysis for Updated Job Descriptions

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HR can confirm the following:

Position Assistant Engineer, is currently vacant. The Road Department would like to eliminate this position and reinstate two previous job descriptions, Project Engineer – Design and Project Engineer - Construction. The essential functions have been updated and reflect the work that needs to be performed to meet the needs of the road department. After analysis of the updated job descriptions, the job will be compensated at a MCF Road 6.

Human Resources will post both job descriptions to find the most qualified applicant with details entailing that one position is available; however we are looking for candidates with Design or Construction experience that could fill one of the two job descriptions.

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

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

**2018 PERSONNEL COST PROJECTION**  
**Ingham County Road Department**

	Current	Proposed
	MCF Road Grade 3 Year One	MCF Road Grade 3 Year Six
WAGES	<u>\$56,995</u>	<u>\$73,671</u>
UNEMPLOYMENT	285	368
FICA	4,360	5,636
HEALTH	14,894	14,894
DENTAL	922	922
VISION	124	124
LIFE	86	86
RETIREMENT	16,198	20,937
CURRENT RETIREE HLTH	3,447	3,447
FUTURE RETIREE HLTH	2,565	3,315
WORKERS COMP	1,710	2,210
CARES	33	33
TOTAL	<u>\$101,618</u>	<u>\$125,643</u>
	MCF Road Grade 6 Year One	MCF Road Grade 6 Year Six
WAGES	<u>\$70,845</u>	<u>\$91,551</u>
UNEMPLOYMENT	354	458
FICA	5,420	7,004
HEALTH	14,894	14,894
DENTAL	922	922
VISION	124	124
LIFE	86	86
RETIREMENT	20,134	26,019
CURRENT RETIREE HLTH	3,447	3,447
FUTURE RETIREE HLTH	3,188	4,120
WORKERS COMP	2,125	2,747
CARES	33	33
TOTAL	<u>\$121,573</u>	<u>\$151,403</u>



**INGHAM COUNTY**  
**PROJECT ENGINEER - CONSTRUCTION**  
**ROAD DEPARTMENT**

**General Summary:**

Under the supervision of the Assistant Director of Engineering performs a variety of tasks related to the construction of road and bridge projects, construction projects and traffic. Work assignments may involve all phases of the engineering function from the initial feasibility study through final implementation and construction. Supervise and coordinates the activities of assigned technical personnel in construction layout, project inspection, material testing, populating construction files, project reporting, and closeout. Works with parties, affected by construction projects or maintenance projects to adjust project construction to conform to field conditions and meet needs and concerns. Attends project public hearings and engages the public regarding proposed construction projects. Assist with planning and organizing work of Engineering Technicians on a project basis. Monitors project expenditures and maintains project budgets.

**Essential functions:**

1. Supervise and coordinates the activities of assigned technical personnel in construction layout, project inspection, material testing, populating construction files, project reporting, and closeout. Develops and evaluates construction methods and schedules in accordance with project budget and time constraints. Inspects construction projects in progress and upon completion.
2. Reviews construction plans and specifications for construction projects. Maintains project files, updating them as work progresses and prepares pay estimates. Supervise and coordinates department construction projects to ensure an operational and durable end product. Prepares pay estimates and monitors costs to ensure budget constraint.
3. Works with consultants, when appropriate, to oversee consultant designed construction projects. Evaluates consultant generated plans and specifications to ensure the buildable aspect of projects.
4. Works with various state and federal agencies to comply with reporting requirements on projects that are partially or totally funded by those agencies. Responds to questions from contractors, developers, engineers, road department staff and the general public regarding road department construction and specifications. Ensures quality of workmanship and materials, resolves conflicts and responds to citizen concerns.
5. Uses professional engineering principles, training, and experience to evaluate problems at construction or maintenance sites, including but not limited to, issues such as soil erosion and sedimentation, drainage, and catch basin locations. Determines appropriate courses of action to resolve problems. Meets and negotiates with parties affected by road projects and, when possible, proposes remedies for stakeholder concerns.
6. Works to determine actual field conditions and helps adjust project design to fit those conditions. Performs design engineering as assigned, including assisting technical personnel in drawing plans, writing specifications and the acquisition of rights of way.
7. Participates in the planning process by collaborating with other professional staff to evaluate the need for road project improvements.
8. Provides information to the public and attends public hearings and stakeholders meetings concerning road and bridge improvement projects and other Road Department activities.

9. Attends professional engineering events and seminars and reads literature in the field to keep current with techniques in design, construction and management. Updates technical staff of changes in engineering standards.
10. Executes the responsibilities of the Assistant Director of Engineering when absent, according to lawful and ethical standards.

**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:** Possession of a Bachelor's Degree in Civil Engineering or related is required.

**Experience:** A minimum of 4 years of progressively more responsible civil engineering experience in road design and construction. Registration as a Professional Engineer in Michigan required.

**Other Requirements:**

- Possession of a valid Michigan driver's license.
- The position requires the proficient use of word processing, spreadsheet software, and software programs such as MERL, FieldBook, and FieldManager. Knowledge of software programs such as MicroStation and GEOPAK is highly desirable.

*(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 both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars and trucks.
3. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
4. This position operates power hand tools such as drills, etc.
5. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, etc.
6. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
7. This position is exposed to noise levels which require shouting in order to be heard.

8. This position is exposed to vibrations and oscillating movements.
9. This position is exposed to close quarters which could cause claustrophobia such as manholes, large culverts, etc.
10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

**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 regular stamina in walking, traverse climbing, twisting and bending, stooping, squatting, kneeling, crawling, lifting, and carrying.
- This position's physical requirements require continuous stamina in sitting, standing, typing, enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

***MCF Road 6  
May 2018***

**INGHAM COUNTY**  
**PROJECT ENGINEER - DESIGN**  
**ROAD DEPARTMENT**

**General Summary:**

Under the supervision of the Assistant Director of Engineering performs a variety of tasks related to the design of road and bridge projects, construction projects and traffic engineering. Work assignments may involve all phases of the engineering function from the initial feasibility study through final implementation and construction. Supervise and coordinates the activities of assigned technical personnel in drawing plans, writing specifications and with the acquisition of rights of way. Works with parties, affected by construction projects or maintenance projects to adjust project design to conform to field conditions and meet needs and concerns. Attends project public hearings and engages the public regarding proposed construction projects. Assist with planning and organizing work of Engineering Technicians on a project basis. Monitors project expenditures and maintains project budgets.

**Essential functions:**

1. Supervise and coordinates project level activities of technical personnel in drawing plans, writing specifications and the acquisition of rights of way. Develops design plans within budget and time constraints.
2. Analyzes field data collected at project sites and uses engineering design guidelines to design, draw plans and develop specifications for road and bridge improvement projects.
3. Works with consultants, when appropriate, to design projects. Reviews construction plans and specifications for construction projects. Prepares bid documents and specifications for contracted work. Maintains project files, updating them as work progresses and prepares pay estimates. May inspect construction projects in progress and upon completion.
4. Works with various state and federal agencies to comply with reporting requirements on projects that are partially or totally funded by those agencies. Reports include preliminary design, grade inspection, final design, drawing and bid document submission and letting the project for bid. Monitors and reports project budgets by funding source.
5. Supervise and coordinates acquisition of rights of way needed for the completion of Road Department projects including meeting and negotiating with property owners. Works with department counsel and senior staff on legal matter pertaining to right of way issues .
6. Works to determine actual field conditions and helps adjust project design or construction to fit those conditions. Performs construction engineering as assigned, including inspection duties. Assists senior staff with parties affected by road projects, when applicable, alters design to address the concerns of adjacent property owners, drain commission, utility companies and other impacted organizations.
7. Participates in the planning process by collaborating with other professional staff to evaluate the need for road project improvements.
8. Provides information to the public and attends public hearings and stakeholders meetings concerning road and bridge improvement projects and other Road Department activities.

9. Provides technology assistance in modifying computer-aided design and drafting (CADD) software to maximize staff efficiency.
10. Attends professional engineering events and seminars and reads literature in the field to keep current with techniques in design, construction and management. Updates technical staff of changes in engineering standards.
11. Executes the responsibilities of the Assistant Director of Engineering when absent, according to lawful and ethical standards.

**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:** Possession of a Bachelor's Degree in Civil Engineering or related is required.

**Experience:** A minimum of 4 years of progressively more responsible civil engineering experience in road design and construction. Registration as a Professional Engineer in Michigan required.

**Other Requirements:**

- Possession of a valid Michigan driver's license.
- The position requires the proficient use of word processing, spreadsheet software, and software programs such as MicroStation and GEOPAK. Knowledge of software programs such as MERL, FieldBook, and FieldManager is highly desirable.

*(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 both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars and trucks.
3. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
4. This position operates power hand tools such as drills, etc.
5. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, etc.

6. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
7. This position is exposed to noise levels which require shouting in order to be heard.
8. This position is exposed to vibrations and oscillating movements.
9. This position is exposed to close quarters which could cause claustrophobia such as manholes, and large culverts.
10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

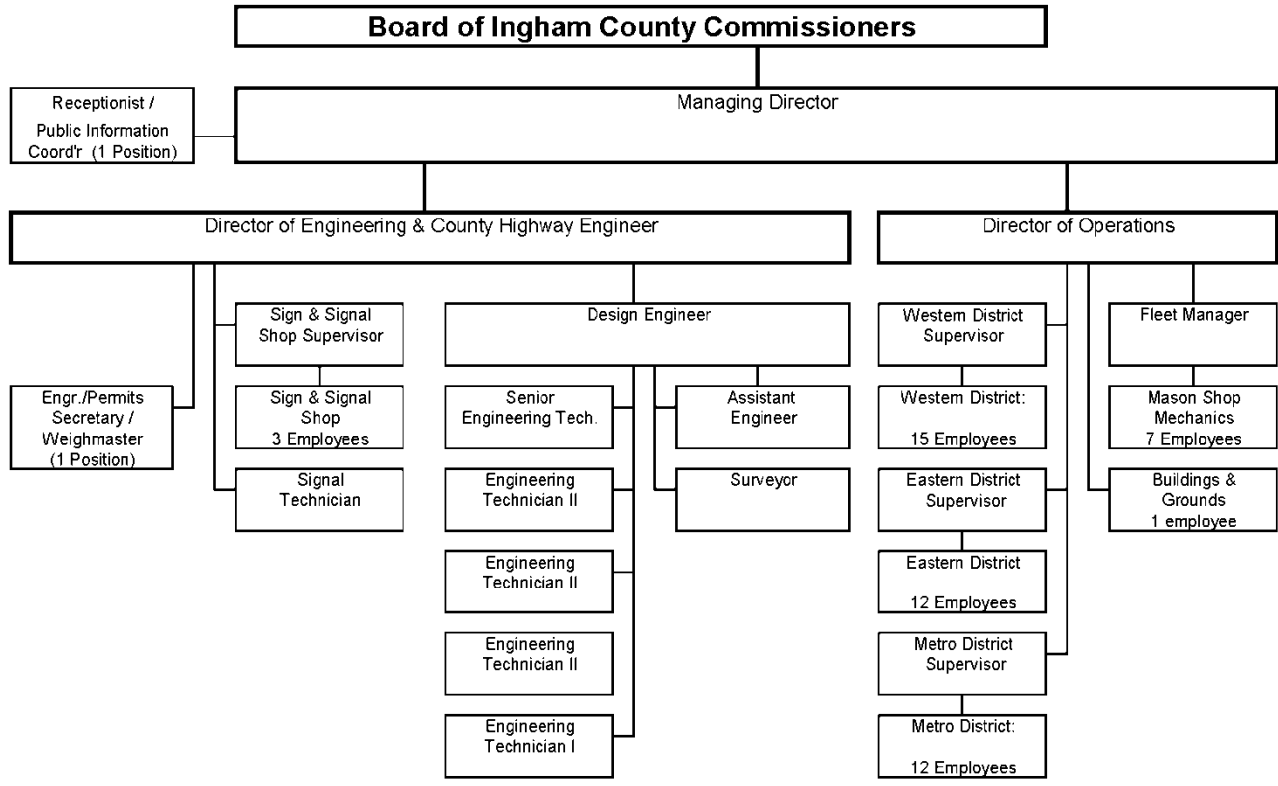
**Physical Requirements:**

- 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 regular stamina in walking, traverse climbing, twisting and bending, stooping, squatting, kneeling, crawling, lifting, and carrying.
- This position's physical requirements require continuous stamina in sitting, standing, typing, enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

***MCF Road 6  
May 2018***

## ORGANIZATION CHART INGHAM COUNTY ROAD DEPARTMENT



2 Finance Clerks assigned full time, and one Accountant assigned part-time to road department report to County Finance Director.  
 2 Purchasing staff assigned full time to road department report to County Purchasing Director.  
 One HR Specialist assigned part-time to road department reports to County HR Director.

Road Dept. organizational chart as of May, 2018

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE RECLASSIFICATION OF EXISTING, CURRENTLY VACANT,  
NON-BARGAINING POSITION**

WHEREAS, Michigan's state fuel and vehicle registration taxes, whose revenue is known as the Michigan Transportation Fund (MTF), were increased by the Michigan Legislature starting in 2016 resulting in a state road funding increase of approximately 35% for 2018 over 2015 typical amounts; and

WHEREAS, in response to the increased engineering work load to deliver and oversee contracted road improvements resulting from the increased MTF funding, the Road Department is recommending and seeking approval to reclassify the currently vacant Assistant Engineer position (one position) from Managerial/Confidential Road (MCR) grade 3 to Project Engineer, grade 6, in order to add additional necessary duties and responsibilities to this position to further assist with increased work load in the Road Department's Engineering unit; and

WHEREAS, alternatives to the above requested reclassification have been considered including further use of consultant services, and/or additional staff overtime, and the proposed reclassification has been found to be more feasible and cost beneficial than further use of the alternatives; and

WHEREAS, the Human Resources Department has point-rated the proposed Project Engineer alternative job descriptions to be used as necessary for the one position and per the attached Analysis Memo is recommending the new position be compensated at MCR salary grade 6, whereas the existing Assistant Engineer position is compensated at MCR grade 3; and

WHEREAS, per the attached Personnel Cost Projection provided by the County Budget Office compares the first and top step total personnel costs of MCR grades 3 and 6 showing approximate cost increases of \$20,000/year in the first step and \$26,000/year in the top step based on 2018 costs; and

WHEREAS, the above-indicated on-going annual cost increase would be covered by the anticipated road fund revenue increases expected in 2018 and beyond, and would be recognized in a future budget adjustment if necessary for 2018 and in future annual budgets.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the Road Department to reclassify the currently vacant Assistant Engineer position (one position) from Managerial/Confidential Road (MCR) grade 3 to Project Engineer, grade 6, effective immediately.



**TO:** Board of Commissioners Finance Committee  
**FROM:** Timothy J. Dolehanty, Controller/Administrator  
**DATE:** June 5, 2018  
**SUBJECT:** Resolution to Rescind Resolution #18-099 and to Authorize a Mentor Period for the Financial Services Director

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**BACKGROUND**

The incumbent Financial Services Director is scheduled to retire in November after 10 years of dedicated service to Ingham County. This key central services position is responsible for oversight of accounting functions, payables, payroll, grant and insurance reporting. The Director recommends related policies and is responsible for preparation of County financial statements and various financial analysis projects.

In order to assure administrative continuity, the Board of Commissioners adopted Resolution #18-099 to authorize a six-month transition period between the Director and her successor. It was anticipated that this transition period would allow ample time to familiarize the new director with Ingham County accounting policies and procedures.

An exhaustive months-long search to find qualified candidates for the Financial Services Director position was not successful. Based on this experience it is believed that attracting qualified candidates from outside the organization will require the assistance of a recruiting firm. However, as an alternative, the Financial Services Director voluntarily agreed to continue employment with the County through June 28, 2019 and to act as a mentor to a qualified Financial Services Department Accountant who would then assume the Director position.

Administration of more than 150 funds, management of employee benefits, and actual close-out of September 30 and December 31 fiscal year-end funds with mentoring assistance from the current director will be extraordinarily valuable. The value of shared institutional memory and professional guidance from the incumbent Director will be incalculable.

**ALTERNATIVES**

A more traditional approach to hiring at this stage would necessarily involve assistance from a recruiting firm at an unknown cost.

**FINANCIAL IMPACT**

The total cost of a six-month overlap period approved in Resolution #18-099 was \$79,912. The Financial Services Director is willing to assume the mentor role through June 28, 2019 at an additional cost of \$30,000.

**RECOMMENDATION**

I respectfully recommend support of the attached resolution to rescind Resolution #18-099 and to authorize a mentor period for the Financial Services Director.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO RESCIND RESOLUTION #18-099  
AND TO AUTHORIZE A MENTOR PERIOD  
FOR THE FINANCIAL SERVICES DIRECTOR POSITION**

WHEREAS, the incumbent Financial Services Director will soon retire after 10 years of dedicated service to Ingham County; and

WHEREAS, this key central services position is responsible for oversight of accounting functions, payables, payroll, grant and insurance reporting for the County; and

WHEREAS, the Financial Services Department has experienced an unusual employee turnover rate in the past year; and

WHEREAS, a six-month transition period would allow ample time to familiarize the new director with Ingham County accounting policies and procedures and allow for a mentoring period with the current director; and

WHEREAS, on March 13, 2018 the Board of Commissioners approved Resolution #18-099 to authorize a transition overlap for the Financial Services Director position; and

WHEREAS, the current Financial Services Director has agreed to delay her retirement in order to serve as a mentor for her successor through Friday, June 28, 2019.

THEREFORE BE IT RESOLVED, that the Board of Commissioners rescinds Resolution 18-099.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the Financial Services Director to act as a mentor to her successor through June 28, 2019 in exchange for additional compensation not to exceed \$30,000.

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