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RANDY MAIVILLE

FINANCE COMMITTEE
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MARK GREBNER
TODD TENNIS
RYAN SEBOLT
MARK POLSDOFER
ROBERT PEÑA
MYLES JOHNSON
RANDY MAIVILLE

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, MARCH 8, 2023 AT 6:30 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/89160266022>.

Agenda

Call to Order

Approval of the [February 27, 2023](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office
 - a. Resolution to Authorize a Contract with [Baryames](#) for Dry Cleaning, Laundering, and Garment Repair for Clothing or Uniforms Issued to Sheriff's Office Employees
 - b. Resolution to Authorize a Contract Renewal with [LeadsOnline](#)
 - c. Resolution to Authorize a Contract Renewal with [Lexipol](#) for the PoliceOne Academy Training Platform
2. Potter Park Zoo – Resolution to Authorize a [Reorganization](#) of Potter Park Zoo Zookeeper Positions
3. Parks Department
 - a. Resolution to Authorize an Agreement with [American Rentals, Inc.](#) to Provide Sanitation Services for the Ingham County Parks Department and Ingham County Fairgrounds
 - b. Resolution to Adopt Fees for [Disc Golf](#) Tournaments at the Ingham County Parks
 - c. Resolution to Authorize a Contract with [PLM Lake and Land Management Corp](#) for Lake Weed Treatment at Hawk Island County Park and Burchfield County Park
 - d. Resolution to Authorize a Memorandum of Understanding with [Meridian Township](#) for the Lift Station Project at Lake Lansing Boat Launch
4. Health Department
 - a. Resolution to Authorize an Agreement with the Michigan Department of Environment, Great Lakes, and Energy to Conduct a [Scrap Tire Collection](#) Event
 - b. Resolution to Authorize COVID-19 Regional Health Equity Council Backbone Organization Grant Sub-Agreements with [Capital Area Health Alliance](#) and TCB Consulting, LLC
 - c. Resolution to Authorize an Agreement with the State of Michigan Department of Agriculture and Rural Development for the [Clean Sweep Program](#)

- d. Resolution to Authorize Creating a Community Health, Planning and Partnership Programs [Assistant Position](#)
 - e. Resolution to Authorize an Agreement with the State of Michigan Department of Licensing and Regulatory Affairs to Accept the 2023 Michigan Marijuana [Operation and Oversight Grant](#)
5. Innovation & Technology Department – Resolution to Approve Renewal of Training from [Wizer](#)
6. Road Department
- a. Resolution to Authorize a Purchase Order for As-Needed [Guardrail](#) Construction Services for 2023-2024
 - b. Resolution to Authorize an Extension of Resolution #22-094 with [Bit-Mat Products](#) of Michigan for the Purchase of CRS-2M
 - c. Resolution to Authorize the Purchase of [Hot Mix Asphalt](#) Mixtures
 - d. Resolution to Authorize the Purchase of [Emulsified Asphalts](#)
7. Controller/Administrator's Office – Resolution Establishing the [Budget Calendar](#) for 2024

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.

FINANCE COMMITTEE
February 27, 2023
Draft Minutes

Members Present: Morgan, Grebner, Tennis, Sebolt, Polsdofer, Peña, and Maiville.

Members Absent: Johnson.

Others Present: Treasurer Alan Fox, Michael Townsend, Glenn Canning, Cynthia Wagner, Kaitlyn Hetfield, and others.

The meeting was called to order by Chairperson Morgan at 7:00 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual Public participation was offered via Zoom at <https://ingham.zoom.us/j/89160266022>.

Approval of the February 8, 2023 Minutes

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. TENNIS, TO APPROVE THE MINUTES OF THE FEBRUARY 8, 2023 FINANCE COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Johnson.

Additions to the Agenda

None.

Limited Public Comment

Alan Fox, Ingham County Treasurer, stated he wanted to address agenda item 9 in reference to comments that were made at the County Services Committee meeting on February 21, 2023. He further stated he was aware of concerns about the process that were based on the scoring and handling of the Parks & Trails Millage.

Treasurer Fox stated the intent of the proposal was that the Board of Commissioners were to make the final decision, although it was not in writing. He further stated the Housing Trust Fund (HTF) would turn over all documents, applications and analyses that were received to the Board of Commissioners.

Treasurer Fox stated documents for any proposal would include the number of units proposed to be constructed or rehabilitated, the dollar amount requested of the County, and dollar amounts from any other sources that may be generated as a result of other funds that applicants were seeking. He further stated he felt it was implicit in the process that expenditures per unit would be a factor for projects similar in nature.

Treasurer Fox stated dollars per unit alone in the housing market had a comparability issue. He further stated relying only on dollars per unit would make it so all the funds were put into property rehabilitation.

Treasurer Fox stated the largest problem with property rehabilitation would be finding contractors to perform the work. He further stated one thing that was done during the process was to improve the process that would bring small businesses and contractors into the system to provide them the comfort to apply for government money.

Treasurer Fox stated that would help those contractors in the long-term when applying for assistance with less user-friendly systems than Ingham County, such as Michigan State Housing Development Authority (MSHDA). He further stated it also made the analysis more difficult.

Treasurer Fox stated the discussion at the County Services Committee meeting on February 21, 2023 pointed out some things that were not the way they were supposed to be. He further stated that an earlier version had put a lot of weight on funds that an organization could use to show as leveraging but realized that would encourage the same suspects who know how to apply for MSHDA grants and other resources.

Treasurer Fox stated they would make part of the process to work with small contractors to get that leverage money but it would not be evident in the applications.

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

1. Sheriff's Office
 - a. Resolution to Authorize a Contract Extension with the Michigan Department of Health and Human Services for Transport Services of Specific Juveniles by Sheriff's Deputies
2. 9-1-1 Dispatch Center
 - a. Resolution to Approve the Creation of a Full-Time Administrative Analyst for Quality Assurance and Freedom of Information Act Requests for the Ingham County 9-1-1 Center
 - b. Resolution to Authorize Renewal of ProQA Medical Software Licenses and Support from Priority Dispatch for the Ingham County 9-1-1 Center
3. Circuit Court – Juvenile Division –
 - a. Resolution to Authorize the Purchase of Time Keeping and Scheduling Software for the Ingham County Youth Center
4. Circuit Court – Jury Administration – Resolution to Approve the Reorganization of the 30th Circuit Court Jury Administration Office
5. Animal Control and Shelter
 - a. Resolution to Authorize a Memorandum of Understanding between Capital Area

- Humane Society Spay/Neuter Clinic and Ingham County Animal Control
 - b. Resolution to Authorize an Equipment Purchase Agreement with Motorola Solutions, Inc. for the Purchase of One Motorola APX6000 Radio and Two Desk Chargers for the Ingham County Animal Control and Shelter
- 6. Potter Park Zoo – Resolution to Authorize a Purchase Order for a Utility Vehicle from Spartan Distributors
- 7. Health Department
 - a. Resolution to Authorize an Agreement with Graphic Sciences, Inc. for the Transport, Storage, and Retrieval of Health Department Files
 - b. Resolution to Authorize Amendment #2 to the 2022-2023 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Master Agreement
 - c. Resolution to Authorize an Agreement with Maxim Healthcare Staffing Services
 - d. Resolution to Authorize an Agreement with Piper & Gold Public Relations for a Harm Reduction Community Education Campaign
 - e. Resolution to Authorize a Reducing Overdose through Community Approaches Mentorship Grant Agreement with National Association of City and County Health Officials
 - f. Resolution to Authorize an Agreement with Michigan Public Health Institute for Administrative Support to Operate the Advance Peace Lansing/Ingham Peacemaker Fellowship®
- 8. Facilities Department – Resolution to Authorize a Purchase Order to MacAllister Machinery Co. Inc., for the Purchase of Scissor Lifts at the Ingham County Justice Complex

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Johnson.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Johnson.

- 1. Sheriff's Office
 - b. Resolution to Authorize a Contract Renewel to Continue Maintenance and Support from LexisNexis for Their E-Citation and UD-10 Crash Reporting Systems

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

Commissioner Sebolt stated that the resolution should be amended as follows:

Resolution to Authorize a Contract ~~Renewel~~ **Renewal** to Continue Maintenance and Support from LexisNexis for Their E-Citation and UD-10 Crash Reporting Systems

This was considered a friendly amendment.

Commissioner Peña stated that crash reports indicated types of vehicles, direction of impact and other variables.

THE MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioner Johnson.

9. Controller/Administrator's Office – Resolution to Approve the Scoring Criteria and Process for the Housing Trust Fund Competitive Grant RFP

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

Commissioner Sebolt stated that those present should be in favor of the resolution. He further stated the item should have passed on the consent agenda.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. MAIVILLE TO AMEND THE RESOLUTION AS FOLLOWS:

Each complete application meeting the project requirements will be reviewed and scored according to the following evaluation criteria:

Criteria	Maximum Points
Team Capacity	5
Community Support	8
Leveraged Funding	4
Project Readiness	8
Sustainability/Livability	8
Populations Served	47
Equity Indicators	20
Value of Housing Created Relative to Cost	50
Total	100-150

Commissioner Grebner stated the scoring criteria did not consider the cost of what was being built or the number of units being created. He further stated it was stereotypical of a process that would lose track of what was trying to be accomplished.

Commissioner Grebner stated the amendment would require the Housing Trust Fund to take into account what they were creating and what it was costing. He further stated he did not want to change the priorities of the Housing Trust Fund but wanted them to present something they were happy with.

Commissioner Grebner stated that if the amendment was adopted he would not be opposed to the resolution.

Commissioner Polsdofer asked Commissioner Grebner if they were to add the 50 point scoring line, what did he see as the analysis of who earned what amount of points.

Commissioner Grebner stated however the Housing Trust Fund wanted to use the scoring would be fine, but would just require it to be considered. He further stated the amendment would make the Housing Trust Fund go through all of the steps and take value into account.

Commissioner Polsdofer stated it did not seem clear on how the points would be awarded in the way it was described.

Commissioner Grebner stated he was not worried about how the Housing Trust Fund would use the scoring criteria, but wanted them to take into account the cost and benefits.

Commissioner Tennis stated Commissioner Grebner was talking about a quantity indicator, but if that was the only focus then they were ignoring quality. He further stated he did not see another mechanism that dictated what materials would be used to build the units.

Commissioner Grebner stated he intentionally used the word value and not amount.

Commissioner Tennis stated he understood, but he feared it would lead to the word value to be considered cheap.

Commissioner Sebolt stated, as a member of the Housing Trust Fund, Commissioner Grebner's proposal was unworkable by adding a one-third of the scoring a nebulous value, that had no definition. He further stated the proposed category would be larger than any other category.

Commissioner Sebolt stated 50 points for value completely destroyed the scale. He further stated if Commissioner Grebner's goal was to have his addition considered, then it should be one point to force it to be considered.

Commissioner Sebolt stated the people on the Housing Trust Fund Committee were dealing with the real fact that the Tri-County area was 17,000 units short and that number would rapidly grow. He further stated everyone on that committee was working to get more housing.

Commissioner Sebolt stated that anyone who thought money would be wasted on one large project and did not provide a lot of value and additional housing was woefully unaware of the conversations that had been going on at the Housing Trust Fund.

Commissioner Sebolt stated he had hoped that Commissioner Grebner would have come up with a more serious and workable proposal than what he had come up with. He further stated that if what was proposed was the only thing that Commissioner Grebner was able to come up with, he did not see that as a workable solution.

Commissioner Grebner stated, without the amendment, the cost was not being weighed in the balance. He further stated he wanted those making the recommendation to consider how much they were getting with how much they were spending.

Commissioner Polsdofer stated the 50 points potential max seemed excessive with the lack of clarity that he had on scoring and in order to have that be a part of the general scoring, he proposed amending the proposal to be five points. He further stated they would need clarity on the criteria, like the other the scoring criteria descriptions.

MOVED BY COMM. POLSDOFER, SUPPORTED BY COMM. SEBOLT TO AMEND THE AMENDMENT AS FOLLOWS:

Each complete application meeting the project requirements will be reviewed and scored according to the following evaluation criteria:

Criteria	Maximum Points
Team Capacity	5
Community Support	8
Leveraged Funding	4
Project Readiness	8
Sustainability/Livability	8
Populations Served	47
Equity Indicators	20
Value of Housing Created Relative to Cost	50 5
Total	100 150-105

THE MOTION TO AMEND THE AMENDMENT CARRIED. **Yeas:** Morgan, Peña, Polsdofer, Sebolt, Maiville, and Tennis. **Nays:** Grebner. **Absent:** Johnson.

Commissioner Grebner stated he felt they had made it clear that value should be considered and he was sure that the Housing Trust Fund would consider it.

Commissioner Tennis stated he was hung up on what the definition of what value would be in this sense and he would appreciate if Commissioner Grebner would come up with an example of what the values would look like. He further stated he would like quality to be part of value and he did understand Commissioner Grebner’s concerns.

Chairperson Morgan asked if there would be exact language to review before the Board of Commissioners meeting on February 28, 2023.

Commissioner Grebner stated he was not interested in proposing the amended language.

Commissioner Tennis stated he would work on creating the language for the amendment.

Commissioner Sebolt stated the Housing Trust Fund committee would try to get the best bang for the buck regardless of the amendment because they had interest in addressing the housing crisis in the Tri-County area. He further stated he would vote against the amendment regardless of what number of points were proposed.

Commissioner Sebolt stated his biggest concern was there was plenty of private sector developers that were considering value at cost and quantity and quality and those people were building housing that were leaving out the populations they were trying to address. He further stated he did not want the Board of Commissioners to be like the private developers and leave out the people least able to afford housing and were in the most desperate search for housing.

Chairperson Morgan asked if the Chairperson of the Board of Commissioners would be able to pull the item from the agenda until there was language established for the amendment.

Commissioner Sebolt stated current funds available were American Rescue Plan Act (ARPA) funds and the County had until January 31, 2024 to allocate those funds. He further stated Ingham County had until December 2026 to spend those funds.

Commissioner Sebolt stated if building was to commence by the summer of 2023, then Ingham County would need to move quickly. He further stated there was a tight timeline and the Federal Government would take the funds back if it was not spent.

Commissioner Grebner stated he did not feel that it was a tight timeline to work with. He further stated he was in favor of spending the funds because construction prices were continuing to rise.

THE MOTION TO APPROVE THE AMENDMENT, AS AMENDED, CARRIED VIA ROLL CALL VOTE.

Yeas: Morgan, Grebner, Peña, Maiville, and Tennis.

Nays: Polsdofer and Sebolt.

Absent: Johnson.

THE MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED VIA ROLL CALL VOTE **YEAS:** Morgan, Grebner, Peña, Polsdofer, Maiville, Sebolt, and Tennis. **Nays:** None. **Absent:** Johnson.

Chairperson Morgan stated he would have preferred to have language to review before being asked to vote on an amendment.

Announcements

Commissioner Maiville introduced Glenn Canning, Ingham County Facilities Director, to the Finance Committee. He further stated that Mr. Canning was the new Facilities Director.

Mr. Canning introduced himself and stated he was looking forward to working with the Board of Commissioners. He further stated he attended for agenda item number 8.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:32 p.m.

MARCH 8, 2023 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 Contract with Baryames for Dry Cleaning, Laundering, and Garment Repair for Clothing or Uniforms Issued to Sheriff's Office Employees**

This resolution will authorize a contract with Baryames Cleaners for services including dry cleaning, laundering and garment repair for issued uniforms and clothing. The Sheriff's Office requires all Law Enforcement and Corrections personnel to wear issued uniforms and clothing in the performance of their duties and the required uniforms and clothing require routine cleaning and repair. Prior to 2018, the Sheriff's Office compensated individuals for such cleaning and repair pursuant to the collective bargaining agreements. The shift to a contract for such services in 2018 has resulted in a budgetary savings. After an assessment of cost and available local locations of the three bids received, the Sheriff's Office recommends Baryames Cleaners for the requested services. Funds for this contract are available within the Sheriff's Office budget.

See memo for details.

- 1b. Sheriff's Office – Resolution to Authorize a Contract Renewal with LeadsOnline**

This resolution will authorize a contract with LeadsOnline in the amount of \$7,667 with an auto-renewal for an additional two, one-year extensions not to exceed \$8,500 per year, if desired by the County and agreed to by the vendor. LeadsOnline is a nationwide database containing pawn records and the identification of those responsible for them, which is a tool that assists with stolen property investigations. The Sheriff's Office has been using LeadsOnline since 2019. Funds for this contract are available within the Sheriff's Office budget.

See memo for details.

- 1c. Sheriff's Office – Resolution to Authorize a Contract Renewal with Lexipol for the PoliceOne Academy Training Platform**

This resolution will authorize a contract with Lexipol in the amount of \$7,416 with an auto-renewal for an additional two, one-year extensions not to exceed \$8,500 per year, if desired by the County and agreed to by the vendor. Lexipol provides an online training platform known as PoliceOne Academy. PoliceOne training modules reduce risk and enhance professional development with mission-critical content, training, and ability to deploy policy review modules. The Sheriff's Office has been using the PoliceOne Academy Online Application to train all staff since 2016 and it has enhanced the Sheriff's Office ability to provide timely training throughout the year while maintaining training records for the staff. Funds for this contract are available within the Sheriff's Office budget.

See memo for details.

2. Potter Park Zoo – Resolution to Authorize a Reorganization of Potter Park Zoo Zookeeper Positions

This resolution authorizes a reorganization for Potter Park Zoo’s fifteen full-time Zookeepers, three of which are Zookeeper Area Leads. Reorganizing these fifteen positions as well as updating the job descriptions would be beneficial to Zoo operations. The twelve Zookeeper level 400 positions will become twelve multiple level positions, Zookeeper I/II/III and the three Zookeeper Area Lead level 500 positions will become Zookeeper Area Lead IV. As the twelve Zookeeper I/II/III employees meet the required qualifications, they are able to advance levels without requiring a position to become vacant at a higher level. The total cost increase is \$136,371 for the twelve Zookeeper positions at Step 8 of level III and the three Area Leads at Step 8 of level IV. There are sufficient funds in the Zoo budget to cover the total increase.

3a. Parks Department - Resolution to Authorize an Agreement with American Rentals, Inc. to Provide Sanitation Services for the Ingham County Parks Department and Ingham County Fairgrounds

This resolution authorizes a three-year agreement with American Rentals for portable restroom services at the Ingham County Parks and Ingham County Fairgrounds. The annual cost for the Parks will be \$10,955 in addition to a monthly fuel surcharge (\$8-10 per month) for a total for the Parks not to exceed \$11,075 annually. The Ingham County Fairgrounds shall not exceed \$95 per regular unit, \$175 per handicapped unit, and \$180 per portable sink in addition to a monthly fuel surcharge. Funding for this contract will be included in the Parks and Fairgrounds annual budgets.

3b. Parks Department - Resolution to Adopt Fees for Disc Golf Tournaments at the Ingham County Parks

This resolution approves the following entry fees for disc golf tournaments at the Ingham County Parks.

- Less than 50 entries = \$50 event fee + \$5 per entry
- 51-100 entries = \$75 event fee + \$5 per entry
- Over 101 entries or tournaments/events where the courses needed to be closed for sanctioned events = \$200 + \$5 per entry – OR – charge a flat rate of \$1000/day which would include the greens fees (over 150 entries)
- Annual disc golf and parking combo for \$10 less
 - Resident combo = \$70/year – good for both parks
 - Non-Res combo = \$80/year – good for both parks
- Fees can be waived at the discretion of the Park Manager or Director

3c. Parks Department - Resolution to Authorize a Contract with PLM Lake and Land Management Corp for Lake Weed Treatment at Hawk Island County Park and Burchfield County Park

This resolution authorizes a contract with PLM Lake and Land Management Corp for the purpose of lake weed treatment in the amount of \$15,690 for a three-year contract and a contingency of \$2,000 for a total amount of \$17,690 for Hawk Island and \$4,135 for a three-year contract and a contingency of \$2,000 for a total amount of \$6,135 for Burchfield Park for a total amount not to exceed \$23,825. Funds for this agreement are available in the Parks Department budget in 2023.

3d. Parks Department - Resolution to Authorize a Memorandum of Understanding with Meridian Township for the Lift Station Project at Lake Lansing Boat Launch

This resolution authorizes a Memorandum of Understanding with Meridian Township that includes a reimbursement to Meridian Township not to exceed \$10,000 for the lift station project at Lake Lansing Boat Launch. Funds for this project are available in the Parks Department budget.

4a. Health Department - Resolution to Authorize an Agreement with the State of Michigan Department of Environment, Great Lakes, and Energy to Conduct a Scrap Tire Collection Event

This resolution authorizes an agreement with the Michigan Department of Environment, Great Lakes and Energy (EGLE) to conduct a scrap tire collection event, effective upon approval through December 31, 2023 in an amount not to exceed \$9,000. This scrap tire event will be held on October 7, 2023, and will offer Ingham County residents the opportunity to recycle automobile tires by gathering and delivering them to a local county site. Used tires stored outdoors often collect water, and over time standing water creates a breeding ground for mosquitos that can be vectors for disease. Recycled tires can also be used for a variety of purposes including asphalt, flooring, and fuel. In 2019, after years of previous successful scrap tire events, ICHD took in over 26 tons of tires. This scrap tire event will be held on October 7, 2023 and there will be no cost to Ingham County residents to participate. Once all the tires have been collected, the \$9,000 in funding will be used to cover the costs of three semi-tractor trailers for transporting the tires to the recycling location.

4b. Health Department - Resolution to Authorize COVID-19 Regional Health Equity Council Backbone Organization Grant Sub-Agreements with Capital Area Health Alliance and TCB Consulting, LLC

This resolution authorizes sub-agreements with Capital Area Health Alliance, in an amount not to exceed \$175,239, and with TCB Consulting, LLC, in an amount not to exceed \$12,450, for the COVID-19 Regional Health Equity Council Backbone Organization Grant from MPHI and MDHHS, effective October 1, 2022 through May 31, 2023.

4c. Health Department - Resolution to Authorize an Agreement with the State of Michigan Department of Agriculture and Rural Development for the Clean Sweep Program

This resolution accepts a grant from the Michigan Department of Agriculture and Rural Development (MDARD) effective October 1, 2022 through September 30, 2023 in an amount not to exceed \$24,000. Environmental Health operates a Household Hazardous Waste Program (HHW) that accepts hazardous waste for disposal. This program is open to all Ingham County residents free of charge. Annually, MDARD contracts with ICHD under the Clean Sweep agreement to provide funding that covers costs for the disposal of pesticides and herbicides collected throughout the year. MDARD has proposed to provide ICHD with up to \$24,000 in funding for FY 2023 to be used for disposal.

4d. Health Department - Resolution to Authorize Creating a Community Health, Planning, and Partnership Programs Assistant Position

This resolution the hire of a temporary Community Health, Planning and Partnerships (CHPP) Program Assistant to provide administrative support for grant-funded work and strategic initiatives identified by ICHD's CHPP branch, including Advance Peace and the Health Equity Council. This temporary UAW employee will schedule meetings and training sessions, gather materials, draft correspondence and resolutions, and maintain confidential information. Additionally, this employee will ensure that appropriate actions and deadlines are met for all CHPP grant-funded work. Ingham County's Human Resources Department has approved this position description.

All costs for this temporary position were included in grant funding from the Health Equity and Social Justice Council, and from Department of Justice funding for the Advance Peace project. The position is fully grant funded and will not exceed \$18,000.

4e. Health Department - Resolution to Authorize an Agreement with the State of Michigan Department of Licensing and Regulatory Affairs to Accept the 2023 Michigan Marihuana Operation and Oversight Grant

This resolution accepts a grant from the State of Michigan Department of Licensing and Regulatory Affairs (LARA) for education, communication, and outreach regarding the Michigan Marihuana Act effective January 1, 2023 through September 15, 2023 in an amount not to exceed \$27,285. With this grant funding, the Health Department will engage in providing education to adolescents, patients, caregivers, and community members through targeted advertising/marketing, and will communicate harm reduction strategies such as safe storage and avoidance of impaired driving, to the general public.

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

This resolution authorizes the renewal of security training programs from Wizer. Wizer has updated topics and relevant courses that are beneficial to the County’s security training.

The funding for the \$8,400 total is budgeted and will come from the County’s Innovation and Technology Department Development and Training Fund. This price has not increased over the past 3 years.

See memo for details.

6a. Road Department – Resolution to Authorize a Purchase Order for As-Needed Guardrail Construction Services for 2023-2024

This resolution authorizes a purchase order to Action Traffic Maintenance for as-needed guardrail construction services for 2023-2024.

Funding is included to the Road Department budget.

See memo for details.

6b. Road Department – Resolution to Authorize an Extension of Resolution #22-094 with Bit-Mat Products of Michigan for the Purchase of CRS-2M

This resolution authorizes an extension of Resolution #22-094 with Bit-Mat Products of Michigan for emulsified asphalts for the Road Departments chip seal program, which results in approximately 800,000 gallons purchased annually. Given the unstable oil markets, inflation, and the trucking/supply issues experienced with some of the 2022 vendors, it is the recommendation of the Road Department to extend the terms of Resolution #22-094 with Bit-Mat Products for CRS-2M in the 2023 calendar year.

Funding is included to the Road Department budget.

See memo for details.

6c. Road Department – Resolution to Authorize the Purchase of Hot Mix Asphalt Mixtures

This resolution authorizes purchase orders with the following companies for 2023 hot mix asphalt road maintenance and construction operations:

- Rieth-Riley Construction located at 4150 South Creyts Road, Lansing, Michigan 48917
- Michigan Paving and Materials located at 1600 North Elm Street, Jackson, Michigan 49202
- Capital Asphalt LLC located at 3888 South Canal Road, Lansing, Michigan 48917

Funding is included to the Road Department budget.

See memo for details.

6d. Road Department – Resolution to Authorize the Purchase of Emulsified Asphalts

This resolution authorizes purchase orders with the following companies for 2023 approximately 70,000 gallons of emulsified asphalt for road maintenance and construction operations:

- Asphalt Materials, Inc., located at 8720 Robbins Road, Indianapolis, Indiana 46268
- Michigan Paving and Materials located at 1950 Williams Street, Alma, Michigan 48801
- Bit-Mat Products of Michigan located at PO box 428, Ashley, Indiana 46705

Funding is included to the Road Department budget.

See memo for details.

7. Controller's Office – Resolution Establishing the Budget Calendar for 2024

This resolution approves that the attached budget calendar for the 2024 budget process be adopted.

Agenda Item 1a

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Undersheriff Andrew R. Bouck
DATE: February 21, 2023
SUBJECT: Resolution to authorize a contract with Baryames for dry cleaning, laundering and garment repair for clothing or uniforms issued to Sheriff's Office employees

For the meeting agenda of *March 2, 2023, March 8, 2023*

BACKGROUND

This resolution is to authorize a contract with Baryames for dry cleaning, laundering and garment repair. The Ingham County Sheriff's Office issues or requires uniforms and clothing items for more than 140 employees. This is required to make official Law Enforcement and Corrections personnel readily identifiable to those they serve in the performance of their duties and responsibilities. The Sheriff's Office has had a contract with Baryames since 2018 for dry cleaning, laundering, and garment repair.

ALTERNATIVES

RFP #6-23 resulted in three respondents: Baryames Cleaners, Maurer's Sanitary, and Schafer Dry Cleaners in Jackson. After an assessment of cost and available local locations pursuant to the Record of Bid, the Ingham County Sheriff's Office seeks to contract with Baryames Cleaners for the requested services.

FINANCIAL IMPACT

The total cost for the County in 2022 was \$29,361.10. This was a savings from the last year employees sought their own cleaning per the employee contract in 2017. The cost of cleaning expenses in 2017 was \$46,271.90. The Sheriff's Office is requesting this new contract be paid from Field Services/Contractual Services for the length of the contract.

STRATEGIC PLANNING IMPACT

This project fits with the Ingham County Goals of: (A) Service to Residents – This service allows Ingham County Sheriff's Office personnel to maintain a professional appearance for contact with the citizens of Ingham County. (B) Finance – This contract saves the county money from previous employee contracts that employees received by having the responsibility to seek cleaning services on their own.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize a contract with Baryames Cleaners.

Agenda Item 1a

TO: Joshua Treat, Lieutenant, Sheriff's Office
FROM: James Hudgins, Director of Purchasing
DATE: February 2, 2023
RE: Memorandum of Performance for RFP No. 26-23: Dry Cleaning Services

Per your request, the Purchasing Department sought proposals from qualified vendors to provide dry cleaning services for the Ingham County Sheriff's Office for a period of three (3) years with an option for renewing for a two (2) year term.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	6	4
Vendors responding	3	2

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

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

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

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

VENDOR'S COST SUMMARY

Vendor Name:	Maurer's Sanitary	Baryames Cleaners	Legacy Launch Inc., dba: Schafer Dry Cleaners
Local Pref:	Yes, Lansing MI	Yes, Lansing MI	No, Jackson MI
Item	Cleaning Fee Each	Cleaning Fee Each	Cleaning Fee Each
Uniform Shirt	\$ 4.75	\$ 5.61	\$ 3.00
Uniform Trousers	\$ 5.00	\$ 5.61	\$ 3.00
Uniform Tie	\$ 3.50	\$ 4.25	\$ 1.65
Uniform Sweater	\$ 4.50	\$ 5.05	\$ 3.00
Uniform Windbreaker	\$ 6.75	\$ 9.25	\$ 3.00
Uniform Utility	\$ 7.75	\$ 9.75	\$ 3.30
Professional Civilian Suit	\$ 13.50	\$ 14.11	\$ 7.00
Professional Civilian Pant	\$ 7.30	\$ 5.61	\$ 3.00
Professional Civilian Shirt	\$7.25 (\$3.50 laundered)	\$ 5.61	\$ 2.00
Professional Civilian Skirt	\$ 7.00	\$ 5.61	\$ 3.00
Professional Civilian Tie	\$ 7.25	\$ 4.25	\$ 1.65

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH BARYAMES FOR DRY CLEANING,
LAUNDERING, AND GARMENT REPAIR FOR CLOTHING OR UNIFORMS ISSUED TO
SHERIFF'S OFFICE EMPLOYEES**

WHEREAS, the Ingham County Sheriff's Office requires all Law Enforcement and Corrections personnel to wear issued uniforms and clothing in the performance of their duties; and

WHEREAS, the required uniforms and clothing are routinely soiled and/or damaged as a result of the expectations and environments in which the personnel wearing the garments operate; and

WHEREAS, prior to 2018, the Ingham County Sheriff's Office would compensate individuals in the Law Enforcement Unit and Supervisors Unit at a rate of \$425.00 annually and the Corrections Unit at a rate of \$300.00 annually for such cleaning and repair pursuant to the collective bargaining agreements; and

WHEREAS, the Ingham County Sheriff's Office paid \$46,271.90 in 2017 for cleaning services and only paid \$29,361.10 for cleaning services in 2022; and

WHEREAS, the Contractor agrees to provide the stated services at rates pursuant to the record of bid/proposal cited in RFP #6-23 (02-02-23).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract with Baryames Cleaners for the above cited services involving dry cleaning, laundering and garment repair for issued uniforms and clothing to be paid out of the Sheriff's Office budget from Field Services/Contractual Services account #10130102-8180000.

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 1b

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Undersheriff Andrew R. Bouck
DATE: February 21, 2023
SUBJECT: Resolution to authorize a contract renewal with LeadsOnline.

For the meeting agenda of *March 2, 2023, March 8, 2023*

BACKGROUND

This resolution is to renew a contract with LeadsOnline. LeadsOnline is a tool that assists with stolen property investigations. LeadsOnline is a nationwide database containing pawn records and the identification of those responsible for them. The Sheriff's Office has been using LeadsOnline since 2019.

ALTERNATIVES

None.

FINANCIAL IMPACT

The total cost for renewal of a one-year contract in 2023 is \$7,667. The Sheriff's Office is requesting this cost be paid from Field Services/Contractual Services account #10130102-8180000 in the amount of \$7,667.00 for the contractual year of 2023. The Sheriff's Office is also requesting two additional one-year extensions, not to exceed \$8,500 per year.

STRATEGIC PLANNING IMPACT

This project fits with the Ingham County Goal of: Service to Residents – LeadsOnline provides deputies and detectives the access to further enhance their abilities to recover stolen property for the citizens of the county and hold those accountable through the due process of the Courts.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize a contract with LeadsOnline.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT RENEWAL WITH LEADSONLINE

WHEREAS, the Ingham County Sheriff's Office is responsible for responding to and investigating crimes that occur within Ingham County specifically to those without dedicated police services; and

WHEREAS, one of the responsibilities is the investigation of stolen property; and

WHEREAS, one of the tools afforded is a nationwide database containing pawn records and the identification of those responsible for them; and

WHEREAS, online classifieds such as eBay are linked into this database and are searchable; and

WHEREAS, the sole provider of such a database is the LeadsOnline Company; and

WHEREAS, the access provided to deputies and detectives will further enhance their abilities to recover stolen property for the citizens of the county and hold those accountable through the due process of the Courts; and

WHEREAS, the 2023 subscription for LeadsOnline is \$7,667.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract with LeadsOnline in the amount of \$7,667 to be paid out of the 2023 Sheriff's Office budget from Field Services/Contractual Services account #10130102-8180000 with an auto-renewal for an additional two, one-year (1) extensions not to exceed \$8,500 per year, if desired by the County and agreed to by the vendor.

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 Law & Courts and Finance Committees
FROM: Undersheriff Andrew R. Bouck
DATE: February 21, 2023
SUBJECT: Resolution to authorize a contract renewal with Lexipol the PoliceOne Academy Training Platform.

For the meeting agenda of *March 2, 2023, March 8, 2023*

BACKGROUND

This resolution is to renew a contract with Lexipol for the online training platform known as PoliceOne Academy. Lexipol is an organization oriented towards public safety and local government training and risk management, with training platforms such as PoliceOne, Corrections1, FireRescue1, EMS1, and Gov1. PoliceOne training modules reduce risk and enhance professional development with mission-critical content, training, and ability to deploy policy review modules.

The Sheriff's Office has been using PoliceOne Academy Online Application to train all staff since 2016. The online training consists of Interactive Videos Courses, Course quizzes for Accreditation, and Management Workflows for Accountability. The use of PoliceOne has enhanced the Sheriff's Office ability to provide timely training throughout the year while maintaining training records for the staff.

ALTERNATIVES

Other similar training platforms are significantly more expensive. In the event the contract cannot be renewed, the use of the online training platform and the extensive training resources it provides will be eliminated. Training content and records currently deployed & maintained online will have to be deployed through an in-person format during alternative in-service training opportunities

FINANCIAL IMPACT

The total cost for renewal of a one-year contract in 2023 is \$7,416. The Sheriff's Office is requesting this cost be paid from Field Services/Contractual Services and Corrections/Contractual Services account in the amount of \$7,416 for the contractual year of 2023. The Sheriff's Office is also requesting two additional one-year extensions, not to exceed \$8,500 per year.

STRATEGIC PLANNING IMPACT

This project fits with the Ingham County Goals of: (A) Service to Residents - provide easy access to quality, cost effective services that promote well-being and quality of life for the residents of Ingham County as it enables the Sheriff's Office to maintain regular staff training at high standards to yielding a highly trained, professional deputy. Highly trained staff produce effective and efficient law enforcement responses for our residents to facilitate safe communities; (B) Finance – Maintain and enhance County fiscal health to ensure delivery of services as it is a cost-effective training platform for on-going training, risk mitigation, and legal/policy updates, and training certification requirements while efficiently tracking and managing staff training records.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize a contract with Lexipol for PoliceOne Academy.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT RENEWAL WITH LEXIPOL FOR THE
POLICEONE ACADEMY TRAINING PLATFORM**

WHEREAS, Ingham County has been using PoliceOneAcademy.com since 2016 to provide online training to Ingham County Sheriff's staff; and

WHEREAS, PoliceOne Academy now goes by the name Lexipol, while still providing the exact same content and programs; and

WHEREAS, ongoing training is an important part of ensuring the Sheriff's Office staff are best able to serve our citizens; and

WHEREAS, the 2023 subscription for Lexipol is \$7,416 to provide training to all staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract with Lexipol in the amount of \$7,416 to be paid out of the 2023 Sheriff's Office budgets from Field Services/Contractual Services #10130102-818000 (\$3,708) and Corrections/Contractual Services #10130103-818000 (\$3,708) with an auto-renewal for an additional two, one-year (1) extensions not to exceed \$8,500 per year, if desired by the County and agreed to by the vendor.

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 2

TO: Board of Commissioners County Services, Human Services, and Finance Committees
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: February 21, 2023
SUBJECT: Potter Park Zoo Zookeeper Reorganization
For the meeting agendas of March 6, 7, and 8, 2023

BACKGROUND

Potter Park Zoo employs fifteen full time Zookeepers, three of which are Zookeeper Area Leads. Reorganizing these fifteen positions as well as updating the job descriptions would be beneficial to Zoo operations. The twelve Zookeeper level 400 positions will become twelve multiple level positions, Zookeeper I/II/III and the three Zookeeper Area Lead level 500 positions will become Zookeeper Area Lead IV. As the twelve Zookeeper I/II/III employees meet the required qualifications, they are able to advance levels without requiring a position to become vacant at a higher level.

This reorganization takes into consideration budgetary constraints, as well as, employee recruitment, retention, and satisfaction.

ALTERNATIVES

The current structure could remain which is twelve Zookeeper positions at the 400 level and three Area Leads at the 500 level.

FINANCIAL IMPACT

Funds for this reorganization were approved in the 2023 Zoo Budget.

The 2023 budget office wage projections show the total cost increase is \$136,371 for the twelve Zookeeper positions at Step 8 of level III and the three Area Leads at Step 8 of level IV. There are sufficient funds in the Zoo budget to cover the total increase.

Current Positions	F/T Step 8
(12) Zookeeper 400	\$88,060 per
(3) Zookeeper 500	\$92,685 per
TOTAL	\$1,334,775

New Positions	F/T Step 8
(12) Zookeeper I/II/III	\$97,178 per
(3) Zookeeper IV	\$101,670 per
TOTAL	\$1,471,146

OTHER CONSIDERATIONS

The Potter Park Zoo Advisory Board and the UAW Zoo Unit are in support of the proposed reorganization and job description update. This reorganization would be effective as of January 1, 2023.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for the reorganization of the Potter Park Zoo Zookeeper and Zookeeper Area Lead positions.

Agenda Item 2

TO: Cynthia Wagner, PPZ Director
FROM: Joan Clous, Human Resources Specialist
DATE: January 5, 2023
RE: Memo of Analysis for reorganization of the Zookeepers and Zookeeper Lead

The Potter Park Zoo is reorganizing the Zookeepers and Zookeeper Lead to enhance their ability to serve residents of Ingham County.

1. Potter Park Zoo will create Zookeeper I, II, III and a Zookeeper Lead IV position, which will allow the zoo to hire at any level and promote as employees reach the requirements for the next level of worker.

I have sent the UAW Zoo chair notice regarding this change and they support the reorganization. I have attached their response.

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

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

From: [Joan Clous](#)
To: [Cynthia Wagner](#); [Elisabeth Bliesener](#)
Subject: FW: Zookeeper I,II,II/Area Lead
Date: Thursday, January 05, 2023 7:53:41 AM

As requested.

From: Kyle Hensley <KHensley@ingham.org>
Sent: Friday, May 27, 2022 1:55 PM
To: Joan Clous <JClous@ingham.org>
Subject: Re: Zookeeper I,II,II/Area Lead

Joan

The Union approves of these new job descriptions.

Kyle Hensley
UAW Zoo Unit Chair

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From: Joan Clous <JClous@ingham.org>
Sent: Wednesday, May 25, 2022 3:05 PM
To: Kyle Hensley <KHensley@ingham.org>
Subject: FW: Zookeeper I,II,II/Area Lead

Kyle,

Attached are the two new JDs for the zoo as well as the salary scale. Can you review and provide your union approval?

Thanks,
Joan

From: Elisabeth Bliesener <EBliesener@ingham.org>
Sent: Monday, May 23, 2022 9:53 AM
To: Joan Clous <JClous@ingham.org>
Subject: FW: Zookeeper I,II,II/Area Lead
Importance: High

Joan –

I have attached the mark-up copies and clean version of the two new JD's. You should have the new salary scale for the Area Lead as you worked on that.

On Tuesday can you email Kyle - Union president and get his approval of these changes and send Cindy the email with the Union approval.

(I gave Cindy copies the JD's already as budget was due today)

Thanks
Beth

From: Cynthia Wagner
Sent: Friday, May 20, 2022 9:46 AM
To: Elisabeth Bliesener <EBliesener@ingham.org>
Subject: FW: Zookeeper I,II,II/Area Lead
Importance: High

Hello,

The attached JD's have been reviewed by Pat Fountain, myself, Kyle and the all of the keepers. Kyle has not formally received them for a statement/letter of approval from the Union, but I do not anticipate any concerns when he does. Could you please finalize these two job descriptions including the correct physical requirement at the end. I attached the budget analysis from the budget office that includes the new 700 Area Lead level.

Other than the memo and the finalized JD, do I need anything else to submit with the budget?

Thank you,

Cynthia Wagner
Potter Park Zoo Director
1301 S. Pennsylvania Ave.
Lansing, MI 48912
517-342-2715 (office)
cwagner@ingham.org

From: Cynthia Wagner
Sent: Thursday, April 28, 2022 12:50 PM
To: Joan Clous <JClous@ingham.org>
Cc: Elisabeth Bliesener <EBliesener@ingham.org>
Subject: RE: Zookeeper I,II,II

Hello,

Here are both the Area Lead and I,II,II. Please let me know if you have any questions or additional edits. One of the physical requirements still needs to be changed towards the end and I had a question about whether they had to have a Michigan Driver's License or just a Driver's License. I

think there was something else Sue had requested be updated in the template language when we had our meeting.

Thank you,
Cindy

From: Cynthia Wagner
Sent: Thursday, April 28, 2022 12:25 PM
To: Joan Clous <JClous@ingham.org>
Cc: Elisabeth Bliesener <EBliesener@ingham.org>
Subject: Zookeeper I,II,II

Hello,
Please see the attached JD for the Zookeeper I,II,III position. I made a few more small revisions since our meeting. I am going to review the Area Lead JD next and send that to you. Once you are both good with them I am ready to have them sent to the Union.

Thank you,
Cindy

**INGHAM COUNTY
JOB DESCRIPTION
Zookeeper Area Lead**

General Summary:

Under the supervision of the Zoo Director and Animal Care Supervisor provides a wide range of skilled work involving the care of animals. Plans, organizes and assigns work to Zoo employees in the corresponding animal area. Leads area meetings and sits on committees as assigned. Maintains detailed, hand-written and electronic records. Cares for a variety of animals. Uses a variety of techniques to restrain and move animals when required. Provides positive visitor experiences at the facility and educates zoo guests. Cleans animal holding areas and operates a wide range of animal care equipment. Must always strive to maintain best practices as established by AZA and USDA guidelines.

Essential Functions:

1. Plans, organizes, and assigns work to animal husbandry employees such as Zookeeper I,II,III, seasonals, interns and teen keepers verbally and/or in writing.
2. Maintains a daily work schedule for the animal husbandry keepers in the same area. Inspects work of animal husbandry employees such as Zookeeper I,II,III, seasonals, interns and teen keepers verbally and/or in writing and provides feedback to employee(s). Frequently communicates inspection findings to the Animal Care Supervisor.
3. Performs a wide range of skilled work involving the care of animals at the zoo. This may include diet preparation, diet distribution, feeding, bathing, grooming, providing enrichment, operant conditioning, welfare assessments, exhibit inspections, safe animal restraint, transportation, research, cleaning (raking, sweeping, hosing, scrubbing, etc.), and administering medicine.
4. Interacts positively with the public and co-workers including responding to animal inquiries verbally and in writing, leading educational talks and tours as scheduled by the Animal Care Supervisor and mediating conflict resolution within work area.
5. Assists animal health staff and Animal Care Supervisor in the planning of animal births, care of newborns, animal holding, capture, restraint, and transportation as necessary.
6. Leads area meetings for Zookeeper I,II,III on a regular basis and communicates results of meetings to the Animal Care Supervisor in writing.
7. Attends meeting with other Zookeeper Area Leads, Animal Care Supervisor, Animal Programs Manager, and Veterinarian as scheduled.
8. Serves on committees as assigned by the Animal Care Supervisor.
9. Responds to emergency situations as necessary and keeps up to date on all facility protocols and procedures.
10. Stays current in knowledge of areas pertaining to animal husbandry and welfare in order to maintain best husbandry and welfare practices as required by AZA. This may be accomplished through text books, online, AZA animal care professionals, and seeking out professional development courses, workshops and job shadows.

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.
- Adheres to work rules and behavioral expectations stated in the employee manual.
- Must adhere to departmental standards in regards to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis.
- Ability to maintain excellent customer service during stressful situations.

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

Employment Qualifications:

Education: A minimum of a Bachelor's Degree is required.

Experience: A minimum of five (5) years of experience in the care of animals and the maintenance of facilities; or an equivalent combination of training and experience is required. Some AZA accredited facility experience required.

Other Requirements:

- Must possess and maintain a valid Michigan driver's license.
- Comprehensive knowledge of the methods and procedures used in the care of animals and the equipment used in zoo operations.
- Knowledge of custodial duties relating to zoo operations.
- Skill in preparing and maintaining records and reports.
- Ability to communicate effectively including conflict resolution and follow verbal and written instructions.
- Must complete CPR training and other required trainings.
- Must be able to work weekends and holidays.

(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 non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
3. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
4. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.

5. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
6. This position is exposed to noise levels which require shouting in order to be heard.
7. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passage ways, shafts, enclosed rooms, manholes, pipelines, etc.
8. This position is exposed to bio hazards such as body fluids, blood borne pathogens, communicable diseases, etc.
9. This position works closely with domestic and wild animals with unpredictable temperaments.
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, lift, carry, push, pull, reach, grasp, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require continuous stamina (more than 50%) in sitting, standing, climbing, typing and enduring repetitive movements of the wrists, hand or fingers.
- This position's physical requirements require continuous stamina in all other physical requirements listed above.
- This position performs heavy work requiring the ability to exert more than 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.)

UAW ZOO – Zookeeper Area Lead
Salary pay scale 4
April 2022

**INGHAM COUNTY
JOB DESCRIPTION
Zookeeper I/II/III**

General Summary:

Under the supervision of the Zoo Director and Animal Care Supervisor provides a wide range of skilled work involving the care of animals. Maintains detailed, hand-written and electronic records. Cares for a variety of animals. Uses a variety of techniques to capture and move animals when required. Provides positive visitor experiences and educates the public. Cleans animal holding areas and operates a wide range of animal care equipment. Must always strive to maintain best practices as established by AZA and USDA guidelines.

Essential Functions:

1. Performs a wide range of skilled work for the care of animals at the zoo. This may include diet preparation, diet distribution, feeding, bathing, grooming, providing enrichment, operant conditioning, welfare assessments, safe animal restraint, transportation, exhibit inspections, research, cleaning (raking, sweeping, hosing, scrubbing, etc.) and administering medicine.
2. Provides daily assessment of health and behavior of animals in assigned animal area. All concerns regarding animal care and zoo policies reported to a supervisor immediately.
3. Maintains detailed, hand written and electronic records regarding the care of animals and work assignment progress as directed.
4. Interacts positively with the public, co-workers, and volunteers including responding to animal inquiries verbally and in writing, and leading educational talks and tours as scheduled by the Animal Care Supervisor.
5. Assists animal health staff and Area Lead in the planning of animal births, care of newborns, animal holding set-up, capture, restraint, and transportation as necessary.
6. Serves on committees as assigned by the Animal Care Supervisor.
7. Responds to emergency situations as necessary, keeps up to date on all facility protocols and procedures, and participates in all assigned trainings.
8. Stays current in best practices pertaining to animal husbandry and welfare in order to maintain high standards of animal care and welfare as required by AZA. This may be accomplished through textbooks, online media, AZA animal care professionals and/or by seeking out professional development courses, workshops and job shadows.

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.
- Adheres to work rules and behavioral expectations stated in the employee manual.
- Must adhere to departmental standards in regards to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis.
- Ability to maintain excellent customer services during stressful situations.

(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

Zookeeper I:

Education: A minimum of a High School Diploma or equivalent with one (1) year of college level course work in animal husbandry is required.

Experience: A minimum of two (2) years of experience in the care of exotic animals and the maintenance of exhibits is required. AZA accredited facility experience preferred.

Zookeeper II: All of the above qualifications plus:

- Minimum three (3) years of PPZ Zookeeper I experience or three (3) years full time experience at an AZA facility and one (1) year Zookeeper I at PPZ.
- Comprehensive understanding of animal care operations for all four seasons and all life stages.
- Knowledgeable of USDA and AZA standards and able to demonstrate how these guidelines are applied to animal care and welfare.
- Demonstrate the skill set to assist in the training of other animal care employees including cleaning, diet preparation and distribution, operant conditioning, enrichment planning and implementation, safe animal restraint and transport, keeper talks, encounters, and record keeping/communication.
- Ability to mentor less experienced Zookeeper I and seasonals in a wide range of skills including behavior observations, animal welfare evaluations, and time management.
- Must have experience as a primary animal trainer for three (3) established behaviors for exotic species.
- Must have participated in 40 hours of professional development related to animal care within the previous three (3) years.

Zookeeper III: All of the above qualifications plus:

- Minimum five (5) years of PPZ Zookeeper I/II experience or five (5) years full time experience at an AZA facility and two (2) years Zookeeper I/II at PPZ.
- Advanced ability in animal welfare evaluations, equipment operation pertaining to animal care, and project management with little or no guidance.
- Ability to mentor less experienced level I & II zookeepers in a wide range of skills including safe animal restraint, behavior observations, animal welfare evaluations, project management, education presentations, and time management.
- Must have experience as a primary animal trainer for five (5) established behaviors with two (2) or more exotic species and have successfully passed on those behaviors to other trained staff.
- Must be trained in at least two (2) of the following: venomous, large cat, and rhino.
- Must have participated in 80 hours of professional development related to animal care in the previous five (5) years and maintain eight (8) hours annually thereafter.
- Must have completed a breeding and birth plan or similar animal care research planning document approved by the Animal Care Supervisor.

Other Requirements:

- Must possess and maintain a valid Michigan driver's license.
- Knowledge of the methods and procedures used in the care of animals and the equipment used in zoo operations.
- Skill in preparing and maintaining records and reports.
- Ability to communicate effectively and follow verbal and written instructions.
- Must complete CPR training and other required trainings.

- Must be able to work weekends and holidays.

(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 non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
3. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
4. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
5. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
6. This position is exposed to noise levels which require shouting in order to be heard.
7. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passage ways, shafts, enclosed rooms, manholes, pipelines, etc.
8. This position is exposed to bio hazards such as body fluids, blood borne pathogens, communicable diseases, etc.
9. This position works closely with domestic and wild animals with unpredictable temperaments.
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, lift, carry, push, pull, reach, grasp, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require continuous stamina (more than 50%) in sitting, standing, climbing, typing and enduring repetitive movements of the wrists, hand or fingers.
- This position's physical requirements require continuous stamina in all other physical requirements listed above.
- This position performs heavy work requiring the ability to exert more than 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.)

UAW ZOO – Zookeeper I,II,III

Pay scale I,II,III

APRIL 2022

Potter Park Zoo

Inspiring Conservation of Animals and the Natural World

AZA accredited since 1986

Strategic Plan Goals

- *Excellent Animal Welfare*
- *Impactful Conservation*
- *Financial Sustainability*



POTTER PARK

ZOO

What is AZA accreditation?

- AZA standards cover all aspects of zoological operations - updated annually
- A review process that includes a detailed application and a multiple day onsite inspection by a team of experts (animal care, veterinary, and operations)
- Publicly recognized badge of excellence

ACCREDITED BY THE
**ASSOCIATION
OF ZOOS &
AQUARIUMS**

POTTER PARK

ZOO



Zoo Attendance

Open 364 Days Per Year

Total Attendance	
2019	190,624
2020	109,884
2021	180,882
2022	184,841

- Off season rates from November 1 - March 31
- Ingham County residents receive a discounted rate from April 1 - October 31
- Offer eleven incentive days including \$1.00 admission for Ingham County School Groups

Organizational Structure & Funding

Potter Park Zoo

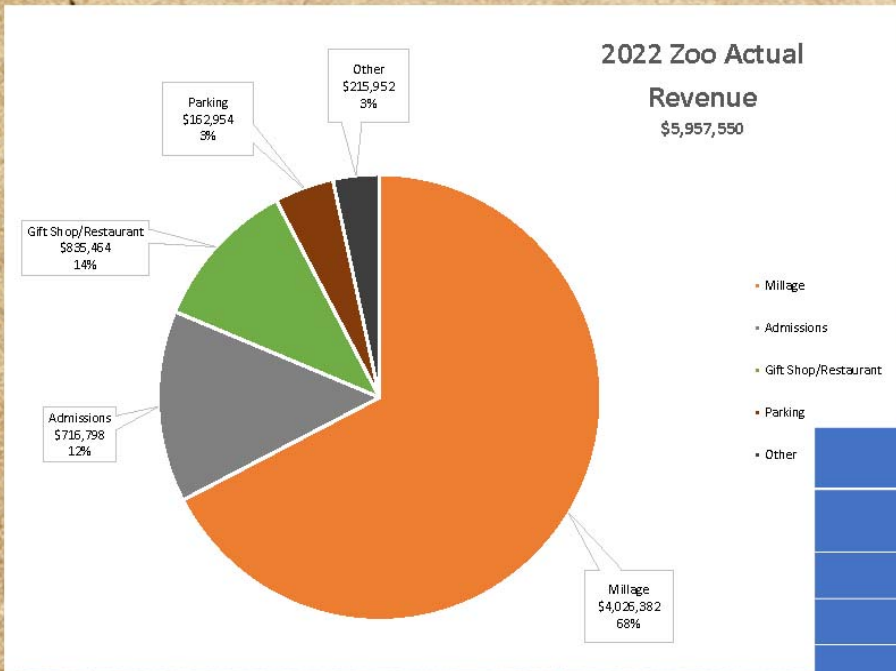
- **City of Lansing owned**
- **Ingham County managed since 2007**
- **Director managed by Deputy Controller**
- **Zoo Advisory Board**
- **Funding** – Millage, AniMall, Food Service, Admissions, Parking & Attractions
- **Functions** – Animal Care, Maintenance, Public Safety, Admissions, Parking, AniMall & Food Service

POTTER PARK



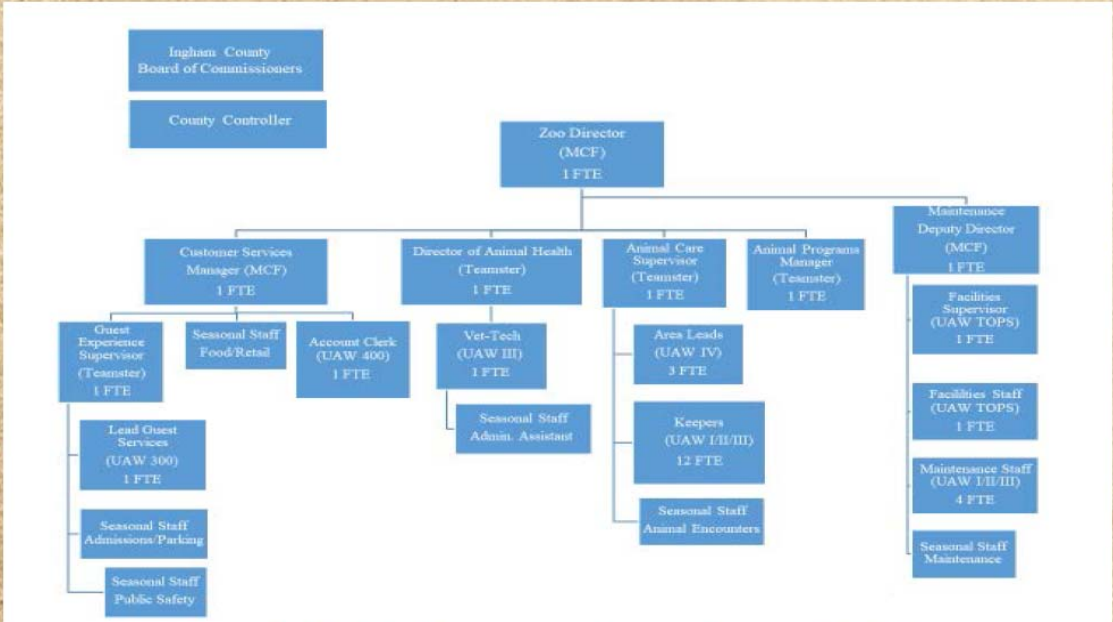
Zoo Revenue

2022 Zoo Actual Revenue
\$5,957,550



- Millage
- Admissions
- Gift Shop/Restaurant
- Parking
- Other

Millage Passage Percentage	
Ballot Year	% YES
2006	64.46%
2010	68.94%
2016	76.50%
2020	73.14%



Zoo 2023 Organizational Chart

Organizational Structure & Funding

Potter Park Zoological Society

- 501C3 nonprofit support organization
- Volunteer Board
- County and Society Agreement
- Funding – Events (Public & Private), Education, Donations, Memberships
- Functions – Events, Education, Communications, Marketing, PR, Memberships & Fundraising



POTTER PARK



Zoo and Society Collaboration

- **Director and Executive Director**
- **Staff collaboration**
- **Society Board Chair is a Zoo Advisory Board member**

POTTER PARK

Zoo



Conservation Engagement

Conservation engagement through community outreach is the heart of PPZ

- **FALCONERS**
- **Conservation Stations**
- **MSU Science Festival**
- **Zoo In Your Neighborhood**
- **Zoo Days**
- **Field trips**
- **Public Events**
 - Boo at the Zoo
 - Wonderland of Lights
 - Ice Safari
 - Zoo Nights
 - Zoo Days
- **Big Zoo Lesson**
- **Animal Science & Zoo Mgt. Class**
- **Zookambi**
- **World Rhino Day**
- **International Red Panda Day**
- **International Migratory Bird Day**
- **Arbor Day**



Conservation Projects

- **Puerto Rican Crested Toads**
 - **Breed and Release**
- **Frog Watch**
- **Piping Plovers**
- **Eastern Massasauga Rattlesnake**
- **Least Shrew**
- **BWL Peregrine Falcon Health Check**
- **Salmon in the Classroom**
- **Invasive Plant Control**
- **Black Rhino Reproductive Research**
- **Pallas' cat research support**
- **Turtle Isotope study – support and contribution**



Animals

377 Animals, 86 Species, and 40 SSP Programs

Most Notable Birth – Jaali, black rhino, December 24, 2019

Mammals



135

Invertebrates



4

Birds



98

Herps



140



Animal Care 365 Days a Year

- ✓ Biologists
- ✓ Trainers
- ✓ Behavioralists
- ✓ Educators
- ✓ Guest Inspirers
- ✓ Caretakers
- ✓ Horticulturalists
- ✓ Researchers
- ✓ Conservationists
- ✓ Mentors

- ✓ Passionate
- ✓ Dedicated
- ✓ Strong
- ✓ Caring
- ✓ Compassionate
- ✓ Detail Minded
- ✓ Problem Solvers
- ✓ Adaptive
- ✓ Persistent



Proposed Zookeeper Reorganization

- **Potter Park Zoo employs fifteen full time zookeepers, three of which are Area Leads.**
- **The proposed reorganization includes the twelve 400 positions becoming twelve multiple level positions, I/II/III.**
- **The three area lead positions, currently level 500, will become level IV.**
- **As the twelve Zookeeper I/II/III employees meet the required qualifications, they are able to advance levels without requiring a position to become vacant at a higher level.**



Proposed Zookeeper Reorganization

Total Increase of \$136,371 @ Step 8 Approved in the 2023 Budget

Current Positions	F/T Step 8
(12) Zookeeper 400	\$88,060 per FTE
(3) Zookeeper 500	\$92,685 per FTE
TOTAL	\$1,334,775

New Positions	F/T Step 8
(12) Zookeeper I/II/III	\$97,178 per FTE
(3) Zookeeper IV	\$101,670 per FTE
TOTAL	\$1,471,146

Questions?



POTTER PARK
ZOO



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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A REORGANIZATION OF POTTER PARK ZOO
ZOOKEEPER POSITIONS**

WHEREAS, the Zoo has twelve UAW Zoo Zookeeper level 400 positions; and

WHEREAS, the Zoo has three UAW Zoo Zookeeper Area Lead level 500 positions; and

WHEREAS, updated job descriptions and a reorganization of these positions provides a more effective structure for employee recruitment, retention, and satisfaction; and

WHEREAS, the twelve new UAW Zoo Zookeeper I/II/III positions have a salary range of \$40,961 to \$51,031 at level I, \$44,661 to \$54,702 at level II, and \$48,123 to \$58,269 at level III; and

WHEREAS, the three new UAW Zoo Zookeeper Area Lead IV positions have a salary range of \$51,584 to \$61,835; and

WHEREAS, the 2023 personnel cost projections provided by the budget department show a total (wage and fringe) annual cost increase of \$136,371 at Step 8 for the proposed three Zookeeper Area Lead IV positions and twelve Zookeeper I/II/III positions at level III; and

WHEREAS, there are sufficient funds in the Zoo Fund, #25869200, for the proposed reorganization as approved in the 2023 budget process; and

WHEREAS, the United Auto Workers (UAW) Local 2256 – Zoo Unit and the Potter Park Zoo Advisory Board are in support of the proposed updated job descriptions and reorganization.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a reorganization of the following Potter Park Zoo Zookeeper positions:

Twelve existing UAW Zoo Zookeeper level 400 positions to twelve UAW Zoo Zookeeper I/II/III positions.

Three existing UAW Zoo Zookeeper Area Lead level 500 positions to three UAW Zoo Zookeeper Area Lead IV positions.

BE IT FURTHER RESOLVED, that the reorganization is effective as of January 1, 2023.

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

Agenda Item 3a

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: February 21, 2023
SUBJECT: Resolution authorizing an agreement with American Rentals, Inc. to provide sanitation services for the Ingham County Parks Department and Ingham County Fairgrounds

For the meeting agenda of March 6, 2023 Human Services and March 8, 2023 Finance

BACKGROUND

The current contract with American Rentals, Inc. to provide portable restroom services at various Ingham County Parks and the Ingham County Fairgrounds will expire on March 21, 2023. A decision was made to put out an RFP for the Parks and Fairgrounds together in order to obtain the most cost effective pricing. American Rentals, Inc. presented the lowest qualified bid for a three-year period with an option to renew for an additional two-year period.

ALTERNATIVES

None.

FINANCIAL IMPACT

Under American Rentals, Inc. the annual cost for the Parks will be \$10,955 in addition to a monthly fuel surcharge (\$8-10 per month) for a total for the Parks not to exceed \$11,075 annually. The Ingham County Fairgrounds shall not exceed \$95 per regular unit, \$175 per handicapped unit, and \$180 per portable sink in addition to a monthly fuel surcharge.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - Maintain and improve existing parkland, facilities, and features.

OTHER CONSIDERATIONS

The Ingham County Park Commission will review this resolution at their February 13, 2023 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing the renewal agreement American Rentals, Inc. to provide sanitation services.

Agenda Item 3a

TO: Lindsey McKeever, Fair Director
Tim Morgan, Parks Director

FROM: James Hudgins, Director of Purchasing

DATE: February 8, 2023

RE: Memorandum of Performance for RFP No. 6-23: Portable Restrooms Rental Services

Per your request, the Purchasing Department sought proposals to provide portable restroom rental service(s) including delivery, set-up, servicing, and maintenance at various County Parks and Fair locations for a three-year period with an option to renew for an additional two-year period.

Scope of work includes, but is not limited to, weekly pumping and brush cleaning waste holding tanks, sanitizing all interior surfaces, providing ample toilet paper/supplies, replenishing chemicals and deodorizers as well as assuming all costs associated with repairs, damages, or loss of portable toilets.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	19	7
Vendors responding	3	0

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

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

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

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

SUMMARY OF VENDORS' COSTS:

Vendor Name	Local Preference	Parks	Parks	Fairgrounds	Fairgrounds
		Annual Total	3-Year Total	Annual Total	3-Year Total
AMERICAN RENTALS INC. *	No, Eaton County MI	\$10,955.00	\$32,865.00	\$450.00	\$1,350.00
ALL AMERICAN PORTABLE TOILETS	No, Jackson MI	\$12,364.00	\$37,092.00	\$1,420.00	\$2,900.00
RENT RITE	No, Alma MI	\$16,065.00	\$45,409.00	\$2,196.00	\$6,588.00

*American Rentals: Parks Variable monthly fuel surcharge to be added to each line item above. Typically varies between \$8-10 per month.

County of Ingham Request for Proposals
Title
Packet #6-23

PRICING FORM – FAIR

(Please Type or Print Clearly in Ink)

Fairgrounds – 700 E. Ash St., Mason					
Location	Quantity	Type of Unit	Dates of Service	Annual Cost	Cost for 3 Years
Ingham County Fair	1	Regular Unit	July 31 to August 5, 2023	\$95.00	\$285.00
Ingham County Fair	1	Regular Unit	July 29 to August 3, 2024	\$ 95.00	\$ 285.00
Ingham County Fair	1	Regular Unit	July 28 to August 2, 2024	\$95.00	\$ 285.00
Ingham County Fair	1	Regular Unit	Other Dates as needed	\$95.00	\$285.00
Ingham County Fair	1	Handicap Unit	July 31 to August 5, 2023	\$175.00	\$ 525.00
Ingham County Fair	1	Handicap Unit	July 29 to August 3, 2024	\$175.00	\$ 525.00
Ingham County Fair	1	Handicap Unit	July 28 to August 2, 2024	\$175.00	\$ 525.00
Ingham County Fair	1	Handicap Unit	Other Dates as needed	\$ 175.00	\$ 525.00
Ingham County Fair	1	Portable Sink Station (self-contained with water/soap/towels)	July 31 to August 5, 2023	\$180.00	\$ 540.00
Ingham County Fair	1	Portable Sink Station (self-contained with water/soap/towels)	July 29 to August 3, 2024	\$180.00	\$ 540.00
Ingham County Fair	1	Portable Sink Station (self-contained with water/soap/towels)	July 28 to August 2, 2024	\$180.00	\$ 540.00
Ingham County Fair	1	Portable Sink Station (self-contained with water/soap/towels)	Other Dates as needed	\$180.00	\$ 540.00

Below price assuming 1 regular, 1 handicap, & 1 portable sink station needed. Cleanings extra.

TOTAL ANNUAL COST: \$ 450.00 (rounded)

TOTAL 3-YEAR COST: \$ 1350.00 (rounded) Service of each unit: \$25/time
 Delivery of units: \$80/year of fair

**2023 Fair Cost; assuming 6 regular, 4 handicap, 8 sinks with cleaning of each unit Tuesday-Saturday mornings: \$5,040.00

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH AMERICAN RENTALS, INC. TO PROVIDE SANITATION SERVICES FOR THE INGHAM COUNTY PARKS DEPARTMENT AND INGHAM COUNTY FAIRGROUNDS

WHEREAS, the current contract with American Rentals, Inc. portable restroom services at various Ingham County Parks and the Ingham County Fairgrounds will expire on March 21, 2023; and

WHEREAS, a decision was made to put out an RFP for the Parks and Fairgrounds together in order to obtain the most cost-effective pricing; and

WHEREAS, American Rental Inc. had the low bid and in accordance with the Ingham County Purchasing Policies, the Purchasing Director, the Ingham County Parks Commission, and the Ingham County Fair Board recommends the bid be accepted; and

WHEREAS, the annual cost for the Parks will be \$10,955 in addition to a monthly fuel surcharge (\$8-10 per month) for a total for the Parks not to exceed \$11,075 annually; and

WHEREAS the cost for the Ingham County Fairgrounds shall not exceed \$95 per regular unit, \$175 per handicapped unit, and \$180 per portable sink in addition to a monthly fuel surcharge.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into a three-year contract effective March 22, 2023 with Ingham County and American Rentals, Inc. at 4901 W. Grand River, Lansing, MI 48906 in an amount not to exceed \$11,075/annually for the Ingham County Parks and not to exceed \$95 per regular unit, \$175 per handicapped unit, and \$180 per portable sink in addition to a monthly fuel surcharge for the Ingham County Fairgrounds to provide portable restroom services.

BE IT FURTHER RESOLVED, that the agreement with American Rentals, Inc. is authorized to include an option to renew for an additional two-year period.

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

TO: Board of Commissioners Human Services & Finance Committees

FROM: Tim Morgan, Parks Director

DATE: February 21, 2023

SUBJECT: Disc golf tournament fees

For the meeting agenda of March 6, 2023 Human Services and March 8, 2023 Finance

BACKGROUND

Park staff is proposing charging disc golf tournament fees at the Ingham County parks due to the additional staff time needed to coordinate and work these events. Staff is also proposing creating an annual disc golf and parking combination (combo) fee at a reduced rate to accommodate frequent players to increase participation in this growing sport.

This resolution proposes charging:

- Less than 50 entries = \$50 event fee + \$5 per entry
- 51-100 entries = \$75 event fee + \$5 per entry
- Over 101 entries or tournaments/events where the courses needed to be closed for sanctioned events = \$200 + \$5 per entry – OR – charge a flat rate of \$1000/day which would include the greens fees (over 150 entries)
- Annual disc golf and parking combo for \$10 less
 - Resident combo = \$70/year – good for both parks
 - Non-Res combo = \$80/year – good for both parks
- Fees can be waived at the discretion of the Park Manager or Director

ALTERNATIVES

To not charge additional fees for these large events or a disc golf and parking combo fee.

FINANCIAL IMPACT

These new fees would cover administrative and staff costs due to the large attendance at these events.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) - Maintain and improve existing parkland, facilities and features.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their February 13, 2023 meeting.

RECOMMENDATION

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ADOPT FEES FOR DISC GOLF TOURNAMENTS AT THE
INGHAM COUNTY PARKS**

WHEREAS, the Ingham County Parks identified the need for a fee to be charged for disc golf tournaments to be held at the Ingham County Parks in addition to an annual disc golf and parking combination (combo) fee; and

WHEREAS, these fees would cover administrative and staff costs due to the large attendance at these events; and

WHEREAS, the Ingham County Parks Commission recommends that the Board of Commissioners approve the new fees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the following entry fees for disc golf tournaments at the Ingham County Parks.

- Less than 50 entries = \$50 event fee + \$5 per entry
- 51-100 entries = \$75 event fee + \$5 per entry
- Over 101 entries or tournaments/events where the courses needed to be closed for sanctioned events = \$200 + \$5 per entry – OR – charge a flat rate of \$1000/day which would include the greens fees (over 150 entries)
- Annual disc golf and parking combo for \$10 less
 - Resident combo = \$70/year – good for both parks
 - Non-Res combo = \$80/year – good for both parks
- Fees can be waived at the discretion of the Park Manager or Director

BE IT FURTHER RESOLVED, that the fees shall become effective upon passing of this resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments required as a result of this resolution.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: February 21, 2023
SUBJECT: Contract with PLM Lake and Land Management Corp.
 For the meeting agenda of March 6, 2023 Human Services and March 8, 2023 Finance

BACKGROUND

The Parks Department solicited proposals from qualified and experienced contractors for the purpose of entering into a contract to provide lake weed treatment at Hawk Island County Park and Burchfield County Park. We received three bids below.

PLM Lake Management - \$19,825
 Aquaweed Control - \$23,065.50
 Lake Pro, Inc. - \$21,649.68

ALTERNATIVES

To not do lake weed treatments which would result in excessive growth which could lead to a deterioration of the under-surface ecosystem.

FINANCIAL IMPACT

There are funds available as detailed below:

Project	Yearly Cost	3 year total Amount	Contingency	3 year total with contingency
HI weed treatment – maint-related contractual – 208-75600-931100	\$5,130-2023 \$5,130-2024 \$5,430-2025	\$15,690	\$2,000	\$17,690
BUR weed treatment – maint- related contractual 208-75300-931100	\$1,345-2023 \$1,345-2024 \$1,445-2025	\$4,135	\$2,000	\$6,135

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - Maintain and improve existing parkland, facilities, and features.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their February 13, 2023 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing a contract with PLM Lake and Land Management Corp.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH PLM LAKE AND LAND MANAGEMENT CORP. FOR LAKE WEED TREATMENT AT HAWK ISLAND COUNTY PARK AND BURCHFIELD COUNTY PARK

WHEREAS, the Parks Department solicited proposals from qualified and experienced contractors for the purpose of entering into a contract to provide lake weed treatment at Hawk Island County Park and Burchfield County Park; and

WHEREAS, after careful review and evaluation of the proposals received, staff recommends that a contract be awarded to PLM Lake and Land Management Corp.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with PLM Lake and Land Management Corp. for the purpose of lake weed treatment in the amount of \$15,690 for a 3-year contract and a contingency of \$2,000 for a total amount of \$17,690 for Hawk Island and \$4,135 for a 3-year contract and a contingency of \$2,000 for a total amount of \$6,135 for Burchfield Park for a total amount not to exceed \$23,825.

Project	Yearly Cost	3 year total Amount	Contingency	3 year total with contingency
HI weed treatment – maint-related contractual – 208-75600-931100	\$5,130-2023 \$5,130-2024 \$5,430-2025	\$15,690	\$2,000	\$17,690
BUR weed treatment – maint-related contractual - 208-75300-931100	\$1,345-2023 \$1,345-2024 \$1,445-2025	\$4,135	\$2,000	\$6,135

BE IT FURTHER RESOLVED, that this agreement shall be effective the date of execution through December 31, 2025.

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

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: February 21, 2023
SUBJECT: Memorandum of Understanding with Meridian Township for lift station project at Lake Lansing Boat Launch
For the meeting agenda of March 6, 2023 Human Services and March 8, 2023 Finance

BACKGROUND

This resolution authorizes a Memorandum of Understanding with Meridian Township for the replacement of the lift station and its western incoming and outgoing sanitary sewer mains, the re-plumbing of the sanitary laterals of the onsite restroom and boat wash, which currently drain to the station at the Lake Lansing Boat Launch. Meridian Township requested assistance from the Ingham County Parks in the form of a reimbursement not to exceed \$10,000 to facilitate the installation of a new oil and grit interceptor between the boat wash and lift station to capture and collect undesirables from entering the sanitary system.

ALTERNATIVES

The alternative is to not authorize this financial request. This could possibly jeopardize Meridian Townships project.

FINANCIAL IMPACT

There are funds available in Parks Department line item 228-75999-974000-21P02 for boat launch improvements.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - Maintain and improve existing parkland, facilities, and features.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their February 13, 2023 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing an agreement with Meridian Township for the lift station project at Lake Lansing Boat Launch.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A MEMORANDUM OF UNDERSTANDING WITH MERIDIAN TOWNSHIP FOR THE LIFT STATION PROJECT AT LAKE LANSING BOAT LAUNCH

WHEREAS, the Ingham County Parks Department collaboratively works with the Meridian Township; and

WHEREAS, Meridian Township is in the process of preparing plans for the replacement of the Townships sanitary sewer lift station located within the Lake Lansing Boat Launch area; and

WHEREAS, in addition to the sanitary sewer lift station, Meridian Township will be installing an oil and grit interceptor downstream of the wash bay to capture runoff before discharging to the new lift station; and

WHEREAS, Meridian Township requested assistance from the Ingham County Parks in the form of a reimbursement not to exceed \$10,000 to facilitate the installation of an oil and grit interceptor.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Memorandum of Understanding with Meridian Township including a reimbursement to Meridian Township not to exceed \$10,000 for the lift station project at Lake Lansing Boat Launch.

BE IT FURTHER RESOLVED, that there are funds available in Parks Department line item 228-75999-974000-21P02.

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

TO: Board of Commissioner's Human Services and Finance Committees.
FROM: Dr. Adenike Shoyinka, MD, MPH, Medical Health Officer
DATE: February 21, 2023
SUBJECT: Authorization to Enter Into an Agreement with Environment, Great Lakes and Energy
For the meeting agendas of March 6, and March 8, 2023

BACKGROUND

Ingham County Health Department (ICHHD) wishes to partner with Environment, Great Lakes and Energy (EGLE) to conduct a scrap tire collection event, effective upon approval through December 31, 2023 in an amount not to exceed \$9,000. This scrap tire event will be held on October 7, 2023, and will offer Ingham County residents the opportunity to recycle automobile tires by gathering and delivering them to a local county site. Used tires stored outdoors often collect water, and over time standing water creates a breeding ground for mosquitos that can be vectors for disease. Recycled tires can also be used for a variety of purposes including asphalt, flooring, and fuel. In 2019, after years of previous successful scrap tire events, ICHHD took in over 26 tons of tires. This scrap tire event will be held on October 7, 2023 and there will be no cost to Ingham County residents to participate. Once all the tires have been collected, the \$9,000 in funding will be used to cover the costs of three semi-tractor trailers for transporting the tires to the recycling location.

ALTERNATIVES

Choosing not to accept these funds from EGLE would result in a missed opportunity to provide a Tire recycling event to Ingham County residents.

FINANCIAL IMPACT

The proposed agreement will provide \$9,000 to cover the cost of three semi-tractor trailers for transporting the collected tires. All funding will be covered by the EGLE scrap tire collection grant.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of Environmental Health Goal A, Service to provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize entering into an agreement with EGLE to conduct a scrap tire collection effective upon approval through December 31, 2023 in an amount not to exceed \$9,000.

Introduced by the Human Services and Finance Committees:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY TO CONDUCT A SCRAP TIRE COLLECTION EVENT

WHEREAS, Ingham County Health Department (ICHHD) wishes to partner with the Michigan Department of Environment, Great Lakes and Energy (EGLE) to conduct a scrap tire collection event, effective upon approval through December 31, 2023 in an amount not to exceed \$9,000; and

WHEREAS, this scrap tire event will be held on October 7, 2023, and will offer Ingham County residents the opportunity to recycle automobile tires by gathering and delivering them to a local county site; and

WHEREAS, used tires stored outdoors often collect water, and over time standing water creates a breeding ground for mosquitos that can be vectors for disease; and

WHEREAS, recycled tires can also be used for a variety of purposes including asphalt, flooring, and fuel; and

WHEREAS, in 2019, after years of previous successful scrap tire events, ICHHD took in over 26 tons of tires; and

WHEREAS, this event will be held on October 7, 2023 and there will be no cost to Ingham County residents to participate; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with EGLE to conduct a scrap tire collection event effective upon approval through December 31, 2023, in an amount not to exceed \$9,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with EGLE to conduct a scrap tire collection event effective upon approval through December 31, 2023, in an amount not to exceed \$9,000.

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

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

TO: Board of Commissioner’s Human Service and Finance Committees
FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer
DATE: February 21, 2023
SUBJECT: Authorization to Enter into COVID-19 Regional Health Equity Council Backbone Organization Grant Sub-agreements with the Capital Area Health Alliance and TCB Consulting, LLC
For the meeting agendas of March 6, and March 8, 2023

BACKGROUND

Ingham County Health Department (ICHHD) wishes to subcontract \$187,689 which was awarded through the COVID-19 Regional Health Equity Council Backbone Organization Grant from the Michigan Public Health Institute (MPHI) and the Michigan Department of Health and Human Services (MDHHS) effective October 1, 2022 through May 31, 2023. This initiative approved through Resolution #22-525, will be used to offer continued support of the Ingham County Regional Health Equity Council designed to address health inequities and social determinants of health in Ingham County.

ALTERNATIVES

ICHHD could support the HEC independently, however, these partnerships/subcontracts were vital components of the grant application and discussed with MPHI and MDHHS prior to the award.

FINANCIAL IMPACT

Subcontracts will be fully paid from grant funds awarded by MPHI/MDHHS and will be allocated in the following amounts:

- Capital Area Health Alliance (CAHA) in an amount not to exceed \$175,239 to support Council member stipends and regular weekly work from CAHA, a grant co-applicant; and
- TCB Consulting, LLC, in an amount not to exceed \$12,450 to provide monthly training and support for facilitating the group.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into sub-agreements with CAHA, in an amount not to exceed \$175,239, and with TCB Consulting, LLC, in an amount not to exceed \$12,450, for the COVID-19 Regional Health Equity Council Backbone Organization Grant from MPHI and MDHHS, effective October 1, 2022 through May 31, 2023.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE COVID-19 REGIONAL HEALTH EQUITY COUNCIL BACKBONE ORGANIZATION GRANT SUB-AGREEMENTS WITH CAPITAL AREA HEALTH ALLIANCE AND TCB CONSULTING, LLC

WHEREAS, Ingham County Health Department (ICHD) wishes to subcontract \$187,689 which was awarded through the COVID-19 Regional Health Equity Council Backbone Organization Grant from the Michigan Public Health Institute (MPHI) and the Michigan Department of Health and Human Services (MDHHS) effective October 1, 2022 through May 31, 2023; and

WHEREAS, this initiative approved through Resolution #22-525, will be used to offer continued support of the Ingham County Regional Health Equity Council designed to address health inequities and social determinants of health in Ingham County; and

WHEREAS, ICHD wishes to enter into sub-agreements with the following partners in the following amounts to support this initiative:

- Capital Area Health Alliance (CAHA), in an amount not to exceed \$175,239 to support Council member stipends and regular weekly work from CAHA, a grant co-applicant; and
- TCB Consulting, LLC, in an amount not to exceed \$12,450 to provide monthly training and support for facilitating the group; and

WHEREAS, these partnerships were vital components of the grant application and discussed with MPHI and MDHHS prior to issuance of the award; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize entering into sub-agreements with the CAHA in an amount not to exceed \$175,239, and TCB Consulting, LLC, in an amount not to exceed \$12,450, effective October 1, 2022 through May 31, 2023.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into sub-agreements with CAHA, in an amount not to exceed \$175,239, and TCB Consulting, LLC, in an amount not to exceed \$12,450, effective October 1, 2022 through May 31, 2023.

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

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

Agenda Item 4c

TO: Board of Commissioner's Human Services and Finance Committees
FROM: Dr. Adenike Shoyinka, MD, MPH, Medical Health Officer
DATE: February 21, 2023
SUBJECT: Authorization to Enter Into an Agreement with Michigan Department of Agriculture and Rural Development
For the meeting agendas of March 6 and March 7, 2023

BACKGROUND

Ingham County Health Department's (ICHD's) Environmental Health Division (EH) wishes to accept a grant from the Michigan Department of Agriculture and Rural Development (MDARD) effective October 1, 2022 through September 30, 2023 in an amount not to exceed \$24,000. EH operates a Household Hazardous Waste Program (HHW) that accepts hazardous waste for disposal. This program is open to all Ingham County residents free of charge. Annually, MDARD contracts with ICHD under the Clean Sweep agreement to provide funding that covers costs for the disposal of pesticides and herbicides collected throughout the year. MDARD has proposed to provide ICHD with up to \$24,000 in funding for FY 2023 to be used for disposal.

ALTERNATIVES

This would negatively impact the anticipated EH budget for FY 23.

FINANCIAL IMPACT

The MDARD grant funding of up to \$24,000 was anticipated and has been included in the proposed FY 2023 budget.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of Promoting service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County. Strategy 1. Strive to make facilities and services user-friendly. k. Provide for collection and proper disposal of household hazardous waste through the Health Department Environmental Health Division.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into a Clean Sweep agreement with MDARD effective October 1, 2022 through September 30, 2023, in an amount not to exceed \$24,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE STATE OF MICHIGAN
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPEMENT FOR THE
CLEAN SWEEP PROGRAM**

WHEREAS, Ingham County Health Department's (ICHD's) Environmental Health Division (EH) wishes to accept a grant from the State of Michigan Department of Agriculture and Rural Development (MDARD) effective October 1, 2022 through September 30, 2023 in an amount not to exceed \$24,000; and

WHEREAS, EH operates a Household Hazardous Waste Program (HHW) that accepts hazardous waste for disposal; and

WHEREAS, this program is open to all Ingham County residents free of charge; and

WHEREAS, annually, MDARD contracts with ICHD under the Clean Sweep agreement to provide funding to cover costs for the disposal of pesticides and herbicides collected throughout the year; and

WHEREAS, MDARD has proposed to provide ICHD with up to \$24,000 in funding for FY 2023 to be used for the disposal of pesticides and herbicides; and

WHEREAS, this agreement shall be effective October 1, 2022 through September 30, 2023; and

WHEREAS, this funding was anticipated and included in the FY 23 budget; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize an MDARD Clean Sweep Program agreement effective October 1, 2022 through September 30, 2023 in an amount not to exceed \$24,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an MDARD Clean Sweep Program agreement effective October 1, 2022 through September 30, 2023 in an amount not to exceed \$24,000.

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

Agenda Item 4d

TO: Board of Commissioners Human Services, County Services and Finance Committees
FROM: Dr. Adenike Shoyinka, MD, MPH, Medical Health Officer
DATE: February 16, 2023
SUBJECT: Authorization to Create a Community Health, Planning and Partnership Programs Assistant Position
For the meeting agendas of March 6, March 7 and March 8, 2023

BACKGROUND

Ingham County Health Department (ICHHD) wishes to hire a temporary Community Health, Planning and Partnerships (CHPP) Program Assistant to provide administrative support for grant-funded work and strategic initiatives identified by ICHHD's CHPP branch, including Advance Peace and the Health Equity Council. This temporary UAW employee will schedule meetings and training sessions, gather materials, draft correspondence and resolutions, and maintain confidential information. Additionally, this employee will ensure that appropriate actions and deadlines are met for all CHPP grant-funded work. Ingham County's Human Resources Department has approved this position description. This agreement will be effective upon approval through 52 weeks in an amount not to exceed \$18,000.

ALTERNATIVES

Not creating this position could result in a loss of critical support needed to ensure that grant-funded work is completed in a timely and efficient manner.

FINANCIAL IMPACT

All costs for this temporary position were included in grant funding from the Health Equity and Social Justice Council, and from Department Of Justice funding for the Advance Peace project. The position is fully grant funded and will not exceed \$18,000.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to hire a temporary CHPP Program Assistant to fill the position within ICHHD's Innovation and Planning team, effective upon approval through 52 weeks in an amount not to exceed \$18,000.

TO: Amanda Darche, Innovation and Planning Manager

FROM: Beth Bliesener, Human Resources Generalist – Employment Specialist
Joan Clous, Human Resources Generalist – Labor Relations Specialist

DATE: February 21, 2023

RE: Memo of Analysis for New Classification

Human Resources can confirm the following information:

Per your request, Human Resources has created a new classification titled CHPP (Community Health, Planning, and Partnerships) Programs Assistant. This will be a temporary position.

After analysis, the classification has a community of interest with the UAW and is appropriately compensated at an UAW E. The UAW has been notified. They support the classification, salary placement and that it will be a temporary position.

I have attached the UAW response. I have also attached the job description.

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

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

From: [Teresa Carter](#)
To: [Elisabeth Bliesener](#)
Cc: [Joan Clous](#)
Subject: RE: Union Support needed
Date: Tuesday, February 21, 2023 1:35:40 PM

My apologies I meant to reply after reading the job description – Yes the Union supports the Health Dept. temporary position using grand funded money, Graded as an E.

Teresa Carter
Unit Chair
Local 2256

From: Elisabeth Bliesener <EBliesener@ingham.org>
Sent: Tuesday, February 21, 2023 1:30 PM
To: Teresa Carter <TCarter@ingham.org>
Cc: Joan Clous <JClous@ingham.org>
Subject: Union Support needed

Hi Teresa,
Just wanted to check to make sure you received this email to review? Thanks

From: Elisabeth Bliesener
Sent: Thursday, February 16, 2023 2:56 PM
To: Teresa Carter <TCarter@ingham.org>
Cc: Joan Clous <JClous@ingham.org>; Imelda Maloney <IMaloney@ingham.org>
Subject: Union Support needed

Hi Teresa,
The Health Department would like to create this temporary position, using grant funded money. The hourly wage for this temporary position would be UAW E step 1 and all rules per the contract regarding temporaries would be followed.

Does the Union support this temporary job description and hourly wage placement?

Thanks
Beth

Beth Bliesener
Ingham County
Human Resources
517-887-4375

Transmission is Privileged and Confidential.

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INGHAM COUNTY JOB DESCRIPTION

CHPP(Community Health, Planning and Partnerships) Programs Assistant

General Summary:

Under the supervision of the Innovation and Planning Manager, provides support for the Health Equity & Social Justice Coordinator and the Policy Analyst. The CHPP Programs Assistant works to provide administrative support for grant-funded and strategic initiatives identified by the department's Community Health, Planning, and Partnerships (CHPP) branch, including Advance Peace and the Health Equity Council. This position schedules meetings and training sessions, gathers materials, types correspondence, drafts resolutions, and maintains confidential information. Assists with ensuring appropriate actions and deadlines are met.

Essential Functions:

1. Provides a variety of administrative support services for the CHPP Branch including typing letters, reports, and other documents, scheduling appointments, and preparing and maintaining files; including confidential information.
2. Prepares and organizes agendas for various meetings.
3. Tracks and assists with monitoring contracts and invoices for payment associated with contracts, including reviewing invoices for scope of service and accurate dollar amount.
4. Attends meetings and takes and transcribes minutes.
5. Will collaborate with community members, neighborhood organizations, providers, faith-based organizations, and key stakeholders to improve partnerships and achieve collective impact.
6. Plans, organizes, coordinates and completes projects as assigned.
7. Works with staff to implement, and report on project activities.
8. Maintains project records and files.

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.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis
- Ability to maintain excellent customer service during stressful situations.

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

Employment Qualifications:

Education: A minimum of a high school diploma or equivalent is required. Some college-level course work in Administrative Skills, Business, Data Processing, Public Health, Human Services, Political Science, or a related field is preferred.

Experience: A minimum of one year of experience related to the job description essential functions is required.

Other Requirements:

- Must possess good writing, analytical and communication skills

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

Working Conditions:

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

Physical Requirements:

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

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

February 2023, UAW E

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE CREATING A COMMUNITY HEALTH, PLANNING AND PARTNERSHIP PROGRAMS ASSISTANT POSITION

WHEREAS, Ingham County Health Department (ICHD) wishes to hire a temporary Community Health, Planning and Partnerships (CHPP) Program Assistant to provide administrative support for grant-funded work and strategic initiatives identified by ICHD's CHPP branch, including Advance Peace and the Health Equity Council; and

WHEREAS, this temporary United Auto Workers Union (UAW) employee will schedule meetings and training sessions, gather materials, draft correspondence and resolutions, and maintain confidential information; and

WHEREAS, additionally, this employee will ensure that appropriate actions and deadlines are met for all CHPP grant-funded work; and

WHEREAS, the Human Resources Department has approved of the position description; and

WHEREAS, this agreement will be effective upon approval through 52 weeks in an amount not to exceed \$18,000; and

WHEREAS, this temporary UAW position is included in ICHD's proposed budget for 2023; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize hiring a temporary CHPP Program Assistant to fill the position within ICHD's Innovation and Planning team, effective upon approval through 52 weeks in an amount not to exceed \$18,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes hiring a temporary CHPP Program Assistant to fill the position within ICHD's Innovation and Planning team, effective upon approval through 52 weeks in an amount not to exceed \$18,000.

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

TO: Board of Commissioner’s Human Services and Finance Committees
FROM: Dr. Adenike Shoyinka, MD, MPH, Medical Health Officer
DATE: February 9, 2023
SUBJECT: Authorization to Enter into an Agreement with the State of Michigan Department of Licensing and Regulatory Affairs (LARA)
For the meeting agendas of March 6 and March 8, 2023

BACKGROUND

Ingham County Health Department (ICHHD) wishes to accept a grant from the State of Michigan Department of Licensing and Regulatory Affairs (LARA) for education, communication, and outreach regarding the Michigan Marihuana Act effective January 1, 2023 through September 15, 2023 in an amount not to exceed \$27,285. The Michigan Legislature has appropriated funds for the Marihuana Operation and Oversight Grant in the Michigan Medical Marihuana Act, 2008 IL 1, MCL 333.26426 and the Michigan Regulation and Taxation of Marihuana Act, 2018, IL 1, MCL 333.27951 to 333.27967. Specifically, Public Act 87 of 2021 section 901, directs funds appropriated for grants to education, communication, and outreach regarding the Michigan Marihuana Act. Grants available to counties are distributed proportionally based on the number of registry identification cards issued to or renewed for the residents of each county. Grants may not be used for law enforcement purposes. ICHHD previously received this grant in 2019, 2020, 2021, and 2022 (Resolution #19-115, Resolution #20-070, Resolution #21-128, and Resolution # 22-143).

With this grant funding, ICHHD will engage in providing education to adolescents, patients, caregivers and community members through targeted advertising/marketing, and will communicate harm reduction strategies such as safe storage and avoidance of impaired driving, to the general public. These activities will contribute to the following objectives:

- Educate marijuana users and others about safe storage and provide lock bags to those who have need
- Educate marijuana users and others about the dangers of driving while under the influence of cannabis
- Educate pregnant women and others about the risks associated with marijuana use during pregnancy and breastfeeding
- Increase perception of risk for adolescent marijuana use
- Measure the self-reported use of marijuana;

ALTERNATIVES

Choosing not to accept these grant funds would result in a loss of opportunity for ICHHD to provide marijuana education to the community.

FINANCIAL IMPACT

This agreement with LARA would authorize accepting a grant award effective January 1, 2023, to September 15, 2023, in an amount not to exceed \$27,285.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize a grant agreement with LARA to accept funds in an amount not to exceed \$27,285, effective January 1, 2023, to September 15, 2023.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS TO ACCEPT THE
2023 MICHIGAN MARIHUANA OPERATION AND OVERSIGHT GRANT**

WHEREAS, Ingham County Health Department (ICHD) wishes to accept a grant from the State of Michigan Department of Licensing and Regulatory Affairs (LARA) for education, communication and outreach regarding the Michigan Medical Marihuana Act and the Michigan Regulation and Taxation of Marihuana Act in an amount totaling \$27,285 effective January 1, 2023, through September 15, 2023; and

WHEREAS, the Michigan Legislature has appropriated funds for the Medical Marihuana Operation and Oversight Grant in the Michigan Medical Marihuana Act, 2008 IL 1, MCL 333.26426 and the Michigan Regulation and Taxation of Marihuana Act, 2018, IL 1, MCL 333.27951 to 333.27967; and

WHEREAS, Public Act 87 of 2021 section 901 directs funds appropriated for grants to education, communication, and outreach regarding the Michigan Medical Marihuana Act; and

WHEREAS, grants, which are available to counties, are distributed proportionately based upon the number of registry identification cards issued to or renewed for the residents of each county; and

WHEREAS, grants may not be used for law enforcement purposes; and

WHEREAS, ICHD previously received this grant in 2019, 2020, 2021, and 2022 (Resolution #19-115, Resolution #20-070, Resolution #21-128, and Resolution #22-143); and

WHEREAS, ICHD seeks to engage in activities such as providing education to adolescents, patients, caregivers, and community members through targeted advertising/marketing and to communicate harm reduction strategies such as safe storage and avoidance of impaired driving to the general public; and

WHEREAS, ICHD seeks to engage in the aforementioned activities with objectives to:

- Educate marijuana users and others about safe storage and provide lock bags to those who have need
- Educate marijuana users and others about the dangers of driving while under the influence of cannabis
- Educate pregnant women and others regarding the risks associated with marijuana use during pregnancy and breastfeeding
- Increase perception of risk for adolescent marijuana
- Measure the self-reported use of marijuana; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize entering into an agreement with LARA to accept funds in an amount not to exceed \$27,285, effective January 1, 2023, to September 15, 2023.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a grant agreement with LARA to accept funds in an amount not to exceed \$27,285, effective January 1, 2023, to September 15, 2023.

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

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

Agenda Item 5

TO: Board of Commissioners, County Services Committee, and Finance Committee
FROM: Deb Fett, CIO
DATE: February 21, 2023
SUBJECT: Security Training for County employees
For the meeting agendas of March 7th, 8th, and 14th, 2023

BACKGROUND

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

ALTERNATIVES

All pricing is at our current 1400 user level:

KnowBe4	\$ 16,380
Ninjio	\$ 18,900
Wizer	\$ 8,400

FINANCIAL IMPACT

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

OTHER CONSIDERATIONS

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

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

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for Security Training in the amount not to exceed \$8,400.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE RENEWAL OF TRAINING FROM WIZER

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

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

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

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of training from Wizer in the amount not to exceed \$8,400.

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

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

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

TO: County Services and Finance Committees

FROM: Thomas C Husby, Sign & Signal Shop Supervisor
Road Department

DATE: February 21, 2023

SUBJECT: Proposed Resolution Authorizing a Purchase Order for As-Needed Guardrail Construction Services for 2023-2024

For the agendas on March 7 and 8

BACKGROUND

The Purchasing Department solicited bids for the Road Department to provide as-needed guardrail construction services per Request for Proposal (RFP) #14-23 from Michigan Department of Transportation prequalified vendors. The scope of work, similar to prior years, is to provide all necessary machinery, tools, labor, apparatus and other means of construction to perform all work including furnishing all the materials for as-needed guardrail construction services for the 2023 and 2024 calendar years. The RFP also includes a provision to extend the contract for the 2025 & 2026 calendar years if deemed acceptable to all parties.

While only one vendor responded to the RFP, as shown in the attached Memorandum of Performance, both the Purchasing Department and the Road Department are in concurrence to award the contract to Action Traffic Maintenance based on positive past experience with this vendor and reasonable unit prices for the requested as-needed services.

The purpose of this memorandum is to request the approval of a purchase order with Action Traffic Maintenance for as-needed guardrail construction services for the 2023 and 2024 calendar years.

ALTERNATIVES

N/A – The Road Department does not have the ability to provide these services.

FINANCIAL IMPACT

The Road Department budget includes sufficient funds to cover the cost of this work.

OTHER CONSIDERATIONS

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

RECOMMENDATION

I recommend that the approval of the attached resolution to authorize a purchase order with Action Traffic Maintenance for as-needed guardrail construction services for 2023-2024.

Agenda Item 6a

TO: Kelly Jones, Managing Director of Road Department
FROM: James Hudgins, Director of Purchasing
DATE: January 31, 2023
RE: Memorandum of Performance for RFP No. 14-23: 2023-2024 As-Needed Guardrail Construction Services

Per your request, the Purchasing Department sought proposals from Michigan Department of Transportation (MDOT) prequalified and experienced guardrail contractors for the purpose of entering into a two-year contract to provide as-needed guardrail construction services for the Ingham County Road Department, with a possible 2-year contract extension for 2025-2026.

The scope of work, includes but is not limited to, providing all necessary machinery, tools, labor, apparatus and other means of construction to perform all work including furnishing all the materials for the unit prices named in the itemized unit price bid.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	80	5
Vendors responding	1	0

Summary of the vendors' costs:

Vendor Name	Location	Cost
Action Traffic Maintenance	No, Grand Blanc, MI	See Packet

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

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

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER FOR AS-NEEDED
GUARDRAIL CONSTRUCTION SERVICES FOR 2023-2024**

WHEREAS, the Road Department occasionally requires the installation or repair of guardrail throughout the County on an as-needed basis; and

WHEREAS, the Purchasing Department solicited bids per Request for Proposal #14-23 from Michigan Department of Transportation prequalified vendors to provide as-needed guardrail construction services for the 2023 and 2024 calendar years, with the option to extend the term for the 2025 and 2026 calendar years; and

WHEREAS, the responsive bid was evaluated by the Purchasing Department, and it is their recommendation, together with the concurrence of the Road Department staff, to award this contract to Action Traffic Maintenance; and

WHEREAS, the Road Department budget includes sufficient funds for this contract for the 2023 and 2024 calendar years.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the bid and authorizes a purchase order with Action Traffic Maintenance, located at 5182 South Saginaw, Flint, Michigan 48507 for guardrail construction services on an as-needed, unit price basis for the 2023 and 2024 calendar years and according to their proposal response to the Request for Proposal #14-23.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute purchase orders with Action Traffic Maintenance for guardrail construction services on behalf of the Road Department.

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

Agenda Item 6b

TO: County Services and Finance Committees

FROM: Andrew Dunn, Director of Operations ICRD

DATE: February 20, 2023

SUBJECT: Proposed Resolution Authorizing an Extension of Resolution #22-094 with Bit-Mat Products of Michigan for the purchase of CRS-2M

For the agendas on March 7 and 8

BACKGROUND

In 2022, The Purchasing Department received bids for Invitation to Bid (ITB) #31-22 to provide emulsified asphalts to the Road Department and the Board approved the purchase orders for these products through Resolution #22-094.

The current authorization for the purchase of emulsified asphalts ended as of December 31, 2022. However, Bit-Mat Products offered to extend their 2022 emulsified asphalt unit prices for the 2023 calendar year, with the potential for price reductions at the time of shipment, as detailed in the attached letter.

Both the Purchasing Department and the Road Department evaluated the extension offer from Bit-Mat Products and agreed it was beneficial to extend the authorization for the CRS-2M product for the 2023 season. The CRS-2M emulsified asphalt is used in the chip seal program, which results in approximately 800,000 gallons purchased annually. Given the unstable oil markets, inflation, and the trucking/supply issues experienced with some of the 2022 vendors, it is the recommendation of the Road Department to extend the terms of Resolution #22-094 with Bit-Mat Products for CRS-2M in the 2023 calendar year.

ALTERNATIVES

Request new Invitation for Bids for CRS-2M only.

FINANCIAL IMPACT

The Road Department budget includes sufficient funds to cover the cost associated with the purchase of CRS-2M for chip seal operations.

OTHER CONSIDERATIONS

Materials for CRS-2M shall meet the specifications originally detailed in Invitation for Bid #31-22. Unit prices may be subject to cost decreases at the time of shipment as detailed in the attached letter.

RECOMMENDATION

I recommend that the Committees approve the attached resolution to authorize a purchase order for CRS-2M with Bit-Mat Products of Michigan.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN EXTENSION OF
RESOLUTION #22-094 WITH BIT-MAT PRODUCTS OF MICHIGAN
FOR THE PURCHASE OF CRS-2M**

WHEREAS, in 2022, the Purchasing Department received bids for the Invitation to Bid #31-22 to provide emulsified asphalts to the Road Department; and

WHEREAS, the Board of Commissioners passed Resolution #22-094 authorizing the purchase of emulsified asphalts from multiple vendors for the 2022 calendar year; and

WHEREAS, the sole vendor providing the CRS-2M emulsified asphalt has offered to extend their 2022 unit price for the 2023 calendar year, with the potential for price reductions at the time of shipment; and

WHEREAS, the Road Department annually purchases approximately 800,000 gallons of CRS-2M for chip seal operations; and

WHEREAS, the extension offer was evaluated by the Purchasing Department and it is their recommendation, together with the concurrence of Road Department staff, to extend the pricing for CRS-2M through the 2023 season and purchase materials on an as-needed basis from Bit-Mat Products of Michigan; and

WHEREAS, the Road Department 2023 budget includes sufficient funds to purchase CRS-2M for chip seal operations.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the extension of Resolution #22-094 for the Road Department to purchase CRS-2M from Bit-Mat Products of Michigan located at PO Box 428, Ashley, Indiana 46705 on an as-needed, unit price basis for the 2023 calendar year, at the rates detailed in the attached letter and according to the terms detailed in the Invitation of Bid #31-22.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute a purchase order with Bit-Mat Products of Michigan to purchase CRS-2M on an as-needed, unit price basis on behalf of the Road Department.

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

TO: County Services and Finance Committees

FROM: Andrew Dunn, Director of Operations ICRD

DATE: February 20, 2023

SUBJECT: Proposed Resolution Authorizing the Purchase of Hot Mix Asphalt (HMA) Mixtures

For the agendas on March 7 and 8

BACKGROUND

The Road Department purchases approximately 50,000 tons of Hot Mix Asphalt annually. Trucking of the Hot Mix Asphalt during paving operations may be provided by the supplier at an hourly rate.

The purpose of this memorandum is to request approval to purchase Hot Mix Asphalt Mixtures 13A and 36A, with the option of trucking from Rieth-Riley Construction, Michigan Paving and Materials, and Capital Asphalt LLC.

Bids for Hot Mix Asphalt and trucking were solicited and evaluated by the Ingham County Purchasing Department for Invitation for Bid #54-23 as shown per the Memorandum of Performance. Materials will be purchased on an as-needed, unit price basis for a period of one-year. Materials will be purchased based on unit price, supplier proximity to the project site, and material availability.

ALTERNATIVES

N/A

FINANCIAL IMPACT

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

OTHER CONSIDERATIONS

The Hot Mix Asphalt mixtures shall meet or exceed the specifications as detailed in the Invitation for Bid #54-23.

RECOMMENDATION

I recommend that the Committees approve the attached resolution to authorize purchase orders with Rieth-Riley Construction, Michigan Paving and Materials, and Capital Asphalt LLC for the purchase of Hot Mix Asphalt with optional trucking.

Agenda Item 6c

TO: Andrew Dunn, Director of Operations, Ingham County Road Department
FROM: James Hudgins, Director of Purchasing
DATE: February 16, 2023
RE: Memorandum of Performance for IFB No. 54-23 Hot Mix Asphalt (HMA) Mixtures

Per your request, the Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing its 2023 seasonal requirement of Hot Mix Asphalt (HMA) Mixtures No. 13A, 36A and winter mix to the Ingham County Road Department. Bids were also requested for furnishing flow boys and quad axle trucks, and related trucking services to the Road Department crews on jobsites.

In accordance with Resolution #13-119, the Local Purchasing Preference Policy was not applied in this solicitation as I have determined that the application of the Local Purchasing Preference Policy would preclude the County from obtaining a sufficient number of competitive proposals.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors
Vendors invited to propose	44
Vendors responding	3

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor: Capital Asphalt

Local Preference: N/A Resolution 13-119

	Unit of Measure	Est. Quantity	HMA per ton	Total Amount	Plant Location
HMA 13A Top	Ton	30,000 ±	\$72.50	\$2,175,000.00	Lansing
HMA 36A	Ton	10,000 ±	\$76.00	\$760,000.00	Lansing
Batch Plant 36A (Winter grade)	Ton	200 ±	\$210.00	\$42,000.00	Lansing
TOTAL BID PRICE				\$2,977,000.00	
Flowboy & Driver Trucking	Rental Rate/Hour		\$195.00		
Quad-axle & Driver Trucking	Rental Rate/Hour		\$150.00		
Hours in Advance to Rent			24		
*Proposed upgrade to "PG6422" at - no additional cost, as proposed in addendum #2					

Vendor: Reith-Riley

Local Preference: N/A Resolution 13-119

	Unit of Measure	Est. Quantity	Unit Price	Total Amount	Plant Location
HMA 13A	Ton	30,000 ±	\$51.00	\$1,530,000.00	Lansing or Mason
HMA 36A	Ton	10,000 ±	\$63.50	\$635,000.00	Lansing or Mason
Batch Plant 36A (Winter grade)	Ton	200 ±	No Bid	No Bid	No Bid
TOTAL BID PRICE				\$2,165,000.00	
Flowboy & Driver Trucking	Rental Rate/Hour		\$205.00	6 hour minimum	
Quad-axle & Driver Trucking	Rental Rate/Hour		\$155.00	6 hour minimum	
Hours in Advance to Rent			18		

Vendor: Michigan Paving & Materials

Local Preference: N/A Resolution 13-119

	Unit of Measure	Est. Quantity	Unit Price	Total Amount	Plant Location*
HMA 13A Top	Ton	30,000 ±	\$62.50	\$1,875,000.00	Lansing
HMA 36A	Ton	10,000 ±	\$66.50	\$665,000.00	Lansing
Batch Plant 36A (Winter grade)	Ton	200 ±	No bid	No bid	No bid
TOTAL BID PRICE				\$2,540,000.00	
Flowboy & Driver Trucking	Rental Rate/Hour		\$210.00	Subject to fuel surcharge	
Quad-axle & Driver Trucking	Rental Rate/Hour		\$150.00	Subject to fuel surcharge	
Hours in Advance to Rent			48		
*HMA materials may also be purchased at MPM Jackson, MI location.					

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE OF
HOT MIX ASPHALT MIXTURES**

WHEREAS, the Road Department annually purchases approximately 50,000 tons of hot mix asphalt for road maintenance and construction operations; and

WHEREAS, the Purchasing Department recently released Invitation for Bid #54-23 and received competitive bid proposals for the purchase of hot mix asphalt with a trucking option for a period of one (1) year; and

WHEREAS, bids for Hot Mix Asphalt Mixtures 13A and 36A were solicited and evaluated by the Purchasing Department, and it is their recommendation, together with the concurrence of Road Department staff, to execute purchase orders with Rieth-Riley Construction, Michigan Paving and Materials, and Capital Asphalt LLC; and

WHEREAS, the Road Department 2023 budget includes sufficient funds to cover the cost associated with the purchase of hot mix asphalt.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bid and authorizes purchase orders with the following:

Rieth-Riley Construction located at 4150 South Creyts Road, Lansing, Michigan 48917

Michigan Paving and Materials located at 1600 North Elm Street, Jackson, Michigan 49202

Capital Asphalt LLC located at 3888 South Canal Road, Lansing, Michigan 48917

for furnishing Hot Mix Asphalt Mixtures 13A and 36A to the Road Department on an as-needed, unit price basis for a one-year period, at the rates detailed in the proposal responses to Invitation for Bid #54-23.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute purchase orders with Rieth Riley Construction, Michigan Paving and Materials, and Capital Asphalt LLC to purchase these above-named materials as needed and budgeted, on behalf of the Road Department.

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

TO: County Services and Finance Committees

FROM: Andrew Dunn, Director of Operations ICRD

DATE: February 20, 2023

SUBJECT: Proposed Resolution Authorizing the purchase of Emulsified Asphalts

For the agendas on March 7 and 8

BACKGROUND

The purpose of this correspondence is to support the attached resolution to purchase Emulsified Asphalts. The Road Department annually purchases these Emulsified Asphalts for various road maintenance operations. The following are estimated quantities of the Emulsified Asphalts:

- AE-90 for spray-patching cracks and potholes. +/- 30,000 gallons
- Low Tracking bond coat for asphalt pavement tac +/- 50,000 gallons
- CM-300 for on-site manufacturing of cold patch. +/- 15,000 gallons.
- Pug Mill – for on-site manufacturing of cold patch.

Bids were sought from experienced and qualified vendors for the purpose of supplying Emulsified Asphalts to the Road Department for a period of one (1) year. The bids were received and evaluated by the Purchasing Department as detailed in the attached Memo of Performance. The Purchasing Department and Road Department are in concurrence to purchase Low-Track Bond Coat from Bit-Mat Products of Michigan, Inc and Michigan Paving and Materials; Fog Seal from Asphalt Materials, Inc and Bit-Mat Products of Michigan; AE-90 from Asphalt Materials, Inc, Michigan Paving and Materials, and Bit-Mat Products of Michigan; CM-300 and Pug Mill Cold Patch manufacturing from Asphalt Materials, Inc.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department budget includes sufficient funds to cover the cost associated with the purchase of Emulsified Asphalts.

OTHER CONSIDERATIONS

The Emulsified Asphalts shall meet or exceed the specifications as detailed in the Invitation for Bid #55-23.

RECOMMENDATION

I recommend that the Committees approve the attached resolution to authorize purchase orders with Bit-Mat Products of Michigan, Michigan Paving and Materials, and Asphalt Materials, Inc.

Agenda Item 6d

TO: Andrew Dunn, Director of Operations, Ingham County Road Department
FROM: James Hudgins, Director of Purchasing
DATE: February 16, 2023
RE: Memorandum of Performance for RFP No. 55-23 Emulsified Asphalts

Per your request, the Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing its 2023 seasonal requirements of emulsified asphalts to the Ingham County Road Department.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	28	6
Vendors responding	3	0

A summary of the vendors' costs is located on following pages.

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

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

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

Vendor Name: Bit-Mat Products

Local Preference: No, Bay City MI & Ashley, IN

Emulsified Asphalt Designation	Plant Pickup or Delivery to Job Site, F.O.B.	Detention Rates for Unloading	Price per Gallon	Approx. # of Gallons	Approx. Total Cost	Plant or Refinery Location:
Low-Tracking Bond Coat	<u>Plant Pickup</u>	N/A	\$2.35	10,000 (+ or -) Gallons	\$23,500.00	Bay City MI
Fog Seal	Delivery to <u>Job Site</u>	3 hours free, \$125.00	\$1.75	9,000 (+ or -) Gallons	\$15,750.00	Bay City MI
Fog Seal	<u>Plant Pickup</u>	N/A	\$1.65	5,000 (+ or -) Gallons	\$8,250.00	Bay City MI
AE-90 (or qualified equivalent)	Delivery to <u>Job Site</u>	3 hours free, \$125.00	\$2.58	2,500 (+ or -) Gallons	\$6,450.00	Bay City MI
AE-90 (or qualified equivalent)	<u>Plant Pickup</u>	N/A	\$2.20	5,000 (+ or -) Gallons	\$11,000.00	Bay City MI
CM-300 (or qualified equivalent)	Delivery to <u>Metro Garage</u>	N/A	No bid	15,000 (+ or -) Gallons	No Bid	
Furnish Pug Mill Services for the Production of Cold Patch at the Ingham County Road Department Metro Garage						
*Pug Mill Mobilization Cost: No Bid						
*Cold Patch Production Cost per Ton: No Bid						
*Freight Cost: No Bid						

Vendor Name: Michigan Paving & Materials / Stoneco of MI

Local Preference: No, Alma MI

Emulsified Asphalt Designation	Plant <u>Pickup</u> or <u>Delivery</u> to Job Site, F.O.B.	Detention Rates for Unloading	Price per Gallon	Approx. # of Gallons	Approx. Total Cost	Plant or Refinery Location:
Low-Tracking Bond Coat	<u>Plant Pickup</u>	N/A	\$2.86	10,000 (+ or -) Gallons	\$28,600.00	Alma MI
Fog Seal	<u>Delivery to Job Site</u>	\$100/Hour	\$1.91	9,000 (+ or -) Gallons	\$17,190.00	Alma MI
Fog Seal	<u>Plant Pickup</u>	N/A	\$1.80	5,000 (+ or -) Gallons	\$9,000.00	Alma MI
AE-90 (or qualified equivalent)	<u>Delivery to Job Site</u>	\$100/Hour	\$2.41	2,500 (+ or -) Gallons	\$6,025.00	Alma MI
AE-90 (or qualified equivalent)	<u>Plant Pickup</u>	N/A	\$2.30	5,000 (+ or -) Gallons	\$11,500.00	Alma MI
CM-300 (or qualified equivalent)	<u>Delivery to Metro Garage</u>	N/A	No Bid	15,000 (+ or -) Gallons	No Bid	
Furnish Pug Mill Services for the Production of Cold Patch at the Ingham County Road Department Metro Garage						
<p style="text-align: center;">*Pug Mill Mobilization Cost: No Bid</p> <p style="text-align: center;">*Cold Patch Production Cost per Ton: No Bid</p> <p style="text-align: center;">*Freight Cost: No Bid</p>						

Vendor Name: Asphalt Materials Inc.

Local Preference: No, Oregon OH

Emulsified Asphalt Designation	Plant <u>Pickup</u> or <u>Delivery</u> to Job Site, F.O.B.	Detention Rates for Unloading	Price per Gallon	Approx. # of Gallons	Approx. Total Cost	Plant or Refinery Location:
Low-Tracking Bond Coat	<u>Plant Pickup</u>	N/A	No bid	10,000 (+ or -) Gallons	No Bid	
Fog Seal	<u>Delivery to Job Site</u>	\$150.00	\$1.70	9,000 (+ or -) Gallons	\$15,300.00	Oregon OH
Fog Seal	<u>Plant Pickup</u>	N/A	No Bid	5,000 (+ or -) Gallons	No Bid	
AE-90 (or qualified equivalent)	<u>Delivery to Job Site</u>	\$150.00	\$2.20	2,500 (+ or -) Gallons	\$5,500.00	Oregon OH
AE-90 (or qualified equivalent)	<u>Plant Pickup</u>	N/A	No Bid	5,000 (+ or -) Gallons	No Bid	
CM-300 (or qualified equivalent)	<u>Delivery to Metro Garage</u>	N/A	\$3.70	15,000 (+ or -) Gallons	\$55,500.00	Oregon OH
Furnish Pug Mill Services for the Production of Cold Patch at the Ingham County Road Department Metro Garage						
*Pug Mill Mobilization Cost: \$1,750.00						
*Cold Patch Production Cost per Ton: \$3.00						
*Freight Cost: \$0.20 / gallon						

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE
THE PURCHASE OF EMULSIFIED ASPHALTS**

WHEREAS, the Road Department annually purchases approximately 70,000 gallons of emulsified asphalt for road maintenance and construction operations; and

WHEREAS, the Purchasing Department recently released Invitation for Bid #55-23 and received competitive bid proposals for the purchase of emulsified asphalts for a period of one (1) year; and

WHEREAS, bids for emulsified asphalts were solicited and evaluated by the Purchasing Department, and it is their recommendation, together with the concurrence of Road Department staff, to purchase materials on an as needed basis from Bit-Mat Products of Michigan, Michigan Paving and Materials, and Asphalt Materials, Inc; and

WHEREAS, the Road Department 2023 budget includes sufficient funds to purchase the emulsified asphalts.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bid and authorizes the purchase of emulsified asphalts from the following:

Asphalt Materials, Inc located at 8720 Robbins Road, Indianapolis, Indiana 46268

Michigan Paving and Materials located at 1950 Williams Street, Alma, Michigan 48801

Bit-Mat Products of Michigan located at PO box 428, Ashley, Indiana 46705

on an as-needed, unit price basis for a one-year period, at the rates detailed in the proposal responses to Invitation for Bid #55-23.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute purchase orders with Asphalt Materials, Inc, Michigan Paving and Materials, and Bit-Mat Products of Michigan to purchase emulsified asphalt as needed and budgeted, on behalf of the Road Department.

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

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ESTABLISHING THE BUDGET CALENDAR FOR 2024

WHEREAS, Public Act 621 of 1978 provides that the Board of Commissioners establishes an appropriate time schedule for preparing the budget; and

WHEREAS, this Act requires that each elected official, department head, administrative office or employer of a budgetary center shall comply with the time schedule and requests for information from the Controller.

THEREFORE BE IT RESOLVED, that the attached budget calendar for the 2024 budget process be adopted.

BE IT FURTHER RESOLVED, that the County Clerk shall be directed to provide written notification of the attached budget calendar to all elected officials and department heads.

2024 BUDGET CALENDAR

March 8	Finance Committee recommends 2024 budget calendar.
March 14	Board of Commissioners approves 2024 budget calendar.
April 13 - 19	Committees review fees for various county services to make recommendations for any appropriate increases to be effective January 1, 2024.
April 27 – May 3	Committees may make recommendations for increases to fees for various county services to be effective January 1, 2024.
May 9	Board of Commissioners considers updates to fees for various county services to be effective January 1, 2024.
May 22	Department heads, elected officials and agencies, submit operating and capital budgets.
June 9 - 26	Controller holds budget meetings with departments.
July 31 (tentative)	Community agencies submit applications for 2024 funding.
August 14	Controller's Recommended Budget distributed to the Board of Commissioners.
August 24 – 29	Liaison Committees hold hearings on operating and capital budget recommendations.
September 13	Finance Committee holds hearing and makes operating and capital improvement budget recommendations.
October 24	Board holds public hearing on the General Fund Budget. Board adopts operating and capital budgets and mileages.