

CHAIRPERSON  
BRYAN CRENSHAW

VICE-CHAIRPERSON  
RYAN SEBOLT

VICE-CHAIRPERSON PRO-TEM  
ROBIN NAEYAERT

COUNTY SERVICES COMMITTEE  
VICTOR CELENTINO, CHAIR  
EMILY STIVERS  
MARK GREBNER  
RYAN SEBOLT  
CAROL KOENIG  
RANDY MAIVILLE  
ROBIN NAEYAERT

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, JUNE 18, 2019 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [June 4, 2019](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Women's Commission – Interviews
2. Treasurer's Office – Resolution to Utilize the County's Option to Acquire [Tax Foreclosed Property](#)
3. Drain Commissioner – Resolution Pledging Full Faith and Credit to Grovenburg Farms Branch of the [Melkvik Drain](#) Drainage District Bonds
4. Facilities Department
  - a. Notice of Emergency Purchase Order for the [Youth Center Washing Machine](#) Replacement
  - b. Resolution to Authorize a Purchase Order to T.H. Eifert LLC to Furnish and Install Three New [Drinking Fountains](#) at the Human Services Building
  - c. Resolution to Authorize an Agreement with Moore Trosper Construction Co. for the [Renovations](#) at Forest Community Health Center
5. Road Department
  - a. Resolution to Approve [Local Road Agreements](#) with Alaiedon, Aurelius, Bunker Hill, Leroy, Leslie, Meridian, Vevay, Wheatfield, and Williamstown Townships, and City of Lansing
  - b. Resolution to Authorize an Agreement for Architectural Design and Engineering Services for the Road Department's [Western Garage Roof](#)
  - c. Resolution to Authorize Three New [Positions](#) and Reclassifying One Existing Position for the Road Department
  - d. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department
6. Human Resources Department – Closed Session to discuss a written attorney-client privileged legal opinion pursuant to MCL 15.268(h)

7. Controller's Office
  - a. Resolution to Update the 2018 – 2022 [Strategic Plan](#) and Action Plan
  - b. Authorization to Start a [Managerial Employee](#) above Step 2
8. Board of Commissioners – Resolution to Approve One-Time [Lump Sum Payments](#) and an Amendment to the Managerial and Confidential Employee Manual Regarding Reclassification

Announcements  
Public Comment  
Adjournment

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

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

## COUNTY SERVICES COMMITTEE

June 4, 2019

### Draft Minutes

Members Present: Celentino, Grebner, Koenig (arrived at 6:08 p.m. and left at 6:36 p.m.), Maiville, Naeyaert, Sebolt and Stivers.

Members Absent: None.

Others Present: Clerk Barb Byrum, Register Derrick Quinney, Ryan Buck, Tracy Smith, Nicole Wallace, Trisha Gerring, Matt Nordfjord, Bill Conklin, Sue Graham, Becky Bennett, Tim Dolehanty, Cindy Kangas, Beth Foster and others.

The meeting was called to order by Chairperson Celentino at 6:01 p.m. in Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

#### Approval of the May 21, 2019 Meeting Minutes

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. STIVERS, TO APPROVE THE MINUTES OF THE MAY 21, 2019 COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig

#### Additions to the Agenda

Removed –

4. Road Department
  - a. Resolution to Authorize the Reorganization of the Road Department

Substitute Attachment–

5. Human Resources Department
  - a. Resolution to Approve Letter of Understanding with the CCLP Supervisory Officers Unit Regarding Adjustment of the 2018 Base Salary Schedule for the Position of Captain

#### Limited Public Comment

None.

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

2. Clerk’s Office – Resolution to Authorize a Two-Year Extension to the Contract with the State of Michigan Department of Health and Human Services (MDHHS) for the Access and Use of the Michigan Centralized Birth Certification System (MiCBCS)

3. Potter Park Zoo
  - a. Resolution to Accept an Ultrasound Donation from the Potter Park Zoological Society
  - b. Resolution to Authorize the Reorganization of Potter Park Zoo
4. Road Department
  - b. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
5. Human Resources Department
  - a. Resolution to Approve Letter of Understanding with the CCLP Supervisory Officers Unit Regarding Adjustment of the 2018 Base Salary Schedule for the Position of Captain
  - b. Resolution to Amend Resolution #19-173

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig

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

1. Potter Park Zoo Board – Interviews

Cindy Kangas interviewed for the Potter Park Zoo Board.

Commissioner Koenig arrived at 6:08 p.m.

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. NAEYAERT, TO APPOINT CINDY KANGAS TO THE POTTER PARK ZOO BOARD.

THE MOTION CARRIED UNANIMOUSLY.

5. Human Resources Department
  - c. Retroactive Job Reclassification Process (*Discussion*)

Chairperson Celentino stated that the County Services Committee received a letter from the Finance Committee Chairperson requesting that the reorganization process be discussed because there were issues regarding the Managerial and Confidential reclassifications that were brought up by the Register of Deeds at the April 24, 2019 Finance Committee meeting. He further stated that first they would discuss retroactivity.

Chairperson Celentino asked when the Managerial and Confidential plan would normally be passed.

Becky Bennett, Board of Commissioners Director, stated that normally it would be approved in December and take effect in January but if it passed late, it would be retroactive. She further



stated that process started late in 2018 and the resolution did not pass until March or April of 2019.

Barb Byrum, Clerk, stated that the Board of Commissioners passed Resolution No. 19-188 on April 30, 2019. She further stated that on May 2, 2019 her Office was given notice to enter a PAR adjusting the compensations to be effective on May 11, 2019.

Clerk Byrum stated that her Office started working on the reclassifications in November 2018 and that the Human Resources deadline for submission was November 27, 2018. She further stated that December 18, 2018 she and her employee, Tracy Smith, met with Human Resources and sent at least two emails asking for a status update.

Clerk Byrum stated that historically this was retroactive and that was why it was flagged for her. She stated that Tracy Smith, Nicole Wallace, and Trisha Gerring, were all present at the meeting and had been affected by this, as well as Rhonda Swayze who could not attend the Committee meeting. She further stated that the County treated their employees well and she felt this issue needed to be flagged because the Board of Commissioners missed it, as did she.

Chairperson Celentino stated that it was past practice, so he had no problem with retroactivity.

Commissioner Sebolt asked if it was past practice why it had not been observed in this case.

Clerk Byrum stated that she had email communication asking why it was to go into effect on that May 11<sup>th</sup> date and she was not satisfied with the response.

Chairperson Celentino asked why the retroactivity was not automatically put into place.

Sue Graham, Human Resources Director stated that if there was past practice in that regard she would be happy to look at it.

Clerk Byrum stated that she had pointed out there was past practice

Ms. Graham stated that there was no discussion regarding retroactivity at the Managerial and Confidential Committee meeting. She further stated that her understanding was that retroactivity was not past practice.

Ms. Graham stated that since 2012 there had been a prohibition on retroactivity on collective bargaining groups and that there was also a state statute prohibiting County officials and their first-level appointees from receiving retroactive wage increases for work that had already been performed.

Ms. Bennett stated that she asked in the meeting on November 5, 2018 if it would be retroactive.

Derrick Quinney, Register of Deeds, stated that he would concur in both cases. He further stated that he was in the meeting as well and that it was also his understanding that retroactivity would take place.

Clerk Byrum stated that in regards to retroactivity, none of the positions involved were organized, they were all Managerial and Confidential and only one could potentially be a public officer.

Commissioner Naeyaert asked why, if three of the parties at the meeting thought the agreement was to pay retroactively, Ms. Graham did not recall that.

Ms. Graham stated that in her memory there was no discussion of retroactivity and that she confirmed that with several others. She further stated that when the park rangers were reclassified last year, retroactivity did not apply.

Chairperson Celentino asked if the park rangers were represented.

Ms. Graham stated that they were.

Ms. Graham stated that they were not retroactive and she believed that that was consistent with past practice. She further stated that if anyone had information to the contrary she would gladly look at it.

Chairperson Celentino stated that the discussion was about Managerial and Confidential employees and whether it was past practice for them to receive retroactive pay, not for represented employees.

Discussion.

Commissioner Koenig asked why this was sat on for five months and who should have brought it forward. She further asked who told them it would be retroactive.

Register Quinney stated that the question was posed to the Human Resources Director.

Discussion.

Ms. Bennett stated that Register Quinney was referring to a meeting with elected officials, but that she talking about the Managerial and Confidential group meeting on November 5, 2018. She further stated that she asked if the reclassifications would be retroactive, since it was so late, and that Ms. Graham looked at Mr. Dolehanty and then they both said yes.

Ms. Bennett stated that she had verified that with other people.

Ms. Graham stated that on November 5, 2018 it would not have been late.

Ms. Bennett stated that that was when the process was opened up because they knew there was no way the Managerial and Confidential reclassifications was going to be done in two weeks. She further stated that in 2018 the Managerial and Confidential employees were given retroactive pay.

Commissioner Celentino stated that he was not at that meeting.

Register Quinney stated that he recalled it being said multiple times.

Chairperson Celentino stated that he wanted to make sure the Committee stayed focused.

Commissioner Grebner stated that he thought the focus should be on what the Committee should do now and setting policy for the future and not who misunderstood who at which meeting.

Chairperson Celentino asked the County Attorney if there was anything that would prohibit the Board of Commissioners from going forward with the retroactivity.

Matt Nordfjord, County Attorney stated that none of the positions in question were represented employees and in an instance where someone might be considered a public officer, that there were alternatives that could be used, which would amount to a policy decision. He further stated that one mechanism was a lump sum bonus because generally speaking retroactivity was not something permitted by law without a work around.

Chairperson Celentino asked even if the County did it in the past

Mr. Nordfjord stated that was not something they analyzed before or were aware of. He further stated in a perfect world, if it happened previously, the County would do something similar, such as a specific authorization for a lump sum for a public official and specific authorization by the Board of Commissioners for retroactivity for the other Managerial and Confidential employees.

Chairperson Celentino asked Clerk Byrum if anyone she mentioned did not fall into those categories.

Clerk Byrum stated that none of the employees were represented and that one could possibly be considered a public officer and that Mr. Nordfjord provided good options.

Chairperson Celentino asked Register Quinney if that was his situation.

Register Quinney stated that it was. He further stated that it was his Chief Deputy Register who might be considered a public officer.

Discussion.

Mr. Nordfjord stated that out of an abundance of caution the Board of Commissioners could authorize a lump sum for all of the employees in question and the nothing would need to be called retroactive.

Commissioner Grebner asked what the sum was for all the positions over all these months.

Commissioner Sebolt stated that he agreed it would be difficult to reconcile who said what, but he thought it was important because either the Board of Commissioners Office Director misled the Board of Commissioners or someone else did not properly do their job and that was a problem. He further stated that he was inclined to think the Board of Commissioners Office Director did her job and asked the question about retroactivity.

Commissioner Sebolt asked why the process for Managerial and Confidential reclassifications started so late.

Ms. Graham stated that she did not witness anyone sitting on anything.

Commissioner Sebolt asked when the agreement was finalized.

Ms. Graham reviewed the reclassification process.

Commissioner Sebolt asked if the process that started in November was not completed until the end of March.

Ms. Graham stated that it was quite a lengthy process.

Commissioner Sebolt asked when staff knew this would be a discussion item for this meeting.

Chairperson Celentino stated that Clerk Byrum called him in early May, but that it did not make the agenda because it was already too full.

Commissioner Sebolt asked staff, if they had known for a month how they did not think to have the answer prepared of how much this would cost. He further stated that this was a waste of time for the Commissioners to come if they could not get the answers they needed to take action and prepare a resolution.

Ms. Graham stated that any costing would be reliant on the specific facts to be costed.

Commissioner Sebolt asked if staff could not anticipate that question a month in advance.

Ms. Graham stated that she would think the discussion would be illustrative of those facts.

Chairperson Celentino asked the Controller to weigh in.

Tim Dolehanty, Controller, stated that he did not know it was going to be asked.

Commissioner Sebolt asked how he could not know. He further stated that staff should know and that the price tag was almost always a question for any discussion the Board of Commissioners had.

Commissioner Sebolt stated that it was frustrating.

Commissioner Koenig left the meeting at 6:36 p.m.

Commissioner Naeyaert asked why two County- wide officials and the Board of Commissioners Office Director needed to come to a public meeting for this to be addressed. She further stated that there was no doubt in her mind that the Board of Commissioners Office Director had brought this up in November.

Commissioner Naeyaert stated that to not know that someone on the Committee would ask for a dollar amount was frustrating.

**Commissioner Maiville asked staff for not only the dollar amount, but also a resolution or alternate resolutions available for next meeting, so this could be addressed.**

Chairperson Celentino stated that this was a discussion because he did not know if retroactivity would be prohibited. He further stated that he had not foreseen it being an issue requiring them to move forward with a lump sum.

Commissioner Grebner stated that he guessed he had a higher level of appreciation for staff work done for the Committee. He further stated that he was not impatient nor displeased.

Commissioner Grebner stated that it seemed that until a year ago retroactivity was allowed and then when State law was changed to stop retroactivity for collective bargaining groups that that meant it also changed for non-represented employees. He further stated that he was not distressed by the level of confusion at this point.

Commissioner Sebolt stated that he did not appreciate the insinuation that he had a lower level of respect for staff. He further stated that perhaps his frustration stemmed from first-hand knowledge working twelve years staffing the legislature and from knowing that the hallmark of good staff work comes from know what is going to be asked in advance.

Clerk Byrum stated that she was prepared for this Committee meeting and that she printed the resolution. She further stated that the difference was \$48,921.08 so roughly halfway through the year, it was probably at a cost of about \$25,000.

Clerk Byrum stated that if a motion was made she respectfully requested there be strong deadlines and that the Committee dictate who drafts the resolution. She further stated that the staff impacted by this has been working hard all year while waiting for this and that it was a shame that she had to be such a pain about it.

Chairperson Celentino stated that for the next round, there should be a resolution that would grant these employees a one-time lump sum bonus, so that employees can have some knowledge about when this was going to happen.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. GREBNER, TO INSTRUCT STAFF TO COME BACK WITH A RESOLUTION WITH A ONE-TIME LUMP SUM PAYMENT TO ADDRESS THE ISSUES FOR THESE EMPLOYEES DUE TO A DELAY IN THE PROCESS.

Commissioner Naeyaert asked how long it would take to process the payments for the employees who have been waiting, if a resolution was passed at the next full Board of Commissioners meeting.

Chairperson Celentino stated that the next payday after that would be July 12, 2019.

Discussion.

Commissioner Stivers stated that Commissioners' expectation for payment was July 12, 2019 and if there were obstacles they expected that staff will notify them.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig

Chairperson Celentino stated that the resolution would come back for the June 18, 2019 meeting.

Mr. Nordfjord stated that he was good with the direction that was given.

Commissioner Stivers asked if the Board of Commissioners needed to create a policy for future retroactive payments.

MOVED BY COMM. STIVERS, SUPPORTED BY COMM. SEBOLT, TO DIRECT THE CONTROLLER AND HUMAN RESOURCES DIRECTOR TO COME UP WITH A POLICY FOR FUTURE RETROACTIVE RECLASSIFICATION PAYMENTS.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig

Chairperson Celentino stated that the Committee would be seeing that at the June 18, 2019 meeting.

Register Quinney stated that he wanted to discuss the relationship between County-wide officials and Human Resources. He further stated that he was looking for clarification on the process as co-employers and if there could be an appellate process in place to resolve any issues.

Ms. Graham gave an overview of the reclassification process.

Register Quinney stated that he understood the system but he was asking why, as a co-employer, he was denied the opportunity to come in earlier in the scoring process.

Ms. Graham stated that Human Resources considered his request and met with him on April 23, 2019.

Register Quinney stated that that was after the outcome was already determined. He further stated that he was talking about sitting at the table from day one and giving input on the scoring process from day one.

Ms. Graham stated that this process has been in place for decades and that either Register Quinney's issue had either not been expressed in the past or if it had come up it had not been adequately addressed.

Register Quinney stated that the role of co-employers was the question. He stated that there should be a process when to resolve disagreements or impasses, but there was not.

Chairperson Celentino stated that there was not an appeals process.

Clerk Byrum stated that she had been in Office for 7 years now, and when the reclassification came up for her UAW employees she was specifically denied by the former Human Resources Director the information included how pointing was determined and how the pay rate was determined. She further stated that, to the Register of Deeds' point, perhaps the County-wide officials and the County should be working together on the pointing out and figuring out if the salary was appropriate.

Clerk Byrum stated that she had the same experience with her Managerial and Confidential employees but that she did not ask how things were pointed because she had been told no before. She further stated that, respectfully, she thought the Commissioners would want to consider a hands on approach, including County-wide officials in the compensation part of the decision and also that there should be an appeals process.

Discussion.

Commissioner Sebolt asked why the County-wide officials did not have access to the scoring information.

Ms. Graham stated that the scoring was produced in a memorandum and that she would be happy to discuss that.

Clerk Byrum asked where that memo was sent.

Ms. Graham stated that it would have been sent to each employee and supervisor.

Trisha Gerring, Chief Deputy Register stated that as the employee she received the new point total, but that what Register Quinney was saying was that he asked for the entire scale and the point totals for each grade.

Commissioner Naeyaert stated that she felt like Register Quinney was asking why he could not have input like the Commissioners did with the Fair Director position.

Register Quinney stated that he wanted to help make a better understanding of the day-today functions of the position, from the start, not just be given an end score. He further stated that he wanted to be part of the process from the beginning.

Ms. Graham stated that with the Fair Events Director position, Human Resources had sat down and we looked at the job description and made changes and then went back to the manual.

Ms. Graham stated that they met with Register Quinney on April 23, 2019.

Register Quinney stated that at that point the decision had been made and that one Human Resources staff told him that they had been doing this over 20 years and understood it better. He further stated that he wanted access from the beginning

Discussion.

Ms. Graham stated that respectfully, it may have been a conclusion made by her staff, but that it was not a final decision in her mind at that time because that was the opportunity to review it and it was not sufficient to get the point above the bar to the next grade level.

Register Quinney stated, respectfully, that he could have been much more helpful earlier in that process that at the April 23<sup>rd</sup> meeting where decisions had already been made.

Chairperson Celentino asked what needed to be done to make sure this was not repeated.

Commissioner Grebner stated that the information should flow so freely that County-wide officials or Department Heads should feel like they were getting too much information. He further stated that if there was an appellate process the review should not include any elected officials.

Commissioner Sebolt stated that there should be a process, as with the Human Services Committee and the Fairground Events Director. He further stated that he thought the elected officials were asking for the same opportunity.

Commissioner Sebolt stated he did not think an appellate process including County-wide officials crossed a dangerous line, since Human Resources would still be making the final determination.

Commissioner Naeyaert stated that she thought it was ridiculous that County-wide officials needed to come to a Committee meeting to get this message through.

**MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. GREBNER, THAT HUMAN RESOURCES STAFF PROVIDE TO, AND RECEIVE FROM, CO-EMPLOYERS ANY AND ALL INFORMATION, WITHOUT RESERVATION OR HESITATION.**

**THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig**



6. Controller's Office – Ingham County Strategic Plan Update (*Discussion*)

Commissioner Grebner left the room at 7:17 p.m.

Commissioner Grebner returned at 7:18 p.m.

Discussion.

Commissioner Naeyaert asked if, in regards to Goal F, b., regarding the communication of policy and procedure changes to department heads and employees within one week of adoption, the resolution made earlier in the meeting would satisfy that goal.

Mr. Dolehanty stated that he sent new policies to Becky and then the website was updated and the updates were also sent to the Departments.

Commissioner Celentino asked if what was passed tonight would satisfy the Strategic Plan.

Mr. Dolehanty stated that it would once it was adopted.

Commissioner Maiville stated that he noticed several sections with past due dates that had not been updated. He further stated that, specifically under Goal D, the dates had passed with no update.

Mr. Dolehanty stated that many of those updates were due recently, as part of the budget process, and that the Strategic Plan would be updated with that information soon.

7. Board of Commissioners Office

- a. Resolution Revising the Board Rules
- b. Resolution Rescinding Resolution #06-292 Requiring Certain Advisory Boards, Commissions, and Committees that Evaluate Employees to Submit the Evaluations to the Ingham County Board of Commissioners
- c. Resolution Reaffirming Resolution #06-115 to Establish a Policy on the County Orientation of County Appointees to Certain Boards, Commissions, and Committees
- d. Resolution Establishing an Interview Process for Making Appointments to Advisory Boards/Commissions

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. GREBNER, TO APPROVE THE RESOLUTIONS.

Commissioner Stivers gave an overview of the Resolutions.

Discussion.

Commissioner Stivers stated that it was important to make the Board of Commissioners friendlier to those with disabilities or with children and that while they could not count for quorum, the Commissioner could phone in if they had a legitimate reason.

Discussion.

Chairperson Celentino asked Commissioner Stivers to explain the changes to the interview process.

Commissioner Stivers stated that changes were made to make the application process fairer.

Chairperson Celentino asked if resumes might deter people from applying even if they were not required to submit one.

Commissioner Stivers stated that it was not required, just optional.

Chairperson Celentino asked if a Chairperson alone could waive the individual interview process.

Discussion.

The following amendment was proposed:

BE IT FURTHER RESOLVED, that the Liaison Committee Chair has the option to waive this process in cases where ~~it has been determined by the Committee that~~ it is not necessary to interview the applicants individually.

This was considered a friendly amendment.

THE MOTION TO APPROVE THE RESOLUTIONS, AS AMENDED, CARRIED. Absent: Commissioner Koenig

7. Board of Commissioners Office

- e. Resolution Supporting the Ingham County Cultural Diversity Committee's First Annual Ingham County's Unity in the Community

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION.

Commissioner Naeyaert asked who brought this resolution to the Committee.

Ms. Bennett stated that was the Diversity Committee

Commissioner Maiville thanked the Diversity Committee.

THE MOTION TO APPROVE THE RESOLUTION CARRIED. Absent: Commissioner Koenig

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:34 p.m.

# **JUNE 18, 2019 COUNTY SERVICES AGENDA**

## **STAFF REVIEW SUMMARY**

### **AGENDA ITEMS:**

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

**1. Women's Commission – Interviews**

Candidates for appointment to the Women's Commission will be present to answer questions from County Services Committee members. The Women's Commission meets at the Human Services Building on the second Wednesday of each month at 6:00 p.m. Members are appointed to three-year terms.

The Women's Commission serves as advisors to the County Board regarding the impact of actions and policies of the County on Women in Ingham County and researches and recommends better ways of meeting the needs of women through County resources. The Commission works with the Equal Opportunity Committee in recommending methods of overcoming discrimination against women in County employment and civil and political recognition of women's accomplishments and contributions to Ingham County.

**2. Treasurer's Office – Resolution to Utilize the County's Option to Acquire Tax Foreclosed Property**

Acting as the Foreclosing Governmental Unit under the General Property Tax Act (MCL 211.78(8)(a)), the Treasurer proposes resolution to accept minimum bids in the name of Ingham County for 100 identified properties to be transferred to the Ingham County Land Bank Fast Track Authority. The statute provides a mechanism by which the County may purchase that property through payment to the foreclosing governmental unit (MCL 211.78m(1)). The cost of acquisition will be covered by the Authority utilizing a variety of funding sources. Minimum bids for identified properties total \$921,276.41.

**3. Drain Commissioner – Resolution Pledging Full Faith and Credit to Grovenburg Farms Branch of the Melkvik Drain Drainage District Bonds**

The Drain Commissioner has asked that the Board of Commissioners grant full faith and credit of Ingham County to the Grovenburg Farms Branch of the Melkvik Drain Drainage District Bonds. A pledge of full faith and credit helps to obtain a lower interest rate on the debt, resulting in lower costs for the municipalities and property owners of the drainage district who are liable to pay for the project. This drain project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the project, the Drain Commissioner intends to issue the Drainage District's bonds in an amount not to exceed \$1,750,000. Principal and interest payments on the Bonds will be payable from assessments to be made upon public corporations and/or benefited properties in the Special Assessment District.

**4a. Facilities Department – Notice of Emergency Purchase Order for the Youth Center Washing Machine Replacement**

On May 30 an emergency purchase order was issued to A&B Equipment to provide and install a replacement washing machine at the Youth Center at a total cost of \$12,704. The bearings failed on the old washing machine and, due to the age of the equipment, it was determined that parts to repair the washer exceeded two-thirds the cost of a new machine. Notwithstanding the provisions of the Purchasing Procedures Policy, emergency purchase of goods, works and/or services may be made by the Purchasing

Director, under the direction and authorization of the Controller, when an immediate purchase is essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property. Section 412.J requires the Purchasing Director and responsible department head to file a report with the County Services Committee which explains the nature of the emergency and necessity of the action taken pursuant to Policy.

**4b. Facilities Department** – *Resolution to Authorize a Purchase Order to T.H. Eifert LLC to Furnish and Install Three New Drinking Fountains at the Human Services Building*

Drinking fountains located in the Human Services Building are over 35 years old and have outlived their useful life. The new drinking fountains will be more efficient and will also include a bottle filling station. The Facilities Department recommends approval of a resolution authorize a purchase order issue to T.H. Eifert for purchase and replacement of the drinking fountains at a cost not to exceed \$9,025.

**4c. Facilities Department** – *Resolution to Authorize an Agreement with Moore Trosper Construction Co. for the Renovations at Forest Community Health Center*

The Facilities Department recommends approval of a resolution to authorize renovations at the Forest Health Center. These renovations will support relocation of the River Oak Clinic into the Forest facility. If approved, renovations will be performed by Moore Trosper Construction Company at a cost not to exceed \$94,400.

**5a. Road Department** – *Resolution to Approve Local Road Agreements with Alaiedon, Aurelius, Bunker Hill, Leroy, Leslie, Meridian, Vevay, Wheatfield, and Williamstown Townships, and City of Lansing*

The Road Department recommends approval of a resolution to approve local road agreements with 10 municipalities. Road Department match amounts totaling \$491,247 are included in the adopted 2019 road fund budget. Projects included are as follows:

2019 Local Road Program Match Amounts, Projects & Estimated Costs							
Township	Prior Match Remaining	2019 Road dept. Match	Total 2019 Match Available	Proposed 2019 Local Road Projects	Estimated Total Project Cost	Estimated Township Cost	Road dept. Contribution
Alaiedon	\$0.00	\$45,000.00	\$45,000.00	Willoughby Road, Okemos to Dobie Roads, 1 mile--paving and associated shouldering. Hogsback Road, College Road to 2070 feet southeast (start of section maintained by Dart)—asphalt wedge and gravel shoulders as necessary. Darling Road, Hagadorn to Holt Roads, 4000 ft.-- asphalt wedge and gravel shoulders as necessary. Wirt Road, east of College Road to end, 1300 ft.—chip-seal. Hulett Road, north of Sandhill Road to end, 3200 ft.—chip-seal. Hulett Road, south of Jolly Road to end, 1500 ft.—chip-seal. Dobie Road, south of Jolly Road to end, 2100 ft.—chip-seal. Every & Button Roads, Jolly to Meridian Roads, 1.5 miles—chip-seal.	\$145,000.00	\$100,000.00	\$45,000.00
Aurelius	\$0.00	\$33,300.00	\$33,300.00	Curtice Road – Waverly to Gale Roads. 1 mile--full cap. Edgar Road – Barnes to Plains Roads. 1 mile--full cap. Bond Road – Aurelius to Plains Roads. Skip-paving. Elliott Road – Aurelius to Columbia Roads. Skip-paving.	\$108,300.00	\$75,000.00	\$33,300.00
Bunkerhill	\$0.00	\$33,300.00	\$33,300.00	Haynes Road, Baseline to Catholic Church Roads. 4.5 miles--skip-paving as necessary with associated shouldering.	\$100,000.00	\$66,700.00	\$33,300.00
Leroy	\$13,972.96	\$33,300.00	\$47,272.96	Linn Road, Meech Road to O'Hanlon Court, 1 mile, full cap, and spot paving where necessary near Dietz Road; Wallace Road to half mile north of VanOrden road, full cap; Elm Road, VanOrden to Frost Roads, half mile, full cap; Frost Road, Meech Road to M-52, skip-pave where necessary; House Road, Frost to VanOrden Roads and just north of Dennis Road, spot paving; Kane Road just south of Dennis Road, spot paving.	\$123,273.00	\$76,000.00	\$47,272.96
Leslie	\$22,829.59	\$36,000.00	\$58,829.59	Cooper Road, Baseline to Fitchburg Roads, 1.75 miles--full cap, and associated shouldering.	\$72,000.00	\$36,000.00	\$36,000.00
Meridian	\$0.00	\$172,500.00	\$172,500.00	Towner Road, Saginaw Hwy (BR 69) to Marsh Road. Recycle and resurface by Contractor with associated work.	\$565,000.00	\$392,500.00	\$172,500.00
Vevay	\$36,488.72	\$45,000.00	\$81,488.72	Kelly Road, Plains Road to Dexter Trail. 2.5 miles, Skip-paving. Ives Road, Plains to Barnes roads, 1 mile, Skip-paving.	\$80,000.00	\$40,000.00	\$40,000.00
Wheatfield	\$2,718.30	\$33,300.00	\$36,018.30	Burkley Road, Waldo- to Noble Roads, 3 miles, Skip-paving where necessary.	\$72,036.60	\$36,018.30	\$36,018.30
Williamstown	\$2,856.05	\$45,000.00	\$47,856.05	Zimmer Rd., Haslett to Milton, 2.5 miles, asphalt prep, wedging thru-out with related shoulder graveling. Germany Rd., Zimmer to Barton, 0.5 mile, asphalt wedging. Milton Rd., Zimmer to Bentley, 1.5 miles, completion of previously started full-cap paving. Germany Rd, 650 ft. west of Hart to Zimmer, 1.1 mile, full cap. Barton Rd., Haslett to Sherwood, 2.0 miles, full asphalt cap. Burkley Rd., Grand River (M-43) to township boundary, 1.1 mile, full asphalt cap. Beeman Rd., Sherwood to Williamston city limit, 1.9 miles, full asphalt cap. Germany Rd., Barton to Williamston Rd., 1000 feet of asphalt wedging. Lounsbury Rd., Haslett to Milton Roads, 2.2 miles, 7500 feet of asphalt wedging.	\$440,000.00	\$392,143.95	\$47,856.05
City of Lansing	\$0.00	\$0.00	\$0.00	Mill & 3.5 inch, 2 layer, asphalt resurface Kerry Street, Greenbriar Ave. to City/County boundary by Contractor per contract previously let and approved. All City funded.	\$20,000.00	\$20,000.00	\$0.00

**5b. Road Department – Resolution to Authorize an Agreement for Architectural Design and Engineering Services for the Road Department's Western Garage Roof**

The Road Department seeks approval of a resolution to authorize an agreement for architectural design and engineering services necessary to replace the Western District Garage roof. This flat roof has received several temporary repairs by Road Department staff over the last 10 years, but has deteriorated beyond the point of repair. Spalding DeDecker Associates Inc. was selected to provide this service at a cost not to exceed \$20,000.

**5c. Road Department** – *Resolution to Authorize Three New Positions and Reclassifying One Existing Position for the Road Department*

Road Department Director William Conklin met with the County Services Committee on May 21 to present and discuss a reorganization proposal. The Reorganization Procedure Policy requires that Department submit a discussion document that includes information for all changes which result in an increased expenditure or a new job classification. Consistent with the Policy, a resolution to adopt the reorganization proposal is provided for consideration.

**5d. Road Department** – *Resolution to Approve the Special and Routine Permits for the Ingham County Road Department*

The Board of Commissioners periodically approves special and routine permits submitted by the Road Department as necessary. The current list of permits includes 10 projects (see attachment for permit list).

**6. Human Resources Department** – *Closed Session to discuss a written attorney-client privileged legal opinion pursuant to MCL 15.268(h)*

County Attorney Matt Nordfjord will be present to discuss a written legal opinion in closed session.

**7a. Controller's Office** – *Resolution to Update the 2018 – 2022 Strategic Plan and Action Plan*

Ingham County's current Strategic Plan identifies the vision, values, and goals to guide resource allocation and work planning for the years 2018 through 2022. The plan includes strategies and an action plan that specify activities and tasks required to reach for accomplishing the goals. The strategic plan also includes success measures to evaluate the County's progress toward meeting these goals.

**7b. Controller's Office** – *Authorization to Start a Managerial Employee above Step 2*

Section B.6 of the Managerial and Confidential Employee Personnel Manual allows for compensation of certain new employees to begin above Step 2 of the appropriate pay grade at the discretion of the County Services Committee. Based on the knowledge, skills and demonstrated abilities of the selected candidate, the Controller has asked for authorization to hire a new 9-1-1 Central Dispatch Director at Step 5 of MC Grade 13.

**8. Board of Commissioners** – *Resolution to Approve One-Time Lump Sum Payments and an Amendment to the Managerial and Confidential Employee Manual Regarding Reclassification*

On June 4, 2019 the County Services Committee passed motions to direct preparation of a resolution to allow a one-time lump sum payment to recently reclassified Managerial and Confidential employees (see Resolution 19-188), and to direct preparation of a policy statement to make future wage adjustments for Managerial and Confidential employees concurrent with the beginning of the fiscal year. Committee members also sought cost information relative to compensation adjustments associated with the reclassifications as follows:

<u>Position Number</u>	<u>Position Title</u>	<u>Amount</u>
130016	Deputy Court Administrator	\$ 2,134.37
601297	Community Health Center Manager	\$ 2,109.31
601197	Community Health Center Manager	\$ 1,113.25
601228	Community Health Center Manager	\$ 1,820.85
601376	Community Health Center Manager	\$ 1,945.80
759014	Account Clerk-Parks	\$ 406.57
759012	Executive Assistant-Parks	\$ 1,116.36
130026	Clerical Services Super	\$ 1,960.92
236002	Chief Deputy Register of Deeds	\$ 2,058.98
759001	Director of Parks	\$ 2,532.17
	<b>Total</b>	<b>\$ 17,198.58</b>



Introduced by the County Services and Finance Committees:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO UTILIZE THE COUNTY'S OPTION TO  
ACQUIRE TAX FORECLOSED PROPERTY**

WHEREAS, the Ingham County Treasurer is acting as the foreclosing governmental unit under P.A. 123 of 1999; and

WHEREAS, the General Property Tax Act (PA123 of 1999), allows a county, under MCL 211.78m(1), to purchase tax foreclosed property for the minimum bid which is defined in statute; and

WHEREAS, the County Board of Commissioners wish to utilize their local option to acquire tax foreclosed property not otherwise optioned by the State of Michigan or other local units of government; and

WHEREAS, the Ingham County Land Bank Authority (the "Authority") may act at their June 26, 2019 meeting to request the County to acquire certain properties that meet the criteria outlined in the Authority's Priorities.

THEREFORE BE IT RESOLVED that the Board of Commissioners request the County Treasurer, acting as the Foreclosing Governmental Unit, to accept the minimum bid in the name of Ingham County for the properties identified in the attached list, subject to local and state option and other deletions as required by statute and Land Bank Priorities, Policies and Procedures.

BE IT FURTHER RESOLVED, that acquisition cost shall be covered by the Ingham County Land Bank Authority.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign any necessary documents as approved to form by the County Attorney to convey said properties to the Authority.

2019 Foreclosure List

PARCEL	ADDRESS	LEGAL	FRC AMOUNT
33-01-01-03-102-201	SANFORD	LOT 32 WOODLAWN SUB	\$2,125.82
33-01-01-04-230-351	N LARCH ST	LOT 47 SUPERVISORS PLAT OF SCHWORERS BLOOMFIELD FARMS	\$828.78
33-01-01-04-230-360	E FREDERICK	LOT 50 SUPERVISORS PLAT OF SCHWORERS BLOOMFIELD FARMS	\$2,943.25
33-01-01-06-254-001	3030 PAUL	LOT 113 NORTHWESTERN SUB NO 3	\$17,374.01
33-01-01-08-127-481	1729 GLENROSE	S 38 FT OF N 76 FT OF E 122 FT LOT 28 ASSESSORS PLAT NO 12	\$8,840.37
33-01-01-08-202-281	1715 N MLK JR BLVD	LOT 209 & S 14 FT LOT 210 NORTH HIGHLAND SUB	\$4,578.67
33-01-01-08-228-401	1443 ROOSEVELT	LOT 206 & S 17 FT LOT 205 KNOLLWOOD PARK	\$2,028.58
33-01-01-08-251-041	1416 N JENISON	S 1/2 OF N 118 4/5 FT LOT 6 BLOCK 2 ASSESSORS PLAT NO 10	\$4,228.65
33-01-01-08-276-081	1044 ONTARIO	LOT 280 NORTH HIGHLAND SUB	\$20,474.30
33-01-01-09-181-041	PLEASANT ST	LOT 21 ASSESSORS PLAT NO 15 REC L 10 P 18	\$4,705.84
33-01-01-09-182-151	417 PLEASANT	LOT 31 ASSESSORS PLAT NO 15 REC L 10 P 18	\$7,598.94
33-01-01-09-278-331	412 PEARL	E 33 FT LOTS 11 & 12 BLOCK 4 ORIG PLAT	\$12,202.49
33-01-01-09-306-111	608 BROOK	E 1/2 OF W 4 R LOT 12 BLOCK 1 MOORES SUB ON BLOCK 27	\$3,990.34
33-01-01-09-308-011	1026 N CHESTNUT	W 60 FT LOT 11 BLOCK 38 ORIG PLAT	\$9,080.97
33-01-01-09-352-031	928 N SYCAMORE	S 1/2 LOT 7 BLOCK 2 MOORES SUB ON BLOCK 27	\$6,941.96
33-01-01-10-106-201	818 MCKINLEY ST	LOT 30 & E 1/2 LOT 29 ALSO PART OF VAC ALLEY DESC AS COM SE COR LOT 30, TH W 49.5 FT, S 3.96 FT, E 49.5 FT, N 3.96 FT TO BEG; REPLAT OF BLOCK 3 OF BALLARDS ADD	\$3,159.42
33-01-01-10-128-211	1907 VERMONT	LOT 24 FRANKLIN HEIGHTS SUB	\$12,272.18
33-01-01-10-157-001	1414 BALLARD	N 34 FT OF W 4 R LOT 17 BLOCK 2 HANDY HOME ADD	\$16,456.70
33-01-01-10-180-261	1435 MASSACHUSETTS	LOT 195 HIGHLAND PARK	\$9,447.72
33-01-01-10-255-171	1323 INDIANA	E 137 FT LOT 306 & N 1/2 OF E 137 FT LOT 307 CAPITOL HEIGHTS	\$18,061.85
33-01-01-10-354-291	914 MAY	LOT 17 WILEYS SUB REC L 1 P 33	\$7,318.75
33-01-01-10-376-071	800 N PENNSYLVANIA	LOT 14 ASSESSORS PLAT NO 22	\$3,385.68
33-01-01-10-378-002	N PENNSYLVANIA	LOTS 25 & 26 ASSESSORS PLAT NO 22	\$8,726.34
33-01-01-14-126-381	603 N FRANCIS	LOT 362 FOSTER FARM	\$11,112.66
33-01-01-14-153-271	123 N HAYFORD	LOT 8 FOSTER FARM	\$10,441.77
33-01-01-14-304-051	135 S MAGNOLIA	LOT 349 LESLIE PARK SUB	\$5,237.56
33-01-01-14-327-312	210 S MIFFLIN	LOT 257, ALSO E 5 FT OF VACATED ALLEY SNYDERS SUB	\$3,445.88
33-01-01-14-377-142	S MIFFLIN	LOTS 281 & 282 SNYDERS SUB	\$2,015.99
33-01-01-14-381-172	636 S MIFFLIN	LOTS 86 & 87 BROWNS SUB OF A PART OF OUTLOTS A AND B SNYDERS SUB	\$9,019.80
33-01-01-15-104-431	500 LESHER PLACE	LOT 16 BLOCK 2 ASSESSORS PLAT NO 7	\$25,289.26
33-01-01-15-126-101	1025 ORCHARD	LOT 4 FAIRVIEW SUB	\$20,468.85
33-01-01-15-126-162	1105 ORCHARD	LOT 10 & E 1/2 LOT 9 FAIRVIEW SUB	\$6,570.65
33-01-01-15-355-001	816 HICKORY	LOT 14 BLOCK 5 LANSING IMPROVEMENT COMPANYS ADD	\$19,642.12
33-01-01-15-356-041	617 S HOSMER	S 37 FT OF N 67 FT LOT 10 & W 6.5 FT OF S 37 FT OF N 67 FT LOT 11 BLOCK 11 LANSING IMPROVEMENT COMPANYS ADD	\$7,123.11
33-01-01-15-378-101	1019 BEMENT	LOT 25 BLOCK 6 LANSING IMPROVEMENT COMPANYS ADD	\$6,681.83

## 2019 Foreclosure List

33-01-01-16-478-051	607 HELEN	W 30 FT LOT 4 BLOCK 1 OAKHILL SUB ON BLOCKS 236 & 237	\$8,451.47
33-01-01-17-330-161	210 HURON	LOT 4 BLOCK 3 KEMPFS ADD	\$8,030.92
33-01-01-17-401-320	108 S MLK JR BLVD	LOT 46; ASSESSORS PLAT NO 8	\$14,954.19
33-01-01-20-107-081	OLDS AVE	LOT 60 & E 1/2 LOT 59 RIVERCREST SUB	\$6,847.08
33-01-01-20-451-011	1637 PATTENGILL	LOT 37 WELDONS ADD	\$8,734.22
33-01-01-20-489-051	1821 S RUNDLE	LOT 9 FLORAL SUB	\$14,426.62
33-01-01-21-354-061	416 W BARNES	E 22 FT LOT 7 & W 22 FT LOT 8 BLOCK 5 PARK PLACE	\$16,992.28
33-01-01-21-357-041	1723 OSBAND	N 41 FT OF S 85 FT LOTS 6 & 7 BLOCK 13 PARK PLACE	\$13,220.93
33-01-01-21-427-053	BAKER ST	LOTS 10 & 11 EXC E 103 FT ALSO EXC W/LY 42 FT MEAS D AT RT ANG TO S CEDAR ST ROLLIN H PERSON ADD	\$818.55
33-01-01-21-451-021	1606 MARTIN	S 50 FT LOT 12 BLOCK 2 HALLS THIRD ADD	\$9,123.88
33-01-01-21-476-020	1615 HERBERT ST	LOTS 17 & 18 BLOCK 2 AMENDED PLAT OF HALLS SOUTH SIDE ADD	\$7,526.78
33-01-01-21-480-030	1723 RAY	S 30 FT OF N 91.5 FT LOT 6, S 30 FT OF N 91.5 FT OF W 38 FT LOT 7 & S 28.5 FT OF N 90 FT OF E 28 FT LOT 7 BLOCK 1 SOUTH PARK ADD	\$15,309.34
33-01-01-21-480-065	543 NORMAN	E 33 FT LOT 8 BLOCK 1 SOUTH PARK ADD	\$6,219.52
33-01-01-21-480-070	547 NORMAN	LOT 9 BLOCK 1 SOUTH PARK ADD	\$6,789.22
33-01-01-22-252-122	DAKIN ST	LOTS 220 & 221 EXCELSIOR LAND COMPANYS SUB	\$3,258.45
33-01-01-22-254-142	1128 LATHROP	LOTS 25, 26 & S 10 FT LOT 24 PARKVIEW LAND CO ADD	\$5,763.73
33-01-01-22-278-201	REGENT ST	LOT 77 CITY PARK SUB	\$977.58
33-01-01-22-279-312	1211 REGENT	LOTS 33 & 34 CITY PARK SUB	\$7,696.88
33-01-01-26-351-021	3021 AURELIUS	LOT 2 SUPERVISORS PLAT OF ROBINSON ROAD SUB	\$12,803.95
33-01-01-27-156-091	2330 S PENNSYLVANIA	LOT 184 HOLLYWOOD SUB	\$16,034.20
33-01-01-28-203-271	2325 FOREST	LOT 29 CEDARACRE SUB	\$8,129.92
33-01-01-28-253-041	2419 MAPLEWOOD	LOT 11 CEDARHURST SUB	\$6,588.58
33-01-01-28-334-131	3006 STABLER ST	LOT 61 HOLMESDALE SUB	\$19,542.29
33-01-01-28-376-261	421 W HODGE	COM NE COR LOT 58, W 34.25 FT, S 22.83 FT, W 1.75 FT, S 12.67 FT, W 1 FT, S 11.5 FT, E 1 FT, S 200.5 FT TO S LINE LOT 58, E 36 FT, N 247.5 FT TO BEG; HALF ACRE LAND CO'S SUB	\$4,501.21
33-01-01-28-454-142	3308 S CEDAR ST	LOTS 3 & 4 ALSO LOT 5 EXC N 140 FT LOT 6 EXC N 140 FT & LOT 7 EXC N 140 FT; BLOCK 2 OAK CREST SUB	\$57,489.74
33-01-01-30-178-011	2615 OBAN	LOT 340 ETON DOWNS NO 4 SUB	\$13,586.10
33-01-01-31-253-121	2812 GREENBELT DR	LOT 164 PLEASANT SUB NO 1	\$6,293.21
33-01-01-31-278-021	4119 INGHAM	LOT 35 PLEASANT SUB	\$25,034.63
33-01-01-31-280-201	2309 FIELDING DR	LOT 13 PLEASANT SUB	\$14,716.85
33-01-01-31-353-051	3620 LUCIE	LOT 751 CHURCHILL DOWNS NO 4 SUB	\$7,663.44
33-01-01-31-379-041	3214 RAYNELL	LOT 631 CHURCHILL DOWNS NO 3 SUB	\$7,107.60
33-01-01-31-402-041	2908 RISDALE	W 60 FT OF E 125 FT LOTS 18 & 19 ECO FARMS	\$5,250.21
33-01-01-32-476-211	921 REO RD	N 155 FT LOT 40 EXC E 5.04 FT SONNENBERGS HALF ACRE SUB	\$11,427.99
33-01-01-33-256-051	317 E CAVANAUGH	LOT 41 JESSOPS HOME GARDENS SUB	\$15,519.77
33-01-01-33-379-001	4803 STAFFORD	LOT 15 GARDEN-AIR SUB	\$23,077.35
33-01-01-33-476-001	S CEDAR ST	N 60 FT OF W 145.8 FT OUTLOT B CEDAR GARDENS SUB	\$6,104.41

2019 Foreclosure List

33-01-01-33-476-012	S CEDAR ST	OUTLOT B EXC S 200 FT & ALSO EXC COM NE COR OUTLOT B, TH S 150 FT, W 50 FT, N 50 FT, W 63 FT, N 40 FT W TO E LINE CEDAR ST, N TO S LINE ROBERT ST, E TO BEG; CEDAR GARDENS SUB	\$12,250.68
33-01-01-34-158-161	821 E CAVANAUGH	LOT 478 MAPLE HILL	
33-01-05-04-252-041	208 REDNER	LOT 44 LANCEN VILLAGE	\$11,189.38
33-01-05-05-103-121	1905 W JOLLY RD	LOT 184 & E 10 FT LOT 183 MAPLE GROVE NO 3	\$13,374.00
33-01-05-05-201-181	5308 S MLK JR BLVD	LOT 11 SUPERVISORS PLAT OF BALZER SUB	\$8,427.96
33-01-05-06-101-160	W JOLLY RD	E 57 FT LOT 40, LOT 41 EXC N 132 FT OF E 60 FT AND EXC N 123 FT OF W 60 FT OF E 120 FT, W 36 FT OF LOT 42 EXC N 125 FT; MAPLE GROVE FARMS NO 1	\$2,213.72
33-01-05-06-126-141	3101 W JOLLY	N 227.5 FT LOT 54 MAPLE GROVE FARMS NO 1	\$14,280.90
33-01-05-06-227-051	2415 MIDWOOD ST	LOT 83 MAPLE GROVE FARMS NO 2	\$3,997.95
33-01-05-06-227-062	MIDWOOD ST	N 200 FT LOT 82 EXC N 123 FT OF E 50 FT MAPLE GROVE FARMS NO 2	\$2,151.56
33-01-05-06-455-180	W MILLER RD	COM 1065 FT E OF S 1/4 COR, TH N 233 FT, W 48 FT, N 200 FT, W 43 FT N 117 FT TO SW COR NEWARK TERRACE SUB, E TO SE COR SAID SUB, S 550 FT, W 82 FT TO BEG; SEC 6 T3N R2W	\$16,954.11
33-01-05-09-176-301	6444 SOMMERSET	S 55 FT OF N 110 FT OUTLOT B SUPERVISORS PLAT OF ELMWOOD FARMS	\$4,628.07
33-01-05-09-202-031	6133 COULSON CT	LOT 28 MEISSNER SUB	\$9,987.58
33-01-05-10-477-091	1947 E WILLOUGHBY	LOT 11 & E 28.75 FT LOT 10 EXC N 394.82 FT THEREOF MAPLE GROVE SUB	\$9,477.52
33-06-06-22-226-001	HOLT RD	AL 149 LOT 10 GREEN VIEW	\$2,147.56
33-09-09-07-126-003	W COLUMBIA RD	AU 7-4 PARCEL 10 RDS. E&W BY 16 RDS. N&S IN NE COR. OF E 1/2 OF NW 1/4 SEC. 7, T2NR2W -1 A	\$836.27
33-09-09-12-400-008	S COLLEGE RD	COM @ E 1/4 COR OF SEC 12 -S0D08'53"E ALNG E SEC LN 540.95 FT TO POB -S0D08'53"E 198 FT -S89D49'11"W 2650.79 FT -N0D09'41"W ALNG NS 1/4 LN 198 FT -N89D49'11"E 2650.84 FT TO POB ON SE 1/4 OF SEC 12 T2NR2W 12.049 A 93 SPLIT FM 3309-12-400-003	\$4,582.32
33-09-09-16-200-027	W CURTICE RD	COM AT N1/4 COR OF SEC 16 -E ALNG N SEC LN 889.32 FT TO POB -E 150 FT -S0D01'50"E 675 FT -W 150 FT -N0D01'50"W 675 FT TO POB ON NE 1/4 OF SEC 16, T2NR2W 2.324. A 95 SPLIT FM 3309-16-200-002	\$7,119.32
33-13-13-29-254-003	5652 OAK	O 61-1-1 LOTS 20 & 23 BLOCK 5 VILLAGE OF ONONDAGA SEC 29 T1NR2W	\$5,103.43
33-14-14-18-100-012	RIDLEY RD	THE SW 1/4 OF NW 1/4 SEC 18 T1N R1W DESC AS: BEG AT PT N 504.35 FT & N89D43'40"E 745 FT & N 129.69 FT FROM W 1/4 COR OF SEC 18 -N 23.31 FT - N89D43'40"E 580 FT -S 23.31 FT -S89D43'40"W 580 FT TO POB SEC 18 T1NR1W .31 AC. M/L SPLIT 2013	\$728.78

2019 Foreclosure List

33-16-16-16-400-010	DEXTER TR	S 16-15-S COM AT CEN OF SEC 16-S 0030 E ALNG NS 1/4 LN 1999.55 FT -SE'LY ON CURVE 74.32 FT BRG S07D29'E 74 FT TO POB -E 350 FT -S 363.03 FT TO C/L DEXTER TR -ALNG C/L N57D31'W 215.58 FT -ALNG C/L CURVE 207.26 FT BRG N42D03'24"W 204.76 FT -ALNG C/L CURVE 100.56 FT BRG N18D01'34" W 100.14 FT TO POB SEC 16 T1NR2E 1.90 AC	\$2,189.07
33-17-14-27-101-015	MILL	COM @ THE NW COR SEC 27-S0004'E ON W SEC LN 1327.21 FT O N 1/8 LN OF NW 1/4 -E ON SD 1/8 LN 457.45 FT TO THE POB -E 66 FT -N 132 FT -W 66 FT -S132 FT TO THE POB SEC 27 T1NR1W .20 AC M/L CITY OF LESLIE	\$1,941.46
33-17-14-28-132-004	207 ELM	LSV-322-2 W 32 FT OF LOTS 1 & 2 & W 32 FT OF N 1/2 OF LOT 3 BLOCK 24 CITY OF LESLIE BLOCK 1 ARMSTRONG'S ADDITION CITY OF LESLIE	\$9,467.18
33-18-03-35-377-017	906 W GRAND RIVER	BEG AT SE COR OF LOT 73 N-60 FT -W 100 FT -S 60 FT -E 100 FT TO POB ON LOT 73 ASSESSOR'S PLAT NO. 1 CITY OF WILLIAMSTON	\$16,960.14
33-20-02-08-306-032	RIDGEWOOD DR	LOT 30 EXC W 15 FT & ALSO EXC E 55 FT THEREOF. WALNUT HEIGHTS SUBDIVISION (DBR17: NEW PARCEL FOR 2016 & 2017)	\$1,534.51
33-20-02-17-100-010	1527 MT VERNON	LOT 11 GRANDVIEW SUB	\$3,466.68
33-21-01-14-386-008	635 S MIFFLIN	LOT 503 & 504 URBANDALE NO 2.	\$6,056.68
33-21-01-18-206-008	320 BRYNFORD	LOT 31 WINDEMERE SUBDIVISION.	\$11,701.87
33-21-01-18-428-019	208 HUNGERFORD	LOT 44 DURANI HILLS NO 1.	\$6,394.74
33-25-05-14-326-010	COOLRIDGE RD	(DP 1470) LOT 64 EXC N 10 FT MEADOW LAWN SUBDIVISION.	\$2,278.79

### Agenda Item 3

TO: Memo to County Services Committee and Finance Committee

FROM: Patrick E. Lindemann, Ingham County Drain Commissioner

RE: Grovenburg Farms Branch of the Melkvik Drain Maintenance and Improvement Project

DATE: June 4, 2019

I am requesting that the Board of Commissioners grant Full Faith and Credit of the County for the bonds that will finance the Grovenburg Farms Branch of the Melkvik Drain Maintenance and Improvement Project. Such action by the Board is customary because it helps to obtain a lower interest rate on the bonds, resulting in lower costs for the municipalities and property owners of a drainage district who are liable to pay for the benefits of a drain project. The Grovenburg Farms Branch of the Melkvik Drain and Drainage District are located within the Charter Township of Delhi and the City of Lansing (please see the attached map of the Drain and Drainage District). There are 206 properties and 136.46 acres within the Grovenburg Farms Branch of the Melkvik Drain Maintenance and Improvement Project Special Assessment District. The municipalities with benefit at-large for this Project include the Charter Township of Delhi, the City of Lansing, the County of Ingham, and the Michigan Department of Transportation.

The Grovenburg Farms Branch of the Melkvik Drain Maintenance and Improvement Project results from an April 26, 2017 petition submitted by landowners within the Drainage District. Petitioners wanted the drainage improved to alleviate the repeated flooding of properties and homes. On May 17, 2018, the petition was found necessary by a statutory Board of Determination. The proposed Project includes the installation of enclosed storm sewer and storm structures to improve drainage in flooded areas primarily adjacent to Cartago Drive; the installation of water level control structures at existing culverts of Little Hickory Drive; and the construction of flood control berms, fill material, and swales to control flooding of properties. Project construction is expected to commence in August, 2019 and be completed in November, 2019.

The Project will contain contract requirements for nondiscrimination and prevailing wage, pursuant to my adopted policies and consistent with the Board of Commissioners' resolutions.

Project bids will not be opened until June 26, 2019 (please see attached Notice of Letting of Drain Contract), so the total Project computation of cost will not be completed by the time of the Committee meetings. As a result, the attached Full Faith and Credit Resolution includes a "not-to-exceed" amount instead of an exact amount. This "not to exceed" amount (\$1,750,000) is also used in the attached SEV Analysis, which is customarily submitted with these Full Faith and Credit resolutions.

I will be in attendance at your Committee meetings on June 18<sup>th</sup> and 19<sup>st</sup> to answer any questions you might have regarding this important Project. Thank you so very much for consideration of my request. It is an honor and a privilege to serve the citizens, municipalities, and businesses of Ingham County.



# LEGEND

- GROVENBURG FARMS BRANCH OF THE MELKVIK DRAIN DRAINAGE DISTRICT BOUNDARY
- ENCLOSED DRAIN ROUTE & COURSE
- OPEN DRAIN ROUTE & COURSE

## ACREAGE OF THE DRAINAGE DISTRICT

TOTAL ACREAGE OF THE DISTRICT = 136.46 AC

## MUNICIPALITY DISTRICT ACREAGE

DELHI CHARTER TOWNSHIP = 126.79 AC (92.9%)

CITY OF LANSING = 9.67 AC (7.1%)

## DRAINAGE DISTRICT PARCELS

TOTAL PARCELS IN THE DISTRICT = 206



## GROVENBURG FARMS BRANCH OF THE MELKVIK DRAIN AND DRAINAGE DISTRICT DELHI CHARTER TOWNSHIP AND THE CITY OF LANSING



Patrick E. Lindemann  
Ingham County Drain  
Commissioner

**LAN** Lockwood, Andrews  
& Newnam, Inc.  
A LEO A BALT COMPANY

Project No. 130-10715-004  
Date: MAY 30, 2019

DRAIN BOUNDARY  
& ROUTE AND COURSE  
EXHIBIT: A

#100-4567-000000000000

Project No. 130-10715-004, Ingham County Drain Commission, Grovesburg Farms Branch of the Melkvik Drain, Drainage District, Delhi Charter Township and the City of Lansing, Michigan. Project File Path: I:\130-10715-004\Project Files\Grovesburg Farms Branch of the Melkvik Drain, Drainage District, Delhi Charter Township and the City of Lansing, Michigan. Project File Name: 130-10715-004-000000000000.dwg. Project File Date: 5/30/2019 1:02 PM. By: L. Jones, E. Jones.

**NOTICE OF LETTING OF DRAIN CONTRACT AND  
DAY OF REVIEW OF APPORTIONMENTS**

**Ingham County Drain Commissioner  
Patrick E. Lindemann**

**GROVENBURG FARMS BRANCH OF THE MELKVIK DRAIN**

**LETTING OF DRAIN CONTRACT**

**NOTICE IS HEREBY GIVEN** that I, Patrick E. Lindemann, Ingham County Drain Commissioner, will receive sealed construction bids on **Wednesday, June 26, 2019**, at the Ingham County Drain Commissioner's Office, located at 707 Buhl Avenue, Mason, Michigan 48854, until 10:00 a.m. local time. Bids will be opened and publicly announced at 10:00 a.m. for the construction, maintenance and improvement of a certain drain known and designated as the "Grovenburg Farms Branch of the Melkvik Drain." Bids must be delivered to 707 Buhl Avenue, Mason, MI 48854 within the timeframes listed above in accordance with the Bidding Documents.

The Drain project consists of *installing enclosed storm pipe and structures; two water level control (overflow) structures at the end of two existing culverts; flood control berms along four residential properties; swale placement; furnishing, placing and grading fill material; and planting and seeding. The construction, maintenance and improvement of the Grovenburg Farms Branch of the Melkvik Drain is described as follows, each section having the length, average depth and width as set forth:*

Containing two sections total. One open section having a length, average depth and width of: 200 ft long, 0.5 ft deep, and 16 ft wide. One closed section having a length, average width and depth of: 445 ft of 8 to 12 Inch Dia. storm sewer with a 4.0 ft average depth.

In the construction, maintenance and improvement of said Drain, the project consists of furnishing all supplies and installation and construction of the following quantities for major items of work and character of tile or pipe, with appurtenances, and the contract let for the same. The following quantities are approximate and final payment will be made on measured quantities:

<u>Estimated</u>			<u>Description</u>
<u>Qty</u>	<u>Units</u>		
295	LF		Storm Drain HDPE Pipe, 8" Dia.
150	LF		Storm Drain HDPE Pipe, 12" Dia.
2	EA		Overflow Structures
3	EA		Stormwater Drainage Structure, 30" Dia. HDPE
2	EA		Stormwater Trash Pump – 1 hp
2	EA		Electrical Connection for Pump
200	LF		Swaling
663	CY		Furnish & Grade Fill Material



All stations are 100 feet apart. There are no bridges or culverts to be constructed as part of the project.

**Plans and Bidding Documents** are on file and may be examined beginning on **Thursday, June 6, 2019 at 8:00 a.m.** local time at the office of the Ingham County Drain Commissioner, 707 Buhl Avenue, Mason, Michigan 48854, (517) 676-8395. Bidders wishing to download the Plans and Specifications at NO COST may do so by contacting Lockwood, Andrews and Newnam, Inc., Attn: Steve Luoma at [stluoma@lan-inc.com](mailto:stluoma@lan-inc.com). For bidders wishing to purchase the plans and specifications, a fee of Seventy-Five Dollars (\$75.00) will be required for each set of proposed plans and specifications and will not be refunded. A mailing fee of Twenty-Five Dollars (\$25.00) to cover handling and postage will be charged to anyone wishing to receive the plans and specifications via United Parcel Service.

A **MANDATORY pre-bid conference** will be held on **Monday, June 10, 2019 at 2:00 p.m.** local time at the Ingham County Department of Roads Board Room (Administrative Building), 301 Bush Street, Mason, Michigan 48854. Representatives of the Ingham County Drain Commissioner and Engineer will be present to discuss the contract. Prospective Bidders are required to attend and participate in the pre-bid conference. All prospective Bidders must sign in by name of attendee, business represented, and email address. Prospective Bidders who fail to attend and register at the pre-bid conference will be considered non-responsive and will be disqualified from bidding on the Contract. The Engineer will transmit to all prospective Bidders of record such Addenda as the Engineer considers necessary in response to questions. Oral statements may not be relied upon and will not be binding or legally effective.

**This Contract** will be let in accordance with the Contract Documents now on file in the Office of the Ingham County Drain Commissioner and available to interested parties. Bids will be made and received in accordance with these documents. A contract will be made with the lowest responsible Bidder giving adequate security for the performance of the work. I reserve the right to reject any and all bids, and to adjourn such bid letting to such time and place as I shall publicly announce.

The date for the substantial completion of such contract is **October 15, 2019**, with final completion by **November 15, 2019**, and the terms of payment are contained in the contract specifications. Any responsible person wanting to bid on the above-mentioned work will be required to deposit bid security in the amount specified in the bidding documents as a guarantee that they will enter into a contract and furnish the required bonds as prescribed by the contract specifications and applicable law. All bids shall remain open for ninety (90) days after the day of the bid opening, but I reserve the right at my sole discretion to release any bid and bid security before that date.

Bidders shall comply with the Ingham County policies regarding the payment of Prevailing Wages, and Equal Opportunity/Nondiscrimination, as set forth in Ingham County Board of Commissioners Resolutions #02-263 and #02-283, respectively.

#### **DAY OF REVIEW OF APPORTIONMENTS**

**NOTICE IS HEREBY GIVEN** that on **Tuesday, July 9, 2019**, the apportionments for benefits to the lands comprised within the "Grovenburg Farms Branch of the Melkvik Drain Special

Assessment District" will be subject to review for one day from 9:00 a.m. until 5:00 p.m. at the Ingham County Drain Commissioner's Office, located at 707 Buhl Avenue, Mason, Michigan 48854, or at such other time and place to which I may adjourn. At the meeting to review the apportionment of benefits, I will have the tentative apportionments against parcels and municipalities within the drainage district available to review. At said review, the computation of costs for construction, maintenance and improvement of the Drain will also be open for inspection by any interested parties.

Pursuant to Section 155 of the Michigan Drain Code of 1956, any owner of land within the Grovenburg Farms Branch of the Melkvik Drain Special Assessment District or any city, village, township, district or county feeling aggrieved by the apportionment of benefits made by the Drain Commissioner may appeal the apportionment within ten (10) days after the day of review of apportionment by making an application to the Ingham County Probate Court for the appointment of a Board of Review.

Any drain assessments against land will be collected in the same manner as property taxes. If drain assessments against land are collected by installment, the landowner may pay the assessments in full with any interest to-date at any time and thereby avoid further interest charges.

The following is a condensed description of the land constituting the "Grovenburg Farms Branch of the Melkvik Drain Special Assessment District." The description of area that is served by the Grovenburg Farms Branch of the Melkvik Drain consists of lands situated in Section 8 of Delhi Charter Township *T.3N.-R.2W.*, and Section 8 of the City of Lansing *T.3N.-R.2W.*, in Ingham County, Michigan.

In Delhi Charter Township:

In Section 8, T3N R2W: Part of the SW  $\frac{1}{4}$ , excluding the S 590 feet of the SW  $\frac{1}{4}$ ; and Part of the NW  $\frac{1}{4}$ , excluding the N 2,000 feet of the NW  $\frac{1}{4}$ ; and Part of the NE  $\frac{1}{4}$ , the S 100 feet of the W 350 feet of the NE  $\frac{1}{4}$ ; and Part of the SE  $\frac{1}{4}$ , excluding the E 800 feet and the S 590 feet of the SE  $\frac{1}{4}$ .

In the City of Lansing:

In Section 8, T3N R2W: Part of the NW  $\frac{1}{4}$ , excluding the N 2,000 feet of the NW  $\frac{1}{4}$ ; and Part of the NE  $\frac{1}{4}$ , the S 100 feet of the W 350 feet of the NE  $\frac{1}{4}$ ; and Part of the SE  $\frac{1}{4}$ , excluding the S 1,750 feet and the E 800 feet of the SE  $\frac{1}{4}$ .

In addition to the parcels and tracts of land listed above, the County of Ingham, County Road Department, Michigan Department of Transportation, Delhi Charter Township and City of Lansing will be specially assessed at-large for benefits in the construction, maintenance and improvement of the Drain.

**NOW THEREFORE**, all unknown and non-resident persons, owners and persons interested in the above described lands, and you:

Clerk of Ingham County;  
Chairperson of the Ingham County Board of Commissioners;  
Managing Director of the Ingham County Department of Roads;

Director of the Michigan Department of Transportation;  
Supervisor and Clerk of Delhi Charter Township;  
Mayor and Clerk of the City of Lansing;

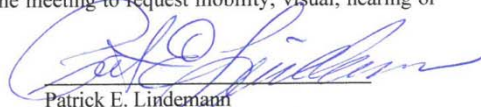
are hereby notified that at the time and place aforesaid, or at such other time and place thereafter to which said day of letting of contract may be adjourned, I shall proceed to receive bids for the construction, maintenance and improvement of the "Grovenburg Farms Branch of the Melkvik Drain" in the manner hereinbefore stated; and, also, that at such time and place as stated above from 9:00 a.m. until 5:00 p.m., the apportionment for benefits and the lands comprised within the "Grovenburg Farms Branch of the Melkvik Drain Special Assessment District" will be subject to review.

**AND YOU AND EACH OF YOU**, owners, municipalities and persons interested in the aforesaid lands are hereby cited to appear at the time and place of such reviewing of the apportionments as aforesaid, and be heard with respect to such special assessments and your interests in relation thereto, if you so desire.

This notice is pursuant to Section 154 of the Michigan Drain Code of 1956, as amended.

Proceedings conducted at the pre-bid conference, bid opening and day of review of apportionments are subject to the Michigan Open Meetings Act. Persons with disabilities needing accommodations for effective participation in the meeting should contact Patrick E. Lindemann, the Ingham County Drain Commissioner at (517) 676-8395, or through the Michigan Relay Center at 711 (TTY) at least 24 hours in advance of the meeting to request mobility, visual, hearing or other assistance.

Dated: May 31, 2019



Patrick E. Lindemann  
Ingham County Drain Commissioner  
707 Buhl Avenue, Mason, MI 48854  
(517) 676-8395



May 29, 2019

Mr. Patrick E. Lindemann  
Ingham County Drain Commissioner  
707 Buhl Ave.  
Mason, MI 48854

RE: Grovenburg Farms Branch of the Melkvik Drain Drainage District  
State Equalized Value (SEV) Analysis for Full Faith & Credit

Dear Mr. Lindemann,

This letter is a summary analysis of SEVs for the Grovenburg Farms Branch of the Melkvik Drain Drainage District. The following percentages are estimates and are based on analyses of the total SEV of Delhi Charter Township and Ingham County. The SEV value for the lands in the special assessment district is based on the individual SEVs taken from the most current 2018 property tax records found on the Ingham County web site. The SEV values for the lands in the assessment district are based on the SEV of the entire parcel for each parcel that is a part of the assessment district, regardless of whether the entire parcel is in the district, or just a portion.

The SEVs used for municipalities are from the published 2018 equalization report available at:  
<http://eq.ingham.org/Portals/DP/Equalization/2018%20Equalization%20Report.pdf>

The requested full faith and credit amount is \$1,750,000. The total SEV for all of Delhi Charter Township is \$802,595,400 while the total SEV for all of City of Lansing is \$2,134,465,500. The estimated SEV for the lands within the special assessment district is \$21,043,800. Additionally, the total SEV for all of Ingham County is \$8,351,502,165. Using these numbers, the following relationships are realized:

Full Faith & Credit Amount = \$1,750,000			
Estimated SEV of the lands in the special assessment district	\$21,043,800	Percent of requested full faith and credit as a ratio of the total SEV of the lands in the special assessment district.	8.3%
Delhi Charter Township 2018 SEV	\$802,595,400	Percent of requested full faith and credit as a ratio of the total SEV of the lands in the Delhi Charter Township.	0.22%
City of Lansing 2018 SEV	\$2,134,465,500	Percent of requested full faith and credit as a ratio of the total SEV of the lands in the City of Lansing	0.08%
Ingham County 2018 SEV	\$8,351,502,165	Percent of requested full faith and credit as a ratio of the total SEV of the lands in the County of Ingham.	0.021%

Please contact our office at (517) 819-2367 with any questions or concerns.

Sincerely,  
Lockwood, Andrews & Newnam, Inc.



Samir F. Matta, PE

cc: Carla Clos – Chief Deputy Drain Commissioner

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION PLEDGING FULL FAITH AND CREDIT TO  
GROVENBURG FARMS BRANCH OF THE MELKVIK DRAIN DRAINAGE DISTRICT BONDS  
RESOLUTION # \_\_\_\_\_**

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the Ingham County Courthouse, Mason, Michigan, on \_\_\_\_\_, 2019, at \_\_\_\_\_ p.m., local time.

PRESENT: Commissioners \_\_\_\_\_  
\_\_\_\_\_

ABSENT: Commissioners \_\_\_\_\_

The following resolution was offered by Commissioner \_\_\_\_\_ and supported by Commissioner:  
\_\_\_\_\_

WHEREAS pursuant to a petition filed with the Drain Commissioner of the County of Ingham, State of Michigan (the "Drain Commissioner"), proceedings have been taken under the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the "Act"), for the making of certain intra-county drain improvements referred to as the Grovenburg Farms Branch of the Melkvik Drain Maintenance and Improvement Project (the "Project"), which is being undertaken by the Grovenburg Farms Branch of the Melkvik Drain Drainage District (the "Drainage District") in a Special Assessment District (the "Special Assessment District") established by the Drainage District; and

WHEREAS, the Project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the Project, the Drain Commissioner intends to issue the Drainage District's bonds (the "Bonds") in an amount not to exceed \$1,750,000.00 pursuant to the Act; and

WHEREAS, the principal of and interest on the Bonds will be payable from assessments to be made upon public corporations and/or benefited properties in the Special Assessment District (the "Special Assessments"); and

WHEREAS, the Drain Commissioner, in consultation with professionals engaged by the Drainage District, has analyzed the Special Assessments and the proposed Bonds; and informed the County that there is no other indebtedness of the Drainage District secured by the Special Assessments, and that the Special Assessments will be levied in an amount equal to or greater than the par amount of the Bonds, assuring the County that there is a sufficient amount of Special Assessments levied, which together with interest thereon is projected to be sufficient to make payments of the principal of and interest on the Bonds as they become due; and

WHEREAS, PFM Financial Advisors LLC has been engaged by the Drainage District to review such projections and to assist the Drainage District as registered municipal advisor for the issuance of the Bonds; and

WHEREAS, the Ingham County Board of Commissioners (the “Board”) may, by resolution adopted by a majority of the members of the Board, pledge the full faith and credit of the County for the prompt payment of the principal of and interest on the Bonds pursuant to Section 276 of the Act; and

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

WHEREAS, if the County has advanced funds pursuant to its full faith and credit pledge and the Drainage District does not have funds to reimburse the County, the Act requires the Drain Commissioner to levy an additional assessment in such an amount as is required to reimburse the County for its advance; and

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

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

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The County pledges its full faith and credit for the prompt payment of the principal of and interest on the Bonds in a par amount not to exceed \$1,750,000.00. The County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Bonds should the Drainage District fail to pay such amounts when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Bonds when due.

2. Should the County advance County funds pursuant to the pledge made in this Resolution, the amounts shall be repaid to the County from assessments or reassessments made upon benefited properties in the Special Assessment District as provided in the Act.

3. The Chairperson of the Board, the County Administrator, the County Clerk, the County Treasurer, and any other official of the County, or any one or more of them (“Authorized Officers”), are authorized and directed to take all actions necessary or desirable for the issuance of the Bonds and to execute any documents or certificates necessary to complete the issuance of the Bonds, including, but not limited to, any applications including the Michigan Department of Treasury, Application for State Treasurer’s Approval to Issue Long-Term Securities, any waivers, certificates, receipts, orders, agreements, instruments, and any certificates relating to federal or state securities laws, rules, or regulations and to participate in the preparation of a preliminary official statement and a final official statement for the Bonds and to sign such documents and give any approvals necessary therefor.



4. Any one of the Authorized Officers is hereby authorized to execute a certificate of the County to comply with the continuing disclosure undertaking of the County with respect to the Bonds pursuant to paragraph (b)(5) of SEC Rule 15c2-12 issued under the Securities Exchange Act of 1934, as amended, and amendments to such certificate from time to time in accordance with the terms of such certificate (the certificate and any amendments thereto are collectively referred to herein as the "Continuing Disclosure Certificate"). The County hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate.

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

YEAS: Commissioners \_\_\_\_\_

NAYS: Commissioners \_\_\_\_\_

ABSTAIN: Commissioners \_\_\_\_\_

**COUNTY SERVICES:**

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_ Absent: \_\_\_\_\_ Approved: \_\_\_\_\_

**FINANCE:**

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_ Absent: \_\_\_\_\_ Approved: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Barb Byrum, Clerk  
County of Ingham



**CERTIFICATION**

I, Barb Byrum, the duly qualified and acting Clerk of Ingham County, Michigan (the "County") do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on \_\_\_\_\_, 2019, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976, as amended.

Date: \_\_\_\_\_, 2019

\_\_\_\_\_  
Barb Byrum, Clerk  
County of Ingham

**Agenda Item 4a**

TO: County Service Committee

FROM: Rick Terrill, Facilities Director

DATE: June 4<sup>th</sup>, 2019

SUBJECT: Notice of Emergency Purchase Order for the Youth Center Washing Machine Replacement

This memo is to inform you of an emergency purchase that was made prior to receiving approval from the Law & Courts and Finance Committees.

The washing machine at the Youth Center is failing, the bearing have gone bad. Due to the age of the equipment, parts to repair the washer exceeds two-thirds the cost of a new machine.

Due to the sanitary issues this imposes, an Emergency Purchase Order was issued to A&B Equipment for a total cost of \$12,704.00 which includes shipping, delivery and setup, and a 1 year manufacturer's warranty.

Funds for this purchase are available in Line Item 264-66400-978000.

Both the Controller and Purchasing Director approved this purchase.

Respectfully,

Rick Terrill  
Facilities Director

## **Agenda Item 4b**

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** June 4, 2019

**RE:** Resolution Authorizing a Purchase Order to T.H. Eifert, LLC, to Furnish and Install Three New Drinking Fountains at the Human Services Building

For the meeting agendas of: June 18 & 19

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### **BACKGROUND**

The drinking fountains at the Human Services Building are over 35 years old and have outlived their useful life. The new drinking fountains will be more efficient and will also include a bottle filling station. T.H. Eifert submitted the lowest responsive and responsible revised proposal of \$9,025.00.

### **ALTERNATIVES**

There are no alternatives for this project.

### **FINANCIAL IMPACT**

Funds are available in approved CIP line item # 631-23304-978000-9F18 which has a balance of \$15,000. We are requesting a contingency of \$800.00 for any unforeseen circumstances.

### **OTHER CONSIDERATIONS**

There are no other considerations for this project.

### **RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support issuing a purchase order to T.H. Eifert, LLC, to furnish and install three new drinking fountains at the Human Services Building.

## Agenda Item 4b

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: May 31, 2019

RE: Memorandum of Performance for Packet No. 141-19 Drinking Fountains

The Purchasing Department can confirm that three written bids were sought and received from vendors to provide and install three (3) wall mounted drinking fountains (water coolers).

The Purchasing Department can confirm the following:

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

A summary of the vendors' costs:

Company Name	Address	Local Preference	Quoted Amount
Myers Plumbing & Heating Inc.	16825 Industrial Parkway, Lansing MI 48906	No, Clinton County	\$9,025.00
T.H. Eifert Mechanical Contractors	3302 W. St. Joseph, Lansing MI 48917	Yes, Lansing	\$9,640.00
John E. Green Company	345 W. Lake Lansing Rd., East Lansing MI 48823	Yes, East Lansing	\$11,800.00

- T.H. Eifert Mechanical Contractors, a local vendor, is within 10% of the lowest responsive bid, and was given the opportunity to match the lowest bid. T.H. Eifert Mechanical Contractors has agreed to match the lowest bid.

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

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

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO T.H. EIFERT LLC TO FURNISH AND  
INSTALL THREE NEW DRINKING FOUNTAINS AT THE HUMAN SERVICES BUILDING**

WHEREAS, the drinking fountains at the Human Services Building are 35 years old and have outlived their useful life; and

WHEREAS, it is the recommendation of the Facilities Departments to issue a purchase order to T.H. Eifert LLC., a registered local vendor who submitted the lowest responsive and responsible revised proposal of \$9,025.00 to furnish and install three new drinking; and

WHEREAS, the Facilities Department would like to ask for a \$800.00 contingency for any unforeseen circumstances that may arise; and

WHEREAS, funds for this project are available within the approved CIP Line Item 631-23304-978000-9F18 which has an available balance of \$15,000.00 for drinking fountain replacement at the Human Services Building.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes issuing a purchase order to T.H. Eifert LLC., 3302 West Saint Joseph, Lansing, Michigan, 48917 to furnish and install three new drinking fountains at the Human Services Building for an amount not to exceed \$9,825.00 which includes a \$800.00 contingency.

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

## **Agenda Item 4c**

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** Jun 4, 2019

**RE:** Resolution Authorizing an Agreement with Moore Trosper Construction Co. for the Renovations at Forest Community Health Center

For the meeting agendas of: June 17, 18 & 19

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### **BACKGROUND**

The River Oak Clinic will be moving into space at the Forest Community Health Center (FCHC). The space at FCHC will need to be renovated to allow for River Oak to move in. Moore Trosper Construction Company submitted the lowest responsive and responsible revised proposal of \$94,400.00.

### **ALTERNATIVES**

There are no alternatives for this project.

### **FINANCIAL IMPACT**

The funds for this project will be split 50/50 between the Ryan White Care Coordination Grant with line item # 511-61500-967000-02225 and 2018 CHC Operating Surplus with Line item # 511-60000-967000-01000. We are requesting a contingency of \$8,000.00 for any unforeseen circumstances, for a total not to exceed \$102,400.00.

### **OTHER CONSIDERATIONS**

There are no other considerations for this project.

### **RECOMMENDATION**

Based on the information presented, the Facilities, Health and Purchasing Departments respectfully recommends approval of the attached resolution for an agreement with Moore Trosper Construction Co. for renovations at Forest Community Health Center.

## Agenda Item 4c

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: May 22, 2019

RE: Memorandum of Performance for RFP No. 71-19 Forrest Community Health Center Renovations

Per your request, the Purchasing Department sought proposals from qualified and experienced general contractors to enter into a contract for the purpose of renovating the Forest Community Health Center.

The scope of work includes, but is not limited to, interior renovations at five different areas of the building including demolition/removal portions of gypsum board walls, ceilings, flooring, casework, accessories, plumbing fixtures and electrical as may be necessary; modifying steel stud and gypsum board walls, suspended acoustical ceilings, lighting, HVAC, fire alarm and fire suppression system as may be necessary; and, providing new steel stud and gypsum board painted walls, new doors, frames and hardware, flooring, and new electrical receptacles.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	43	13
Vendors attending pre-bid/proposal meeting	11	7
Vendors responding	4	3

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

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Total Cost
Marsh Construction	No, Bloomfield Hills MI	\$94,400.00
LJ Trumble Builders LLC	Yes, Lansing MI	\$118,500.00
Laux Construction	Yes, Mason MI	\$104,900.00
Moore Trosper	Yes, Holt, MI	\$96,400.00

- Moore Trosper, a local vendor, is within 10% of the lowest responsive bid, and was given the opportunity to match the lowest bid. Moore Trosper agreed to match the lowest bid.



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MOORE TROSPER  
CONSTRUCTION CO. FOR THE RENOVATIONS AT FOREST COMMUNITY HEALTH CENTER**

WHEREAS, space at Forest Community Health Center needs to be renovated to allow space for the River Oak Clinic; and

WHEREAS, it is the recommendation of the Facilities, Health and Purchasing Departments to enter into an agreement with Moore Trosper Construction Co., a registered local vendor who submitted the lowest responsive and responsible revised proposal of \$94,400.00, for the renovations at Forest Community Health Center; and

WHEREAS, the Facilities Department would like to ask for a \$8,000.00 contingency for any unforeseen circumstances that may arise with this type of project as well as to be sure that we are up to code; and

WHEREAS, the funds for this project will be split 50/50 between the Ryan White Care Coordination Grant with line item # 511-61500-967000-02225 and 2018 CHC Operating Surplus with line item # 511-60000-967000-01000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Moore Trosper Construction Co., 4224 Keller Road, Holt, Michigan, 48842, for the renovations at the Forest Community Health Center for an amount not to exceed \$102,400.00 which includes an \$8,000.00 contingency.

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

## Agenda Item 5a

To: County Services & Finance Committees

From: William Conklin, Managing Director  
Ingham County Road Department

Date: June 4, 2019

RE: Resolutions for 2019 Local Road Program Agreements with Alaiedon, Aurelius, Bunker Hill, Leroy, Leslie, Meridian, Vevay, Wheatfield, and Williamstown Townships, and City of Lansing

Attached is a proposed resolution for authorizing 2019 Local Road Program Agreements with the referenced Townships to perform, and share costs for local road improvements in the respective Townships, and on the City of Lansing's portion of Kerry Street north of Greenbriar Ave., to be done in conjunction with the Lansing Township portion of Kerry Street south of Lake Lansing Road per previous local road agreement authorized with Lansing Township. The road department has worked with each Township and City of Lansing to determine what local road projects are most needed and desired. The resolution includes a table of the proposed road improvements and funding.

The total of the road department match indicated in the resolution is included in the adopted/amended 2018 road fund budget. The work listed in the table is proposed to be done by Road department crews or per contracts previously let and approved by the Board of Commissioners. The estimated costs work to be done by Road department crews are for materials only as the Road department does not charge the townships for road department labor.

Approval of the attached resolution is therefore recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE LOCAL ROAD AGREEMENTS WITH  
ALAIEDON, AURELIUS, BUNKER HILL, LEROY, LESLIE, MERIDIAN, VEVAY, WHEATFIELD,  
AND WILLIAMSTOWN TOWNSHIPS, AND CITY OF LANSING**

WHEREAS, 2019 Local Road Program Agreements are proposed for the following Townships with details of the proposed road improvement and funding provided in the table below: Alaiedon, Aurelius, Bunker Hill, Leroy, Leslie, Meridian, Vevay, Wheatfield and Williamstown Townships, and City of Lansing; and

WHEREAS, The Road department has worked with each Township and City of Lansing to determine what local road projects are most needed and desired; and

WHEREAS, The Road Department is willing to cause said improvements to be undertaken by road department crews or per construction contracts previously let and approved by the Board of Commissioners, to contribute road department labor without charge on the projects performed by Road department crews, and to pay for portions of the cost of said improvements from the County Road Fund as indicated for each Township in the table below; and

WHEREAS, City of Lansing has agreed to fund the entire cost of its portion of Kerry Street north of Greenbriar Ave., to be done in conjunction with the Lansing Township portion of Kerry Street south of Lake Lansing Road per a previous local road agreement authorized with Lansing Township; and

WHEREAS, total Road Department funding match amount indicated in the table below is included in the adopted/amended 2019 Road Department budget; and

WHEREAS, In the event the final cost of any of the projects is more than the estimates provided in the table below, for any final costs less than twice the maximum Road Department match amount set forth in the table below, the additional cost will be split evenly between the respective Township and the Road department, and for any final costs greater than the twice the maximum Road Department match amount set forth in the table below, the additional cost will be paid entirely by the respective Township; and

WHEREAS, In the event the final cost of any of the projects is less than the estimates provided in the table below, for any final cost amount greater than twice the maximum Road Department match amount set forth in the table below, the savings will first accrue to the Township, and then for any final costs below twice the maximum Road Department match amount set forth in the table below, the savings will be split evenly between the respective Township and the Road Department; and

WHEREAS, The respective Townships are willing to pay the respective Township's portion of the cost of said improvements as shown in the table below and as further detailed above, provided, however, that the respective Township excess payments will not exceed 10 percent (10%) of the Township contribution amounts established in the respective Agreements, unless the respective Township agrees otherwise, or may reduce the scope of described road improvement projects per the respective Township's available budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into 2019 Local Road Program Agreements with the following Townships with details of the proposed road improvement and funding provided in the table below: Alaiedon, Aurelius, Bunker Hill, Leroy, Leslie, Meridian, Vevay, Wheatfield and Williamstown Townships, and City of Lansing.

BE IT FURTHER RESOLVED, that the Road Department is authorized to contribute match funds to the respective Township projects per the amounts shown in the table below and/or as may be necessary for any final project costs differing from estimates as provided above.

BE IT FURTHER RESOLVED, that the Road Department shall invoice each Township and City of Lansing as provided above and in the table below for their respective contributions.

BE IT FURTHER RESOLVED, that the Road Department shall cause the improvements identified in the table below to be performed by Road Department crews without charge to the respective projects for road department staff labor or per contracts previously let and authorized as indicated in the table below during the construction season of the 2019 calendar year subject to final approval by, or as modified by, each Township.

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

2019 Local Road Program Match Amounts, Projects & Estimated Costs							
Township	Prior Match Remaining	2019 Road dept. Match	Total 2019 Match Available	Proposed 2019 Local Road Projects	Estimated Total Project Cost	Estimated Township Cost	Road dept. Contribution
Alaiedon	\$0.00	\$45,000.00	\$45,000.00	Willoughby Road, Okemos to Dobie Roads, 1 mile--paving and associated shouldering. Hogsback Road, College Road to 2070 feet southeast (start of section maintained by Dart)—asphalt wedge and gravel shoulders as necessary. Darling Road, Hagadorn to Holt Roads, 4000 ft.-- asphalt wedge and gravel shoulders as necessary. Wirt Road, east of College Road to end, 1300 ft.—chip-seal. Hulett Road, north of Sandhill Road to end, 3200 ft.—chip-seal. Hulett Road, south of Jolly Road to end, 1500 ft.—chip-seal. Dobie Road, south of Jolly Road to end, 2100 ft.—chip-seal. Every & Button Roads, Jolly to Meridian Roads, 1.5 miles—chip-seal.	\$145,000.00	\$100,000.00	\$45,000.00
Aurelius	\$0.00	\$33,300.00	\$33,300.00	Curtice Road – Waverly to Gale Roads. 1 mile--full cap. Edgar Road – Barnes to Plains Roads. 1 mile--full cap. Bond Road – Aurelius to Plains Roads. Skip-paving. Elliott Road – Aurelius to Columbia Roads. Skip-paving.	\$108,300.00	\$75,000.00	\$33,300.00
Bunkerhill	\$0.00	\$33,300.00	\$33,300.00	Haynes Road, Baseline to Catholic Church Roads. 4.5 miles--skip-paving as necessary with associated shouldering.	\$100,000.00	\$66,700.00	\$33,300.00
Leroy	\$13,972.96	\$33,300.00	\$47,272.96	Linn Road, Meech Road to O'Hanlon Court, 1 mile, full cap, and spot paving where necessary near Dietz Road; Wallace Road to half mile north of VanOrden road, full cap; Elm Road, VanOrden to Frost Roads, half mile, full cap; Frost Road, Meech Road to M-52, skip-pave where necessary; House Road, Frost to VanOrden Roads and just north of Dennis Road, spot paving; Kane Road just south of Dennis Road, spot paving.	\$123,273.00	\$76,000.00	\$47,272.96
Leslie	\$22,829.59	\$36,000.00	\$58,829.59	Cooper Road, Baseline to Fitchburg Roads, 1.75 miles--full cap, and associated shouldering.	\$72,000.00	\$36,000.00	\$36,000.00
Meridian	\$0.00	\$172,500.00	\$172,500.00	Towner Road, Saginaw Hwy (BR 69) to Marsh Road. Recycle and resurface by Contractor with associated work.	\$565,000.00	\$392,500.00	\$172,500.00
Vevay	\$36,488.72	\$45,000.00	\$81,488.72	Kelly Road, Plains Road to Dexter Trail. 2.5 miles, Skip-paving. Ives Road, Plains to Barnes roads, 1 mile, Skip-paving.	\$80,000.00	\$40,000.00	\$40,000.00
Wheatfield	\$2,718.30	\$33,300.00	\$36,018.30	Burkley Road, Waldo- to Noble Roads, 3 miles, Skip-paving where necessary.	\$72,036.60	\$36,018.30	\$36,018.30
Williamstown	\$2,856.05	\$45,000.00	\$47,856.05	Zimmer Rd., Haslett to Milton, 2.5 miles, asphalt prep, wedging thru-out with related shoulder graveling. Germany Rd., Zimmer to Barton, 0.5 mile, asphalt wedging. Milton Rd., Zimmer to Bentley, 1.5 miles, completion of previously started full-cap paving. Germany Rd, 650 ft. west of Hart to Zimmer, 1.1 mile, full cap. Barton Rd., Haslett to Sherwood, 2.0 miles, full asphalt cap. Burkley Rd., Grand River (M-43) to township boundary, 1.1 mile, full asphalt cap. Beeman Rd., Sherwood to Williamston city limit, 1.9 miles, full asphalt cap. Germany Rd., Barton to Williamston Rd., 1000 feet of asphalt wedging. Lounsbury Rd., Haslett to Milton Roads, 2.2 miles, 7500 feet of asphalt wedging.	\$440,000.00	\$392,143.95	\$47,856.05
City of Lansing	\$0.00	\$0.00	\$0.00	Mill & 3.5 inch, 2 layer, asphalt resurface Kerry Street, Greenbriar Ave. to City/County boundary by Contractor per contract previously let and approved. All City funded.	\$20,000.00	\$20,000.00	\$0.00

**2019 Local Road Program Match Amounts, Projects & Estimated Costs**

<b>Township</b>	<b>Prior Match Remaining</b>	<b>2019 Road dept. Match</b>	<b>Total 2019 Match Available</b>	<b>Proposed 2019 Local Road Projects</b>	<b>Estimated Total Project Cost</b>	<b>Estimated Township Cost</b>	<b>Road dept. Contribution</b>
Alaiedon	\$0.00	\$45,000.00	\$45,000.00	Willoughby Road, Okemos to Dobie Roads, 1 mile--paving and associated shouldering. Hogsback Road, College Road to 2070 feet southeast (start of section maintained by Dart)—asphalt wedge and gravel shoulders as necessary. Darling Road, Hagadorn to Holt Roads, 4000 ft.-- asphalt wedge and gravel shoulders as necessary. Wirt Road, east of College Road to end, 1300 ft.—chip-seal. Hulett Road, north of Sandhill Road to end, 3200 ft.—chip-seal. Hulett Road, south of Jolly Road to end, 1500 ft.—chip-seal. Dobie Road, south of Jolly Road to end, 2100 ft.—chip-seal. Every & Button Roads, Jolly to Meridian Roads, 1.5 miles—chip-seal.	\$145,000.00	\$100,000.00	\$45,000.00
Aurelius	\$0.00	\$33,300.00	\$33,300.00	Curtice Road – Waverly to Gale Roads. 1 mile--full cap. Edgar Road – Barnes to Plains Roads. 1 mile--full cap. Bond Road – Aurelius to Plains Roads. Skip-paving. Elliott Road – Aurelius to Columbia Roads. Skip-paving.	\$108,300.00	\$75,000.00	\$33,300.00
Bunkerhill	\$0.00	\$33,300.00	\$33,300.00	Haynes Road, Baseline to Catholic Church Roads. 4.5 miles--skip-paving as necessary with associated shouldering.	\$100,000.00	\$66,700.00	\$33,300.00
Leroy	\$13,972.96	\$33,300.00	\$47,272.96	Linn Road, Meech Road to O'Hanlon Court, 1 mile, full cap, and spot paving where necessary near Dietz Road; Wallace Road to half mile north of VanOrden road, full cap; Elm Road, VanOrden to Frost Roads, half mile, full cap; Frost Road, Meech Road to M-52, skip-pave where necessary; House Road, Frost to VanOrden Roads and just north of Dennis Road, spot paving; Kane Road just south of Dennis Road, spot paving.	\$123,273.00	\$76,000.00	\$47,272.96
Leslie	\$22,829.59	\$36,000.00	\$58,829.59	Cooper Road, Baseline to Fitchburg Roads, 1.75 miles--full cap, and associated shouldering.	\$72,000.00	\$36,000.00	\$36,000.00
Meridian	\$0.00	\$172,500.00	\$172,500.00	Towner Road, Saginaw Hwy (BR 69) to Marsh Road. Recycle and resurface by Contractor with associated work.	\$565,000.00	\$392,500.00	\$172,500.00
Vevay	\$36,488.72	\$45,000.00	\$81,488.72	Kelly Road, Plains Road to Dexter Trail. 2.5 miles, Skip-paving. Ives Road, Plains to Barnes roads, 1 mile, Skip-paving.	\$80,000.00	\$40,000.00	\$40,000.00
Williamstown	\$2,856.05	\$45,000.00	\$47,856.05	Zimmer Rd., Haslett to Milton, 2.5 miles, asphalt prep, wedging thru-out with related shoulder graveling. Germany Rd., Zimmer to Barton, 0.5 mile, asphalt wedging. Milton Rd., Zimmer to Bentley, 1.5 miles, completion of previously started full-cap paving. Germany Rd, 650 ft. west of Hart to Zimmer, 1.1 mile, full cap. Barton Rd., Haslett to Sherwood, 2.0 miles, full asphalt cap. Burkley Rd., Grand River (M-43) to township boundary, 1.1 mile, full asphalt cap. Beeman Rd., Sherwood to Williamston city limit, 1.9 miles, full asphalt cap. Germany Rd., Barton to Williamston Rd., 1000 feet of asphalt wedging. Lounsbury Rd., Haslett to Milton Roads, 2.2 miles, 7500 feet of asphalt wedging.	\$440,000.00	\$392,143.95	\$47,856.05
City of Lansing	\$0.00	\$0.00	\$0.00	Mill & 3.5 inch, 2 layer, asphalt resurface Kerry Street, Greenbriar Ave. to City/County boundary by Contractor per contract previously let and approved. All City funded.	\$20,000.00	\$20,000.00	\$0.00

TO: Ingham County Board of Commissioners

FROM: Tom Gamez, Director of Operations, ICRD

DATE: June 3, 2019

SUBJECT: Architectural design agreement with Spalding DeDecker Associates Inc.

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**BACKGROUND**

The purpose of this correspondence is to support attached resolution and memo of performance to enter into an agreement with Spalding DeDecker Associates Inc. for architectural design, engineering, and onsite inspection services, required for the replacement of the ICRD Western District Garage roof.

The ICRD Western District Garage flat roof has exceeded the average life cycle for a roof of this design and is not compliant with current building codes. This roof has received several temporary repairs by ICRD staff over the last 10 years, but has deteriorated beyond the point of repair.

**ALTERNATIVES**

The current flat roof has multiple leaks and is starting to damage the integrity of the steel decking and trusts which support the roof. To delay this repair, could result in damage to the steel structure and add additional expenses.

**FINANCIAL IMPACT**

The ICRD received bids from qualified and experienced vendors for the purpose of designing a replacement roof that meets or exceeds the current Federal and State building codes, with onsite inspection services.

It is the ICRD recommendation to enter into agreement with Spalding DeDecker Associates Inc. for architectural design, engineering and onsite inspection services involved with removal and replacement of the Western Garage flat roof. The base cost of this roof design agreement is \$14,670.00. A contingent project total of \$20,000 is requested, this would cover other services below if requested by the ICRD.

2019 additional rates of the agreement are below, only if additional services are requested by the ICRD:

- A. Architect .....\$ 93.00 per hour.
- B. Project Manager..... \$125.00 per hour
- C. Roofing Specialist..... \$125.00 per hour.

2020 additional rates of the agreement are below, only if additional services are requested by the ICRD:

- A. Architect .....\$ 95.00 per hour.
- B. Project Manager..... \$128.00 per hour
- C. Roofing Specialist..... \$128.00 per hour.

**OTHER CONSIDRATIONS**

There was no local vendors that submit a bid for the project. Spalding DeDecker Associates Inc. has over 65 years in engineering and design services in Michigan.

Once the design of the new roof is completed by Spalding DeDecker Associates Inc, the Purchasing Department will seek bids for removal and replacement of the Western District Garage roof replacement project from qualified registered roofing contractors.

**RECOMMENDATIONS**

Therefore, approval of the attached resolution is recommended, to enter into an agreement with Spalding DeDecker Associates Inc. for architectural design, engineering and inspection services, upon review and approval by the Ingham County Attorney.



## Agenda Item 5b

TO: Tom Gamez, Director of Operations

FROM: James Hudgins, Director of Purchasing

DATE: May 28, 2019

RE: Memorandum of Performance for RFP No. 105-19 Architectural and Engineering Services for Roof Replacement

Per your request, the Purchasing Department sought proposals from qualified and experienced firms for the purpose of entering into a contract to provide architectural and engineering services for the replacement of the roof at the Ingham County Road Department's Western Garage.

The scope of work includes, but is not limited to, the evaluation of the current roof conditions, develop a conceptual design and preliminary construction budget for county approval, and then finalize plans and specification; which, are to meet all state, local and federal guidelines and standards.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	129	37
Vendors responding	2	0

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

Vendor Name	Local Pref	Phase I Preliminary Design Service Cost Not to Exceed	Phase II Construction Service Cost Not to Exceed	Grand Total Cost Not to Exceed
Spalding DeDecker	No, Rochester Hills MI	\$4,470.00	\$10,200.00	\$14,670.00
WTA Architects	No, Saginaw MI	\$13,204.00	\$34,764.00	\$47,968.00

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

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

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT FOR  
ARCHITECTURAL DESIGN AND ENGINEERING SERVICES  
FOR THE ROAD DEPARTMENTS WESTERN GARAGE ROOF**

WHEREAS, the Ingham County Road Department (ICRD) is in need of architectural design, engineering and onsite inspection services for a roof replacement at the Western District Garage, located at 301 Bush Street, Michigan 48854; and

WHEREAS, the ICRD adopted 2019 budget includes controllable expenditures and funds for this and related building and grounds purchases; and

WHEREAS, bids for architectural design, engineering and onsite inspection services were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of ICRD, to award the architectural design and engineering services to Spalding DeDecker associates, based on the lowest qualified bid.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the bid, and authorizes an agreement with Spalding DeDecker associates 905 South Blvd East, Rochester Hills, Mi. 48307, not to exceed \$20,000, including design services cost of \$4,470.00, construction services cost of \$10,200.00 and an contingent budget of \$5,330 for other minor design services, if requested by the ICRD.

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

## Agenda Item 5c

To: County Services Committee

From: William Conklin, Managing Director  
Road Department

Date: June 3, 2019

RE: Proposed Road Department Engineering Staff Re-organization (Resolution)

### **NOTE:**

Memo below is same as that discussed in Roadways Sub-committee and in County Services Committee meetings on May 21, 2019. The memo below and attached, proposed resolution with previously submitted attachments are being resubmitted for adoption as discussed the May 21 meetings.

### **BACKGROUND:**

With the 2015 state legislation to increase road funding in steps starting in 2017, and with further potential road funding increases being proposed at the state level, there has been a very large related increase in engineering activities by Road Department Engineering staff to design, deliver and oversee larger road improvement projects performed by contractors. In addition, there has been an increasing volume of regulatory requirements including significantly increased environmental clearance requirements for larger road and bridge projects impacting adjacent environmental and/or historic features, which has resulted in further large increase in engineering staff work-load.

### **CURRENT ISSUE:**

The Road Department requests consideration of the attached engineering unit staff reorganization plan to increase engineering staff capacity. This would include two new engineering positions, several reclassifications including the proposed introduction of multiple grades for various positions as indicated on the attached organization chart and summary spread-sheet. The new multi-grade positions will be similar to comparable jobs at MDOT and other state departments. The intent is to have greater flexibility in recruiting, hiring, and promotion of engineering and technical staff as they professionally develop, given an increasing competitive talent market in which to recruit, hire and retain qualified technical and engineering staff.

As indicated on the attached organization chart, several of the reclassifications involve incumbent occupied positions in the Office Professional Employees International Union (OPEIU) Local 512 Technical-Clerical Bargaining Unit. In general, these reclassifications would be accomplished per the OPEIU collective bargaining agreement (CBA). The current Permit Agent position to be reclassified is occupied by an incumbent who has submitted written notice to retire July 2019. The resulting vacancy would be posted within the bargaining unit and the most qualified OPEIU applicant would be hired / promoted per the CBA. One of the five current Engineering Technician 5 positions is proposed to become an additional Engineering Technician 6. The new Eng. Tech. 6 position would be posted internally per the OPEIU CBA, the most qualified applicant of the five current Engineering Technician 5's who may apply would be hired / promoted, and then the resulting vacated Eng. Tech. 5 position would be eliminated. The current Eng. Tech. 3 would be converted to the new multi-grade Eng. Tech. 3/4/5 with current incumbent (currently at the lowest grade—3) in place. The other current Eng. Tech. 5 positions would be converted to the new multi-grade 3/4/5 when vacated and a new employee is hired in the future. Positions not filled by qualified OPEIU staff are then posted externally. No current incumbents are displaced from employment by the proposed plan.

**FINANCIAL IMPACT:**

The involved labor units include OPEIU as mentioned above, which includes the Engineering Technicians and proposed Staff Engineer position, and the Managerial-Confidential (MC) unit, which includes the Project Engineer and Assistant Engineering Director positions. The numbers following the acronyms below and on the attached organization chart and plan summary refer to the grades within the respective labor units.

The attached Personnel Cost Projection prepared by the County Budget Office shows the current total cost of the lowest and highest step of all grades involved in the proposed re-organization.

Ideally, the proposed staffing plan would include five OPEIU-5's, three OPEIU-6's, one OPEIU-7, two MC Road-7's, and one MC Road-8, with all involved positions assumed at highest possible grade and step as shown in the attached organization chart and the first table on the attached plan summary.

However, as the note on the bottom of the first table on attached plan summary indicates, up to 3 of the 8 OPEIU-5's or 6's may need to be Staff Engineers, up to OPEIU-7, as there is currently a market shortage of qualified technicians. So the highest possible cost exposure would be as shown in the second table on the attached plan summary, with all positions assumed at highest possible grade and step, and using the corresponding costs per attached Personnel Cost Projection prepared by the County Budget Office.

As indicated by the totals of the existing and proposed position cost columns assuming highest possible grade and step in all positions, the increase in salary/benefits costs using 2019 units provided by the Budget Office is \$366,086 per year. Again this includes assuming 3 of the technical positions would be staffed by Staff Engineers up to OPEIU grade 7. If the preferred plan is achieved, the increase in salary/benefits costs would be \$316,574 per year. The increase will be funded from the increasing state road funding mentioned discussed above in Background.

**RECOMMENDATION:**

Adopt attached resolution to approve the attached re-organization plan.

**ATTACHMENTS:**

Human Resources Memo of Analysis

Email from OPEIU indicating no objection to proposed re-org plan

Proposed Re-Organization Plan Summary and Personnel Cost Projection Change (one page)

Budget Office 2019 Personnel Cost Projection at entry and top step of each involve position

Mark-up Copy of Updated Job Descriptions to be reclassified

Clean Copy of New Job Description—Staff Engineer, OPEIU 5/6/7

Current Road Department Organization Chart showing Proposed Changes

TO: Bill Conklin, Managing Director – Road Department

FROM: Beth Bliesener, Human Resources Specialist

DATE: 4-22-18

RE: Memo of Analysis for Re-Organization

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HR can confirm the following regarding the re-organization:

The Assistant Director of Engineering job description has been updated to reflect the duties that the position requires and has been performing. After analysis the job will be compensated at a MC Road 8.

The Project Engineer Design and Construction job descriptions are currently a MC Road 6. The Road Department and Human Resources updated the job description to reflect the work that will be done and to include a multi-grade tier to be able to hire the most qualified candidates. This will help develop the employee skill set to give an individual an opportunity to grow with-in the Road Department. After analysis, the jobs will be compensated at MC Roads 5, 6, and 7 respectively.

The Road Department has created a new position entitled Staff Engineer. The Road Department and Human Resources created a job description to reflect the work that will be done and to include a multi-grade tier system to be able to hire the most qualified candidates. After analysis, the job will be compensated at an OPEIU Technical/Clerical unit, pay grades 5, 6, and 7 respectively.

The Road Department has updated the Engineering Technician II job description to reflect the work that will be done and to include a multi-grade tier system to be able to hire the most qualified candidates. This will help develop the employee skill set to give an individual an opportunity to grow with-in the Road Department. The position will be re-titled as Engineering Technician 3, 4, 5 – Road Department. After analysis, the job will be compensated at an OPEIU Technical/Clerical unit, pay grades 3, 4 and 5 respectively.

The Road Department has updated the job description Engineering Technician III to reflect the work that will be done and has re-titled the position as Engineering Technician 6. After analysis, the job description will remain an OPEIU Technical/Clerical pay grade 6.

The OPEIU Technical/Clerical Unit – Road Department has been notified and supports the new and updated job descriptions and the re-organization.

***Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed reorganization. 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:** [Swanson, Mark](#)  
**To:** [Conklin, William](#)  
**Cc:** [Troia, Dan](#); [Jones, Kelly](#); [Peterson, Robert](#)  
**Subject:** RE: Proposed Engineering Re-org Plan & related Job Descriptions  
**Date:** Wednesday, March 13, 2019 5:13:38 PM

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Bill,

Having reviewed the attached Job descriptions, The OPEIU 512 Technical and Clerical Bargaining Group accepts the changes and updated Job descriptions and recognizes the Staff Engineering position as presented.

*Mark Swanson  
OPEIU Local 512 – Steward  
Ingham County Road Department  
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**From:** Conklin, William <WConklin@ingham.org>  
**Sent:** Friday, March 01, 2019 1:37 PM  
**To:** Swanson, Mark <MSwanson@ingham.org>  
**Cc:** Troia, Dan <DTroia@ingham.org>; Jones, Kelly <KJones2@ingham.org>; Peterson, Robert <rpeterson@ingham.org>  
**Subject:** Proposed Engineering Re-org Plan & related Job Descriptions

Mark,

Attached for your and OPEIU review are the proposed Engineering Re-org Plan & related Job Descriptions for the positions in OPEIU.

As previously discussed, the proposed changes to OPEIU positions are hilited in yellow on the attached, proposed org chart.

The proposed multiple grades shown by a position again imply that we prefer the position filled at the highest grade shown but will have authorization without need for further re—org approval to hire at any of the grades shown per available applicant pool, and then promote to the next grade as the incumbent professionally develops.

Again in brief, the proposed OPEIU position changes are as follows:

When Brenda retires, change Permit Agent Grade 4 to Eng Tech Grade 5/6. (post per CBA starting internally.)

Convert a current Eng Tech Grade 5 to Eng Tech Grade 5/6. (Internally post only per the contract and promote from current Tech 5 pool, then drop resulting vacated Tech 5 position.)

Create one new OPEIU Staff Engineer position, Grades 5-7.

The current Tech 3 will be converted to Tech 3/4/5 so that incumbent may progress up-grade as he professionally develops.

All current Tech 5 positions if/when vacated in the future would also then become Tech 3/4/5, again with aim to hire Tech 5's, or if necessary, at grades 3 or 4 per available applicant pool, and then enable incumbents to upgrade per professional development per the job description.

The current Tech 6 would also become Tech 5/6 if/when vacated in the future.

As work-load may increase with additional road funding in the future, further positions may be added, but the attached is what I believe to be reasonable and affordable head-count at the present time for the current re-org.

Please review and let us know any comments or let us know if you would like to meet again to review.

We then need to get this to HR for their final approval, then to BOC.

As we need to implement this and get positions filled asap, please return OPEIU's approval or any input at your soonest opportunity.

Thank-you,  
Bill Conklin

**2019 Road Department Proposed Engineering Re-organization Plan Summary**

Existing Position	Existing Labor Unit/Grade	Existing Number of positions	Proposed Position	Proposed Grades	Proposed Number of Positions
Eng Tech I	OPEIU Gr 3	1	Eng Tech 3/4/5	OPEIU Gr 3/4/5	8 Tech positions will be five Gr 3/4/5's and three Gr 6's. If necessary, up to three of eight tech positions could be Staff Engrs OPEIU 5/6/7--see * Note.
Eng Tech II	OPEIU Gr 5	5	4 Eng Tech 3/4/5 + 1 Eng tech 6	Four OPEIU Gr 3/4/5 + One OPEIU Gr 6	
Permits Agent	OPEIU Gr 4	1	Eng Tech 6	OPEIU Gr 6	
Eng Tech III	OPEIU Gr 6	1	Eng Tech 6	OPEIU Gr 6	
new	none existing	0	Staff Engineer	OPEIU Gr 5/6/7	1
Project Engineer	MC Road Gr 6	1	Same	MC Road Gr 5/6/7	2 (add one)
Assistant Engrg Dir	MC Road Gr 7	1	Same	MC Road Gr 7/8	1

\* NOTE: As we currently anticipate retirements in at least two technical positions and much greater availability of engineering graduates than technicians, we also seek authorization for up to 3 of the listed 8 technical positions to be staffed by Staff Engineers, OPEIU Gr 5/6/7, if technicians of the otherwise desired grade cannot be found after one month of position vacancy posting.

**Proposed Personnel Cost Projection Change**

Existing Number of Positions & Labor Unit/Grade	Existing Unit Position Cost from attached Personnel Cost Projection	Total Existing Position Cost	Highest Possible Proposed Number of Positions & Labor Unit/Grade	Highest Possible Proposed Unit Position Cost from attached Personnel Cost Projection	Highest Possible Proposed Total Position Cost
1 OPEIU Gr 3	\$84,677.00	\$84,677.00			
1 OPEIU Gr 4	\$89,543.00	\$89,543.00	2 OPEIU Gr 5	\$98,285.00	\$196,570.00
5 OPEIU Gr 5	\$98,285.00	\$491,425.00	3 OPEIU Gr 6	\$108,099.00	\$324,297.00
1 OPEIU Gr 6	\$108,099.00	\$108,099.00	3 OPEIU Gr 7	\$114,729.00	\$344,187.00
none existing			1 OPEIU Gr 7	\$114,729.00	\$114,729.00
1 MC Road Gr 6	\$135,224.00	\$135,224.00	2 MC Road Gr 7	\$143,310.00	\$286,620.00
1 MC Road Gr 7	\$143,310.00	\$143,310.00	1 MC Road Gr 8	\$151,961.00	\$151,961.00
Totals:		\$1,052,278.00			\$1,418,364.00

Top step of each grade assumed above.



**2019 PERSONNEL COST PROJECTION**  
**Ingham County Road Department**

	OFCIU Technical-Clerical Grade 3 Year One	OPE U Technical-Clerical Grade 3 Year Five	OPE U Technical-Clerical Grade 4 Year One	OFCIU Technical-Clerical Grade 4 Year Five	OFCIU Technical-Clerical Grade 5 Year One	OFCIU Technical-Clerical Grade 5 Year Five
WAGES	\$30,194	\$52,632	\$42,187	\$56,456	\$47,832	\$63,572
UNEMPLOYMENT	196	263	217	232	237	313
FLA	2,896	3,018	3,223	4,075	3,026	4,309
HEALTH	17,907	15,067	15,067	15,067	15,067	15,067
DENTAL	304	306	305	306	306	305
VISION	134	132	132	132	132	132
LIFE	86	86	86	86	86	86
RETIREMENT	3,152	4,223	3,395	4,590	3,820	5,120
CURRENT RETIREE HEALTH	3,447	3,447	3,447	3,447	3,447	3,447
FUTURE RETIREE HEALTH	1,764	2,304	1,899	2,521	2,133	2,869
WORKERS COMP	1,176	1,576	1,264	1,624	1,422	1,905
CARDS	32	33	33	33	33	33
TOTAL	\$36,748	\$61,617	\$71,829	\$89,543	\$78,330	\$99,259
	OFCIU Technical-Clerical Grade 6 Year One	OPE U Technical-Clerical Grade 6 Year Five	OPE U Technical-Clerical Grade 7 Year One	OFCIU Technical-Clerical Grade 7 Year Five		
WAGES	\$52,334	\$71,455	\$86,312	\$76,815		
UNEMPLOYMENT	327	357	303	334		
FLA	4,375	5,160	4,585	5,890		
HEALTH	15,967	15,067	15,067	15,067		
DENTAL	306	306	305	306		
VISION	132	132	132	132		
LIFE	86	86	86	86		
RETIREMENT	4,296	5,759	4,539	6,191		
CURRENT RETIREE HEALTH	3,447	3,447	3,447	3,447		
FUTURE RETIREE HEALTH	2,400	3,215	2,534	3,457		
WORKERS COMP	1,500	2,144	1,689	2,304		
CARDS	32	33	33	33		
TOTAL	\$61,302	\$108,009	\$109,304	\$114,726		
	MC Road Grade 6 Year One	MC Road Grade 6 Year Five	MC Road Grade 7 Year One	MC Road Grade 7 Year Five	MC Road Grade 8 Year One	MC Road Grade 8 Year Five
WAGES	\$72,262	\$65,362	\$77,312	\$60,013	\$82,735	\$100,017
UNEMPLOYMENT	361	467	307	330	414	535
FLA	5,525	7,144	5,915	7,054	6,329	8,779
HEALTH	15,967	15,067	15,067	15,067	15,067	15,067
DENTAL	306	306	305	306	306	305
VISION	132	132	132	132	132	132
LIFE	86	86	86	86	86	86
RETIREMENT	5,824	7,027	6,257	8,058	6,038	8,317
CURRENT RETIREE HEALTH	3,447	3,447	3,447	3,447	3,447	3,447
FUTURE RETIREE HEALTH	2,252	4,202	3,479	4,406	3,723	4,811
WORKERS COMP	2,165	2,651	2,319	2,896	2,492	3,207
CARDS	32	33	33	33	33	33
TOTAL	\$100,906	\$125,024	\$115,344	\$143,310	\$122,053	\$161,067

**INGHAM COUNTY ROAD COMMISSION  
JOB DESCRIPTION**

**ASSISTANT DIRECTOR OF ENGINEERING**

**General Summary:**

With general oversight from the Director of Engineering performs a variety of tasks related to the development and management of, road and bridge improvement projects and traffic engineering, involving all phases of the engineering function from project inception to final close-out. Manages and coordinates the activities of subordinate personnel. Works with parties affected by construction projects. Attends public hearings and various meetings. Researches and prepares Requests for Proposal for contractual work. Plans and monitors projects, monitors expenditures and maintains project budgets.

**Essential functions:**

1. Manages and coordinates the activities of subordinate personnel in surveying and collecting other necessary design input data, drawing plans, writing specifications and the acquisition of rights of way for projects. Responsible for developing design plans within budget and time constraints.
2. Analyzes data and uses engineering design principles and guidelines to develop road and bridge improvement projects.
3. Manages consultant project design including preparing and issuing RFP's, evaluating consultant proposals, and managing the financial as well as engineering aspects of consultant services. Reviews and approves construction plans and specifications for construction projects. Prepares bid documents and specifications for contracted work. Manages project files, ensuring they are updated as work progresses and prepares pay estimates. Manages construction projects in progress to completion. Establishes and maintains appropriate evaluation systems for operational management of road design for in-house personnel and contractors.
4. Works with various state and federal agencies to comply with reporting requirements and obtain funds on projects that are partially or totally funded by those agencies. Manages and monitors project and personnel budgets by funding source. Prepares submissions to regulatory agencies including preliminary design, grade inspection, right of way certification, final design, drawing and bid document submission and letting projects for bid.
5. Acquires rights of way needed for the completion of Road Department projects per applicable law including meeting and negotiating with property owners. Works with County Attorney on legal matters pertaining to right of way issues.
6. Manages field reviews to determine actual field conditions and adjusts project design or construction to fit those conditions. Meets and negotiates with parties affected by road and bridge projects, alters design or construction to address the concerns of adjacent property owners, drain commission, utility companies and other impacted organizations as appropriate.

7. Responsible for completion of all construction projects within fiscal and time constraints and in accordance with all applicable regulatory requirements.
8. Reports to the Board of County Commissioners on the status of design and construction projects as requested.
9. Manages the planning process for road improvement projects by collaborating with other professional staff to evaluate the need for road project improvements. May attend and represent the Road Department at Tri-County Regional Planning Commission and other regional and state agency meetings.
10. Provides information to the public and leads public hearings representing the Road Department concerning road and bridge improvement projects.
11. Responsible for the development of the standards for design and adoption of roads into the County system and other Road Department engineering activities.
12. Manages computer aided design (CAD) software licensing, staff training and provides technology assistance in incorporating CAD software capabilities into the design process to maximize staff efficiency.
13. Attends professional engineering events and seminars and reads literature in the field to keep current with techniques in design, construction and management. Updates staff in changes in engineering standards.
14. Executes the responsibilities of the Engineering Director when absent according to lawful and ethical standards.

**Other Functions:**

Performs other duties as assigned.

*(This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.)*

**Employment Qualifications:**

**Education:** Possession of a Bachelor's Degree in Civil Engineering.

**Experience:** Six years of progressively more responsible civil engineering experience in road and bridge design and construction.

**Other Requirements:** Registration as a Professional Engineer in Michigan. Possession of a valid Michigan driver's license.

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

**Physical Requirements:**

- Ability to travel throughout the county to various locations to inspect projects and attend meetings.
- Prolonged sitting at a computer to enter and access information.
- Ability to access office files.

*(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.)*

**Working Conditions:**

- Works in office conditions
- Travels throughout the county to various locations.

*Assistant Director of Engineering – April 2019 Non-Barg. 7/ 8*

**INGHAM COUNTY  
JOB DESCRIPTION**

**PROJECT ENGINEER – CONSTRUCTION  
ROAD DEPARTMENT**

**General Summary:**

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

**Essential functions:**

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

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

**Other Functions:**

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

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

**Employment Qualifications:**

**Education:** A minimum of a Bachelor's Degree in Civil Engineering.

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

MC Road Grade 5: A minimum of (2) two years' experience.

MC Road Grade 6: A minimum of (5) five years' experience, including a minimum of one year in prior grade 5 or equivalent experience.

MC Road Grade 7: A minimum of (7) seven years' experience, including a minimum of one year in prior grade 6 or equivalent experience.

**Other Requirements:**

- Possession of a valid Michigan driver's license.
- This position requires complete proficiency in the use of computers and Wi-Fi enabled mobile devices, as well as word processing, spreadsheet, database, and various engineering software including but not limited to the following:
  1. Microsoft Office Programs [e.g. Word, Excel, Access]
  2. Computer-aided drafting (CAD), [e.g. Bentley Microstation]
  3. Road design platform(s) and electronic survey and GPS data collection and processing, [e.g. OpenRoads, RoadEng]
  4. Project estimating [e.g. MERL]
  5. Construction project data collection and administration software, [e.g. Mobile Inspector, FieldBook, FieldManager, AASHTOWare]
  6. Project management software [e.g. ProjectWise]
  7. Asset management database software [e.g. RoadSoft]
  8. Specialty and proprietary Engineering Software for pavements, walls, hydraulics, etc [e.g. Hec-Ras, HY8]

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

### **Working Conditions:**

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars and trucks.
3. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
4. This position operates power hand tools such as drills, etc.
5. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, etc.
6. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
7. This position is exposed to noise levels which require shouting in order to be heard.
8. This position is exposed to vibrations and oscillating movements.
9. This position is exposed to close quarters which could cause claustrophobia such as manholes, large culverts, etc.
10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

### **Physical Requirements:**

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

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

***April 2019  
MC Road Grade 5/6/7***

**INGHAM COUNTY  
JOB DESCRIPTION**

**PROJECT ENGINEER – DESIGN  
ROAD DEPARTMENT**

**General Summary:**

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

**Essential functions:**

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



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

**Other Functions:**

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

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

**Employment Qualifications:**

**Education:** A minimum of a Bachelor's Degree in Civil Engineering.

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

MC Road Grade 5: A minimum of (2) two years' experience.

MC Road Grade 6: A minimum of (5) five years' experience, including a minimum of one year in prior grade 5 or equivalent experience.

MC Road Grade 7: A minimum of (7) seven years' experience, including a minimum of one year in prior grade 6 or equivalent experience.

**Other Requirements:**

- Possession of a valid Michigan driver's license.
- This position requires complete proficiency in the use of computers and Wi-Fi enabled mobile devices, as well as word processing, spreadsheet, database, and various engineering software including but not limited to the following:
  1. Microsoft Office Programs [e.g. Word, Excel, Access]
  2. Computer-aided drafting (CAD), [e.g. Bentley Microstation]
  3. Road design platform(s) and electronic survey and GPS data collection and processing, [e.g. OpenRoads, RoadEng]
  4. Project estimating [e.g. MERL]
  5. Construction project data collection and administration software, [e.g. Mobile Inspector, FieldBook, FieldManager, AASHTOWare]
  6. Project management software [e.g. ProjectWise]
  7. Asset management database software [e.g. RoadSoft]
  8. Specialty and proprietary Engineering Software for pavements, walls, hydraulics, etc [e.g. Hec-Ras, HY8]

*(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not*

*be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)*

**Working Conditions:**

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars and trucks.
3. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
4. This position operates power hand tools such as drills, etc.
5. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, etc.
7. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
8. This position is exposed to noise levels which require shouting in order to be heard.
9. This position is exposed to vibrations and oscillating movements.
10. This position is exposed to close quarters which could cause claustrophobia such as manholes, large culverts, etc.
11. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

**Physical Requirements:**

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

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

***April 2019  
MC Road Grade 5/6/7***

## **INGHAM COUNTY JOB DESCRIPTION**

### **STAFF ENGINEER – DEPARTMENT OF TRANSPORTATION AND ROADS**

#### **General Summary:**

Under the supervision of a Project Engineer, performs a variety of tasks related to the design of road and bridge improvements, construction projects and traffic engineering. Work assignments may involve all phases of the engineering function from the initial feasibility study through final implementation. Grade 5 and 6 Staff Engineers serve in entry level and intermediate assisting roles respectively while professionally developing. Grade 7 Staff Engineers serve as the senior staff engineer and are expected to perform more complex engineering functions with some, but progressively less, direct supervision and to perform more routine tasks and decision-making independently. As Staff Engineers gain experience and independent capabilities, they may coordinate the activities of technical personnel in preparing plans and specifications, environmental clearances, and the acquisition of rights of way. Staff Engineers also: monitor project specific contractor activities to assure conformance to standards, plans and specifications, directs and performs appropriate testing, gathers proper contract documentation, and prepares contractor pay estimates; Assists with planning and organizing work of Engineering Technicians on a project basis; Work with senior staff and parties affected by construction projects to make field adjustments and design revisions to conform to field conditions, resolve conflicts, mitigate project impacts, and address concerns of the public; Assist senior staff during public hearings on proposed construction projects; Respond to complaint and inquiries from the public and perform other technical and administrative tasks associated with Road Department operations.

#### **Essential Functions:**

1. Coordinates project level activities of technical personnel in drawing plans, writing specifications, obtaining environmental clearances, and the acquisition of rights of way. Assists in the development of design plans and bid contract documents.
2. Analyzes field data collected at project sites and uses engineering design guidelines to design, draw plans and develop specifications for road and bridge improvement projects.
3. Works with consultants, as applicable, to coordinate design projects. Assists in the preparation of bid documents and specifications for contracted work. Manages project files, updating them as work progresses.
4. Works with various state and federal agencies to comply with reporting requirements on projects that are partially or totally funded by those agencies. Reports include preliminary design, grade inspection, final design, drawing and bid document submission and letting the project for bid. Monitors and reports project budgets by funding source.
5. Assists with acquiring environmental clearances and rights of way needed for the completion of Road Department projects including meeting with property owners. Reports right of way problems to senior staff.
6. Works with senior staff to determine actual field conditions and helps adjust project design or construction to fit those conditions. Performs construction engineering as assigned, including inspection duties. Assists senior staff with parties affected by road projects, when applicable, modifies project design to address the concerns or adjacent property owners, Drain Commissioner, utility companies and other impacted organizations.
7. Performs and/or leads inspection activities for construction contract work and annual Road Department system improvement programs to ensure that work meets standard specification, plan and proposal

requirements. Coordinates and monitors inspection activities of staff and consultant inspectors and surveyors. Plans, directs, and performs field sampling and testing of materials. Performs and verifies construction project staking and ensures proper placement of work zone signing and traffic control devices. Coordinates inspection functions with the contractor's operations. Advises the contractor concerning the suitability of materials and methods used.

8. Measures, computes and keeps records of materials used and work performed in the field. Computes and compiles final quantities of construction work performed by contractors, and prepares various reports. Calculates pay estimates for road, bridge, and Road Department system improvement programs. Advises the contractor on material acceptance requirements and ensures compilation of proper project documentation.
9. Works within a survey crew in gathering topographic information, planning and designing field modifications, and laying out projects. Uses level, transit, total station, rod chain and other instruments, as required, to accomplish layout, staking, and grading direction for contractors and Road Department crews.
10. Represents the Road Department at pre-construction meetings and other project related and Committee meetings. Provides information related to particular projects and performs various administrative tasks.
11. Responds to information requests and complaint calls from the general public. Coordinates follow-up with appropriate personnel and documents communications. Confers with utilities and public agencies regarding construction, construction traffic control, and access problems. Attends public hearings and stakeholders meetings concerning road and bridge improvement projects and other Road Department activities.
12. Participates in the planning process by collaborating with other professional staff to evaluate the need for road project improvements.
13. Provides technology assistance in modifying computer-aided design and drafting (CADD) software to maximize staff efficiency.
14. Attends professional engineering events and seminars and reads literature in the field to keep current with techniques in design, constructions and management. Updates technical staff of changes in engineering standards.

#### **Other Functions:**

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

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

#### **Employment Qualifications:**

**Education:** A minimum of a Bachelor's Degree in Civil Engineering.

**Experience:** Progressively more responsible civil engineering experience in road design and construction, per the following:

OPEIU Grade 5: No experience necessary.

OPEIU Grade 6: A minimum of (1) one year experience required in which related co-op and summer internship experience may be considered, including a minimum of (1) one year in grade 5 or equivalent experience.

OPEIU Grade 7: A minimum of (3) three years' experience required in which related co-op and summer internship experience may be considered, including a minimum of (1) one year in grade 6 or equivalent experience, plus passage of FE/EIT examination required.

**Other Requirements:**

- Possession of a valid Michigan driver's license.
- This position requires progressive proficiency in the use of computers and Wi-Fi enabled mobile devices, as well as word processing, spreadsheet, database, and various engineering software including but not limited to the following:
  1. Microsoft Office Programs [e.g. Word, Excel, Access]
  2. Computer-aided drafting (CAD), [e.g. Bentley Microstation]
  3. Road design platform(s) and electronic survey and GPS data collection and processing, [e.g. OpenRoads, RoadEng]
  4. Project estimating [e.g. MERL]
  5. Construction project data collection and administration software, [e.g. Mobile Inspector, FieldBook, FieldManager, AASHTOWare]
  6. Project management software [e.g. ProjectWise]
  7. Asset management database software [e.g. RoadSoft]
  8. Specialty and proprietary Engineering Software for pavements, walls, hydraulics, etc. [e.g. Hec-Ras, HY8]

Two years after date of hire, employees must obtain State Certification in at least the following number or more per given grade of the following listed areas:

Grade 5—minimum 5 certifications;

Grade 6— minimum 6 certifications;

Grade 7— minimum 7 certifications;

- Bituminous Testing
- Bituminous Paving
- Aggregate Testing
- Density Control, including certification in an approved Nuclear Safety Program.
- Concrete Testing
- Work Zone Safety
- SESC (Soil Erosion and Sedimentation Control) or Storm Water Operator
- Excavating Safety: Competent Person Training
- Concrete Construction Inspector (ACI)
- Concrete Paving and Structures (MDOT Inspection School)
- Bridge Painting/Cleaning and Coating Structural Steel (MDOT)
- Pavement, Signs and Markings (Levels I and II)
- Construction of ADA Compliant Facilities

Must demonstrate increasing competency and have verifiable experience in the each of the current versions of the following MDOT documents within the above required experience levels for the given grade:

- MDOT Standard Specifications for Construction
- MDOT Construction Manual
- MDOT HMA Production Manual
- Commonly used Michigan Test Methods
- MDOT Road and Bridge Standard Plans
- Density Control handbook
- Procedures for Aggregate Inspection
- MDOT Materials Quality Assurance Procedures Manual
- MDOT Hot Mix Asphalt QC/QA Procedures Manual

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

### **Working Conditions:**

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars, trucks, tractors, forklifts, cranes, hoists, bucket trucks, etc.
3. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
4. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
5. 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.
6. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
7. This position is exposed to noise levels which require shouting in order to be heard.
8. This position is exposed to vibrations and oscillating movements.
9. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passage ways, shafts, enclosed rooms, manholes, pipelines, etc.
10. This position is required to travel for meetings and appointments.
11. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

### **Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.

- This position's physical requirements require periodic stamina in walking, traverse, climbing, twisting, bending, kneeling, carrying, pushing, pulling and reaching.
- This position's physical requirements require regular stamina in sitting, standing, typing 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.)*

***April 22, 2019  
OPEIU Clerical/Technical Unit 5/6/7  
Road Department***

## INGHAM COUNTY JOB DESCRIPTION

### Engineering Technician 3/4/5, Road Department

**General Summary:** Under the supervision of the Project Engineer, or their designee, performs a variety of duties related to road and bridge design and construction, development evaluation and construction, permitting and traffic engineering. Grade 3 and 4 Engineering Technicians serve in entry level and intermediate assisting roles respectively while professionally developing. Grade 5 Engineering Technicians serve as a lead for lower grade Engineering Technicians and seasonal employees, coordinating and directing construction inspection work assignments and checking their work for conformance to standards, specifications, and guidelines. Collects survey information, drafts plan sheets, and assists engineers in preparing specifications for construction projects. Performs primary construction project oversight; monitors ongoing project activities to assure conformance to standards, plans, and specifications, directs and/or performs appropriate testing, gathers proper contract documentation, and prepares contractor pay estimates. Operates land survey and traffic data collection equipment. Responds to the public, maintains records, and performs other technical and administrative tasks associated with Department operations.

#### **Essential Functions**

1. Using field notes, topographic survey data, and standard specifications, draws proposed plans for contracted road or bridge improvements as directed. Computes existing and proposed grades and calculates quantities for cost analyses. Surveys, plans, prepares drawings and specifications from which various Road Department projects can be constructed.
2. Conducts/leads a variety of engineering field studies pertaining to PASER ratings, pavement thickness, soils investigation, traffic volume, pavement markings, vehicle turning movements, culvert and storm sewer inventories, etc. Maintains RoadSoft inventory databases for asset management analyses.
3. Conducts/leads inspection activities for construction contract work and annual Road Department system improvement programs to ensure that work meets standard specification, plan and proposal requirements. Plans, directs, and performs field sampling and testing of materials. Performs and verifies construction project staking and ensures proper placement of work zone signing and traffic control devices. Coordinates inspection functions with the contractor's operations. Advises the contractor concerning the suitability of materials and methods used.
4. Measures, computes and keeps records of materials used and work performed in the field. Computes and compiles final quantities of construction work performed by contractors, and prepares various reports. Calculates pay estimates for road, bridge, and Road Department system improvement programs. Advises the contractor on material acceptance requirements and ensures compilation of proper project documentation.
5. Works within/leads a survey crew in gathering topographic information, planning and designing field modifications, and laying out projects. Uses conventional and electronic survey equipment and software as required, to accomplish layout, staking, and grading direction for contractors and Road Department crews.
6. Performs minor repairs on Road Department equipment and maintains equipment inventory.
7. Responds to information requests and complaint calls from the general public. Coordinates follow-up with appropriate personnel and enters data into computer database. Answers inquiries and complaints



from the public and mitigates complaints regarding construction, construction traffic control, and access problems.

8. Performs office work such as filling out forms, keeping records, filing documents and reproducing documents or drawings. Tabulates measurements and field data, maintains related records, prepares support materials diagrams and prepares various written reports.
9. Represents the Road Department at pre-construction meetings and other project related and Committee meetings. Provides information related to particular projects and performs various administrative tasks.
10. Initiates and assists with claims against parties responsible for damaging Road Department property and may appear in Small Claims Court when necessary to enforce payment.
11. Maintains and updates road certificates, maps, road inventories, etc.
12. Attends a variety of workshops and seminars and reads periodicals and other related materials to stay current on new developments, techniques and methods.

**Other Functions:**

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

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

**Employment Qualifications:**

**Education/ Experience:**

Grade 3: A minimum of an Associate's Degree in Civil Engineering, Construction Technology or a related field **plus** a minimum of 6 months of experience (applicable co-op and/or summer internship allowed) in construction inspection/methods, computer-aided drafting (CAD), land-surveying methods, traffic engineering or related fields; OR High school diploma or equivalent plus minimum 4 years of experience as provided above.

Grade 4: A minimum of an Associate's Degree in Civil Engineering, Construction Technology or a related field **plus** a minimum of 2 years of experience (applicable co-op and/or summer internship allowed) in construction inspection/methods, computer-aided drafting (CAD), land-surveying methods, traffic engineering or related fields; OR High school diploma or equivalent plus minimum 5 years of experience as provided above.

Grade 5: A minimum of an Associate's Degree in Civil Engineering, Construction Technology or a related field **plus** a minimum of 3 years of experience (applicable co-op and/or summer internship allowed) in construction inspection/methods, computer-aided drafting (CAD), land-surveying methods, traffic engineering or related fields.

**Other Requirements:** Must possess a valid Michigan Motor Vehicle Operator's License.

One year after date of hire, employees must obtain MDOT or other recognized Certification in at least the following number or more per given grade of the following listed areas:

Grade 3—minimum 3 certifications;

Grade 4— minimum 4 certifications;

Grade 5— minimum 5 certifications;

- Bituminous Testing
- Bituminous Paving
- Aggregate Testing
- Density Control, including certification in an approved Nuclear Safety Program.
- Concrete Testing
- Work Zone Safety
- SESC (Soil Erosion and Sedimentation Control) or Storm Water Operator
- Excavating Safety: Competent Person Training
- Concrete Construction Inspector (ACI)
- Concrete Paving and Structures (MDOT Inspection School)
- Bridge Painting/Cleaning and Coating Structural Steel (MDOT)
- Pavement, Signs and Markings (Levels I and II)
- Construction of ADA Compliant Facilities

Must demonstrate increasing competency and have verifiable experience in the each of the current versions of the following MDOT documents within the above required experience levels for the given grade:

- MDOT Standard Specifications for Construction
- MDOT Construction Manual
- MDOT HMA Production Manual
- Commonly used Michigan Test Methods
- MDOT Road and Bridge Standard Plans
- Density Control handbook
- Procedures for Aggregate Inspection
- MDOT Materials Quality Assurance Procedures Manual
- MDOT Hot Mix Asphalt QC/QA Procedures Manual

This position requires progressive proficiency in the use of computers and wi-fi enabled mobile devices, as well as word processing, spreadsheet, database, and various engineering software including but not limited to the following:

1. Microsoft Office Programs [e.g. Word, Excel, Access]
2. Computer-aided drafting (CAD), [e.g. Bentley Microstation]
3. Road design platform(s) and electronic survey and GPS data collection and processing, [e.g. OpenRoads, RoadEng]
4. Project estimating [e.g. MERL]
5. Construction project data collection and administration software, [e.g. Mobile Inspector, FieldBook, FieldManager, AASHTOWare]
6. Project management software [e.g. ProjectWise]
7. Asset management database software [e.g. RoadSoft]
8. Specialty and proprietary Engineering Software for pavements, walls, hydraulics, etc [e.g. Hec-Ras, HY8]

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

**Physical Requirements:**

- Sitting, walking, standing, bending and lifting/holding/carrying objects found in an office environment.
- Walking, bending and twisting on pavement, dirt and other outdoor surfaces in various weather conditions.
- Occasional lifting of items up to 50 pounds.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- 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.)*

**Working Conditions:**

- The typical work environment occurs in an office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.
- Frequently, the work environment occurs outside where exposure to temperature, weather conditions, allergens and loud noises are increased.

***OPEIU(Road Dept)***

***April 2019***

***Pay grades 3/4/5***

# INGHAM COUNTY JOB DESCRIPTION

## Engineering Technician 6, Road Department

**General Summary:** Under the supervision of a Project Engineer, or their designee, performs a variety of duties related to road and bridge design and construction, development evaluation and construction, permitting and traffic engineering. Serves as a lead for lower classified Engineering Technicians and seasonal employees, coordinating and directing design and construction inspection work assignments and checking their work for conformance to standards, specifications and guidelines. Also performs a number of non-supervisory duties related to road and bridge design, construction and development projects including drafting plans and specifications for construction projects and construction project oversight. Performs oversight of construction program; reviews construction project documentation for quality assurance, Monitors project specific contractor activities to assure conformance to standards, plans, and specifications, directs and performs appropriate testing, gathers proper contract documentation, and prepares contractor pay estimates. Takes complaint and inquiry calls from the public and performs other technical and administrative tasks associated with Department operations.

### **Essential Functions:**

1. Coordinates the activities of Engineering Technicians to prepare complete construction contract plans, specifications and estimates. Drafts plans and assists engineers in developing project specific specifications. Leads department technicians in preparing drawings and specifications from which various Road Department projects can be constructed. Computes existing and proposed grades and calculates quantities for cost analyses.
2. Coordinates the activities of Engineering Technicians to oversee and insure appropriate project inspection staffing and checks field staff work for conformance to federal, state and county standards, plans, specifications, and documentation requirements. Performs quality assurance reviews of files and documentation for all construction projects.
3. Leads inspection activities of Engineering Technicians for construction contract work and annual Road Department system improvement programs to ensure that work meets standard specification, plan and proposal requirements. Plans, directs, and performs field sampling and testing of materials. Performs and verifies construction project staking and ensures proper placement of work zone signing and traffic control. Formulates field design revisions and corrective action to assist engineers with field related decisions. Helps specify and negotiate contract modifications. Coordinates inspection functions with contractors' operations. Advises contractors concerning the suitability of material and methods used.
4. Measures, computes and keeps records of materials used and work performed in the field. Computes and compiles final quantities of construction work performed by contractors, and prepares various reports. Calculates pay estimates and recommends final payment for road, bridge, and Road Department system improvement programs. Advises contractors on material acceptance requirements and ensures compilation of proper project documentation.
5. Works with a survey crew in planning, and designing field modifications and laying out projects. Uses conventional and electronic survey equipment and software as required to accomplish layout, staking, and grading direction for contractors and Road Department crews.
6. Responds to information requests and complaint calls from the general public. Coordinates follow-up with appropriate personnel and manages computer databases and information systems. Answers

inquiries and complaints from the public and confers with utilities regarding construction, construction traffic control, and access problems.

7. Performs office work such as filling out forms, keeping records, filing documents and reproducing documents or drawings.
8. Represents the Road Commission at pre-construction meetings and other project related and Committee meetings. Provides information related to particular projects and performs various administrative tasks.
9. Maintains construction contract project documentation management system and project construction files. Ensures compliance with state and federal project document requirements. Prepares construction contract files for interim and final audits and responds to remedy audit deficiencies. Prepares construction contract final documents.
10. Coordinates, maintains and updates road certificates, maps, road inventories, etc.
11. Attends a variety of workshops and seminars and reads periodicals and other related materials to stay current on new developments, techniques and methods.
12. Maintains equipment including nuclear testing equipment and related federal licensing requirements, personnel training, certifications and other related records.

**Other Functions:**

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

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

**Employment Qualifications:**

**Education:** A minimum of an Associate's Degree in Civil Engineering, Construction Technology or a related field **plus** a minimum of 5 years of experience in construction inspection/methods, computer-aided drafting (CAD), land-surveying methods, traffic engineering or related fields, including at least one year as an Engineering Technician Grade 5 or equivalent experience.

**Other Requirements:** Must possess a valid Michigan Motor Vehicle Operator's License.

One year after date of hire, employees must obtain MDOT or other recognized Certification in at least six of the following areas:

- Bituminous Testing
- Bituminous Paving
- Aggregate Testing
- Density Control, including certification in an approved Nuclear Safety Program.
- Concrete Testing
- Work Zone Safety
- SESC (Soil Erosion and Sedimentation Control) or Storm Water Operator
- Excavating Safety: Competent Person Training
- Concrete Construction Inspector (ACI)
- Concrete Paving and Structures (MDOT Inspection School)

- Bridge Painting/Cleaning and Coating Structural Steel (MDOT)
- Pavement, Signs and Markings (Levels I and II)
- Construction of ADA Compliant Facilities

This position requires complete proficiency in the use of computers and wi-fi enabled mobile devices, as well as word processing, spreadsheet, database, and various engineering software including but not limited to the following:

1. Microsoft Office Programs [e.g. Word, Excel, Access]
2. Computer-aided drafting (CAD), [e.g. Bentley Microstation]
3. Road design platform(s) and electronic survey and GPS data collection and processing, [e.g. OpenRoads, RoadEng]
4. Project estimating [e.g. MERL]
5. Construction project data collection and administration software, [e.g. Mobile Inspector, FieldBook, FieldManager, AASHTOWare]
6. Project management software [e.g. ProjectWise]
7. Asset management database software [e.g. RoadSoft]
8. Specialty and proprietary Engineering Software for pavements, walls, hydraulics, etc [e.g. Hec-Ras, HY8]

Must demonstrate complete competency and have verifiable experience in the each of the current versions of the following MDOT documents:

- MDOT Standard Specifications for Construction
- MDOT Construction Manual
- MDOT HMA Production Manual
- Commonly used Michigan Test Methods
- MDOT Road and Bridge Standard Plans
- Density Control handbook
- Procedures for Aggregate Inspection
- MDOT Materials Quality Assurance Procedures Manual
- MDOT Hot Mix Asphalt QC/QA Procedures Manual

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

### **Physical Requirements:**

- Sitting, walking, standing, bending and lifting/holding/carrying objects found in an office environment.
- Walking, bending and twisting on pavement, dirt and other outdoor surfaces in various weather conditions.
- Occasional lifting of items up to 50 pounds.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- 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.)*

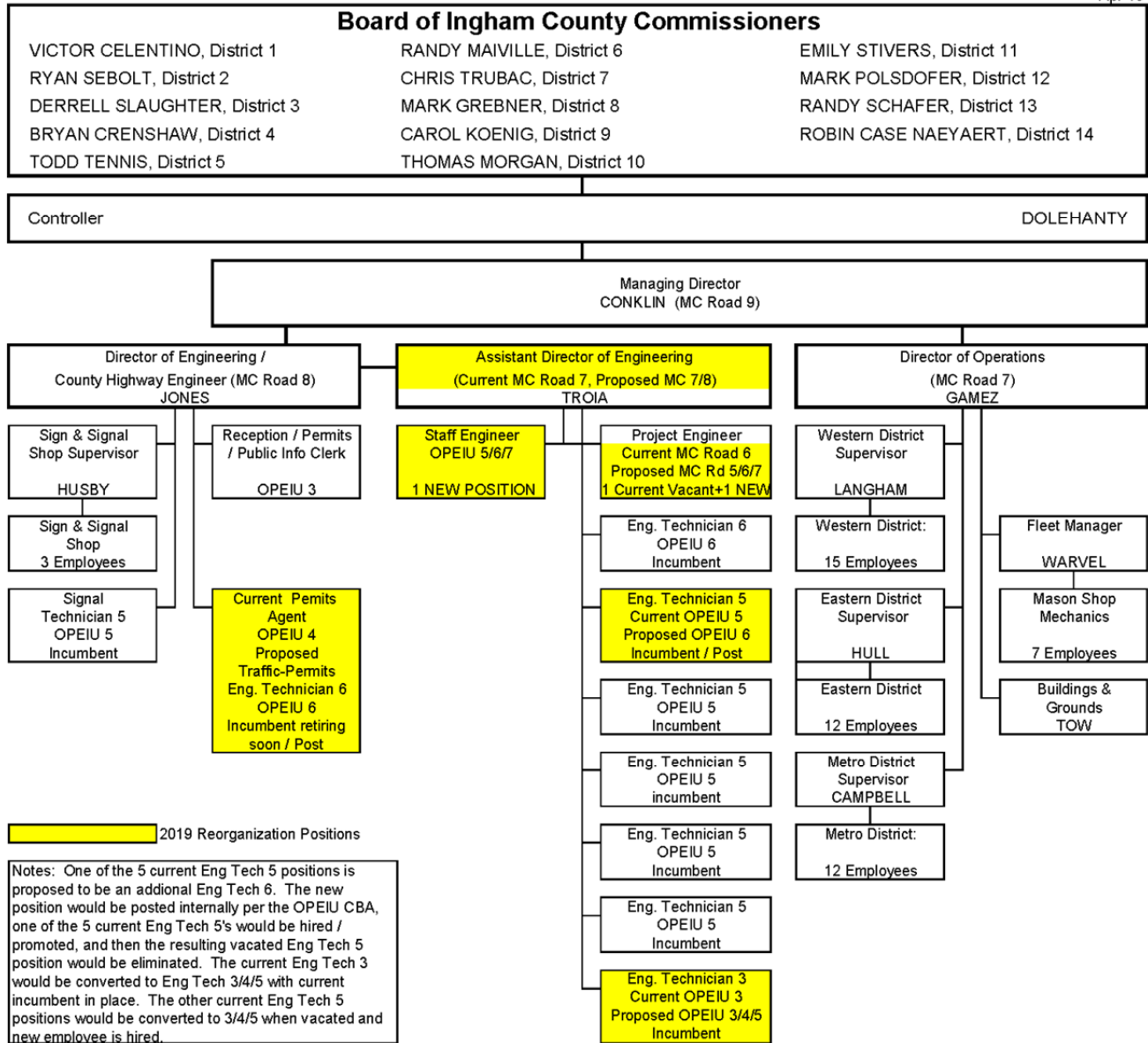
**Working Conditions:**

- The typical work environment occurs in an office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.
- Frequently, the work environment occurs outside where exposure to temperature, weather conditions, allergens and loud noises are increased.

***OPEIU(Road Dept)  
April 2019  
Pay grade 6***

## CURRENTLY PROPOSED ORGANIZATION CHART--April 2019 INGHAM COUNTY ROAD DEPARTMENT

Apr-19





Introduced by the County Services and Finance Committees of the

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE  
THREE NEW POSITIONS AND RECLASSIFYING ONE EXISTING POSITION  
FOR THE ROAD DEPARTMENT**

WHEREAS, Michigan's state fuel and vehicle registration taxes, whose revenue is known as the Michigan Transportation Fund (MTF), were increased starting in 2017, and with further potential road funding increases being proposed at the state level, there has been a very large related increase in engineering activities by Road Department Engineering staff to design, deliver and oversee larger road improvement projects performed by contractors; and

WHEREAS, in addition, there has been an increasing volume of regulatory requirements including significantly increased environmental clearance requirements for larger road and bridge projects impacting adjacent environmental and/or historic features, which has resulted in further large increase in engineering staff workload; and

WHEREAS, prior to the 2017 increase, road funding had declined and operating costs had risen such that the Road Department (formerly Road Commission) had to cut costs including staffing from a peak of 106 employees circa 2006, to 71 full time equivalent (FTE) employees prior to adding one Mechanic in 2016, authorized per Resolution 16-042 approved February 9, 2016, and adding two Engineering Technician positions and adding one additional Mechanic position authorized per Resolution 18-019 approved January 23, 2018, for total current staffing of 75 FTE positions, approximately 29% below previous peak employment; and

WHEREAS, in response to the increased work load to deliver road improvements resulting from the increased MTF funding, the Road Department is recommending and seeking approval to add two permanent Engineering positions; and

WHEREAS, the Engineering and Technical positions are proposed to be reclassified to be multi-grade positions similar to comparable jobs at various state departments to have greater flexibility in recruiting, hiring, and promotion of engineering and technical staff as they professionally develop, given an increasing competitive talent market in which to recruit, hire and retain qualified technical and engineering staff; and

WHEREAS, the involved labor units include the Office Professional Employees International Union (OPEIU) Local 512 Technical-Clerical Bargaining Unit, which includes the Engineering Technicians and proposed Staff Engineer position, and the Managerial-Confidential (MC) unit, which includes the Project Engineer and Assistant Engineering Director positions; and

WHEREAS, the proposed preferred staffing plan would include the following positions shown at highest possible grade: five OPEIU-Grade 5's, three OPEIU-6's, one OPEIU-7, two MC Road-Grade 7's, and one MC Road-8, however, up to 3 of the 8 Engineering technician, OPEIU-5's or 6's, may need to be Staff Engineers, up to OPEIU-7, as there is currently a market shortage of qualified technicians; and

WHEREAS, alternatives to the above requested staffing changes and additions have been considered including further use of consultant or vendor services, additional staff overtime, and/or further use of temporary and/or seasonal labor and the proposed staffing plan has been found to be more feasible and cost beneficial than further use of the alternatives; and

WHEREAS, the Human Resources Department has reviewed and rated the new and reclassified job descriptions and per the attached Analysis Memo is agreement to this proposed re-organization; and

WHEREAS, the increase in salary/benefits costs using 2019 units provided by the Budget Office is \$366,086 per year if 3 of the Technical positions have to be staffed by Staff Engineers up to OPEIU grade 7, and if the preferred plan is achieved, the increase in salary/benefits costs would be \$316,574 per year; and

WHEREAS, the above annual, on-going, personnel cost increase would be covered by the anticipated MTF revenue increases going forward; and

WHEREAS, per the attached email, the OPEIU-512 Technical-Clerical Bargaining Unit is agreeable to the proposed reorganization plan described above, and the new positions would be posted, filled, and administered per the current applicable labor agreements.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the following reclassifications in the Engineering unit of the Road Department with proposed multiple grades shown on applicable positions for which the multi-grade system is proposed:

One existing Engineering Technician I, OPEIU Grade 3, to One Eng. Tech., OPEIU Grade 3/4/5;  
Four existing Engineering Technicians II, OPEIU Grade 5, to Four Eng. Techs., OPEIU Grade 3/4/5;  
One existing Engineering Technician II, OPEIU Grade 5, to One Eng. Tech., OPEIU Grade 6;  
One existing Permit Agent, OPEIU Grade 4, to One Eng. Tech., OPEIU Grade 6;  
One existing Project Engineer, MC Road Grade 6, to One Project Engineer, MC Road Grade 5/6/7;  
One existing Project Engineer, MC Road Grade 7, to One Project Engineer, MC Road Grade 7/8;

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the following new positions in the Engineering unit of the Road Department:

One new Staff Engineer, OPEIU Grade 5/6/7;  
One additional Project Engineer, MC Road Grade 5/6/7;

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes up to 3 of the 8 existing Engineering Technician positions, OPEIU-Grades 3/4/5 or 6, may be staffed by Staff Engineers, up to OPEIU Grade 7, if any vacated Engineering Technician positions may remain vacant with no qualified applicants hired in the position and grade desired after at least one month of posting.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE SPECIAL AND ROUTINE PERMITS  
FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, as of July 23, 2013, the Ingham County Department of Transportation and Roads became the Ingham County Road Department per Resolution #13-289; and

WHEREAS, the Ingham County Road Commission periodically approved Special and Routine permits as part of the their roles and responsibilities; and

WHEREAS, this is now the responsibility of the Board of Commissioners to approve these permits as necessary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated June 4, 2019 as submitted.

**INGHAM COUNTY ROAD DEPARTMENT**

DATE June 4, 2019

LIST OF CURRENT PERMITS ISSUED

ROW PERMIT#	APPLICANT/ CONTRACTOR	WORK	LOCATION	CITY/ TWP	SECTION
2019-250	MAYFAIR BAR & GRILL	SPECIAL EVENT	LAKE LANSING RD	MERIDIAN	
2019-217	CONSUMERS ENERGY	ELECTRIC – OH	HAMILTON RD	MERIDIAN	
2019-219	CONSUMERS ENERGY	GAS	HAMILTON RD	MERIDIAN	
2019-220	CONSUMERS ENERGY	GAS	HAMILTON RD	MERIDIAN	
2019-218	CONSUMERS ENERGY	GAS	OKEMOS RD	MERIDIAN	
2019-216	CONSUMERS ENERGY	GAS	OKEMOS RD	MERIDIAN	
2019-221	CONSUMERS ENERGY	GAS	HAMILTON RD	MERIDIAN	
2019-222	CONSUMERS ENERGY	GAS	HAMILTON RD	MERIDIAN	
2019-235	BARNHART & SONS	SANITARY /ROAD CUT	AURELIUS RD	MERIDIAN	
2019-263	KATHY CLARK	TREE REMOVAL	BUENA PKWY	MERIDIAN	

MANAGING DIRECTOR:

**TO:** Law & Courts, Human Services, County Services, & Finance Committees

**FROM:** Teri Morton, Deputy Controller

**DATE:** June 5, 2019

**SUBJECT:** Resolution to update the Ingham County Strategic Plan and Action Plan  
For the meeting agendas of 6/12, 6/17, 6/18 and 6/19

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**BACKGROUND**

Ingham County's current Strategic Plan identifies the vision, values, and goals to guide resource allocation and work planning for the years 2018 through 2022. The plan includes strategies and an action plan that specify activities and tasks required for accomplishing the goals. The strategic plan also includes success measures to evaluate the County's progress toward meeting these goals.

The 2018 – 2022 plan was adopted by the Board of Commissioners in March 2017. The version included here is not changed from the original, with one exception. Last year, the resolution was updated to reflect years 2019-2023. We recommend reverting back to 2018-2022 to give the 5-year plan a specific end date, then at that time the County can review progress and prepare a new 5- year plan if warranted.

This packet also includes an update to the action plan following its review by the Liaison Committees of the Board of Commissioners. Recommended changes to the action plan are in bold.

**ALTERNATIVES**

The Board of Commissioners could choose not to make any changes to the 2018 – 2022 plan.

**FINANCIAL IMPACT**

There is no direct financial impact. However, the goals and strategies included in the Strategic Plan are considered when allocating resources during the annual budget process.

**STRATEGIC PLANNING IMPACT**

This resolution supports Goal A. 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 3. Develop a performance-based measurement system for monitoring and reporting County service delivery and outcomes.* Key implementation task f. Develop a performance measurement system to track the success of County services (internal and external), including periodic reporting to the County Board and the public.

**OTHER CONSIDERATIONS**

Departments will be providing further updates to the action plan as part of their 2020 Budget Requests. Review of the 5- year strategic plan is necessary to ensure that the strategies and goals remain current.

**RECOMMENDATION**

I recommend approval of the attached resolution and update of the action plan after review by the Board of Commissioners to incorporate the changes proposed by the Liaison Committees and to clarify the time frame of the 5-year Strategic Plan.

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO UPDATE THE 2018 – 2022 STRATEGIC PLAN AND ACTION PLAN**

WHEREAS, the Ingham County Board of Commissioners has developed and desires to adopt of a strategic plan that presents the goals and aspirations of County government and all its affiliated departments and agencies; and

WHEREAS, in 2017, the Board of Commissioners, working with elected officials, department heads and budgetary units completed a comprehensive year-long project with the assistance of Management Partners, Inc., a professional strategic planning firm; and

WHEREAS, the Board of Commissioners reviewed the plan in detail, provided feedback and made certain editorial modifications through its standing committees; and

WHEREAS, the Board deemed the plan to be comprehensive, appropriate, aspirational and strategically sound; and

WHEREAS, the Ingham County Board of Commissioners adopted the 2018 - 2022 Ingham County Strategic Plan; and

WHEREAS, the Ingham County Strategic Plan and Action Plan should be reviewed and updated, if necessary, on an annual basis.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby accepts the 2018 – 2022 Ingham County Strategic Plan and Action Plan as presented and modified by the Board membership.

Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	June 2019 Update
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**Goal A. 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*

a. Submit to the electorate a new health services millage that broadens the population served beyond what the current millage allows.	<u>Board of Commissioners</u> Controller TCOA	4th quarter of 2019	<b>The Human Services Committee will discuss the Health Services Millage Renewal in Late Summer/Fall of 2019.</b>
b. Expand Medicaid enrollment activities throughout Ingham County.	<u>Health Department - Health Promotion and Prevention</u>	Ongoing	Medicaid enrollment activities continued in 2018. Registration and Enrollment's location was enhanced to better serve clients as part of the HSB's May 2018 renovation.
c. Renovate the Health Department space at the Human Services Building and find a permanent home for the River Oak Clinic.	<u>Health Department</u> Controller Facilities Purchasing	2nd quarter of 2018	HSB centralized check-in and waiting room renovation project was completed in June 2018. 2019 CIP Requests reflect preparation to move the River Oak Clinic.
d. Expand programming to identify and address the prevalence of STDs in the community, particularly HIV/AIDS.	<u>Health Department</u>	Ongoing through 2022	A Ryan White Care Coordination Grant in the amount of \$581,172 was awarded to Ingham County in 2018.
e. Expand access to health care for County residents, with an emphasis on the uninsured and the under-insured, <b>the LGBTQ community, rural residents, and other underserved and marginalized populations.</b>	<u>Health Department</u>	Ongoing through 2022	Sparrow-VOA Clinic provided additional access to healthcare. Mobile health clinic partnership with Sparrow increased access to healthcare.
f. Maintain and improve existing parkland, facilities, and features.	<u>Parks</u> Purchasing Controller Board Of Commissioners Purchasing Zoo MSU Extension	Ongoing	The Parks Department continues work on approved CIP projects. These projects include roof replacement at Hawk Island and Lake Lansing South, improvements to splash pad features, adding canoes/kayaks/trailers, etc.

Key Implementation Tasks	Lead Responsibility/Others Involved	Timeline (Suggested Quarter/Year to complete)	June 2019 Update
g. Work to improve accessibility for visitors of all ages and abilities.	<u>Parks</u> Zoo Animal Control	Ongoing	The Parks Department was awarded two grants for Burchfield Park and McNamara Landing. The grant for McNamara Landing will provide for a universally accessible public kayak and canoe launch on the Grand River, with adjacent ADA parking improvements and a new accessible restroom facility. The Overlook Shelter grant will provide for the installation of a new ADA shelter, parking improvements, accessible pathway, etc. at Burchfield Park. In addition, we have a new ADA wheelchair at Lake Lansing South to provide beach access for any park visitor.
h. Enhance existing trails and blueways, and develop new multi-use trails and blueways, that connect parks with recreational, residential, cultural and business centers throughout Ingham County.	<u>Parks</u> Board of Commissioners Purchasing	Ongoing	A fourth round of millage applications were reviewed and 16 new projects were awarded that will address new construction, special projects (including blue ways) as well as repairs, rehabilitation, long-term maintenance projects, and small projects. The grant for McNamara Landing to install a new EzDock kayak launch will also enhance access to a blueway trail connecting to Burchfield Park. In addition, we have purchased kayaks for Hawk Island and Burchfield Park.
i. Construct a new 50,000 sq. ft. exposition center and replace the grandstands at the Fairgrounds.	<u>Fair</u> Controller Board Of Commissioners Purchasing	Last quarter 2019 (Fair)	Exploring a variety of methods to get the project completed by late 2019.
j. The Drain Commissioner's office will continue its program of maintenance and improvement of the important public drain infrastructure	<u>Drain Commissioner</u>	Ongoing	Maintenance and improvement of drain infrastructure is an ongoing activity.
k. Provide for collection and proper disposal of household hazardous waste through the Health Department environmental health division.	<u>Health Department</u> Purchasing	Ongoing	Household Hazardous Waste collection program continued. See activity indicators for metrics.



Key Implementation Tasks	Lead Responsibility/Others Involved	Timeline (Suggested Quarter/Year to complete)	June 2019 Update
l. Provide for ongoing potable water and wastewater inspections through the Health Department.	<u>Health Department</u>	Ongoing	Ongoing. Environmental Health staff provided input and advocacy around proposed changes to the statewide septic code.
m. Monitor environmental hazards and seek to prevent and mitigate pollution.	<u>Health Department</u>	Ongoing	Ongoing
n. Diversify programs/activities at the Ingham County Fair.	<u>Fair</u> Controller Board Of Commissioners Purchasing MSU Extension	Ongoing	Develop relationships with a variety of different clubs, organizations and businesses throughout the county. Create opportunities for the underserved populations that we don't typically reach.
o. Apply contemporary transportation infrastructure philosophies, such as complete streets, to all road construction projects.	<u>Road Department</u> Board of Commissioners Parks Purchasing	Ongoing	2018 Road projects that involved complete streets philosophy: Jolly, Dobie-Meridian Rds--adding paved shoulders; Jolly at Okemos Intersection--Sidewalk gap fill-ins & ADA upgrades; Cedar St, Holt-Aurelius Rds--To be reconstructed with bike lanes, on-street parking, cross walks, new sidewalks and ADA upgrades.
p. Ensure there is no waiting list for the TCOA meals on wheels program in Ingham County.	<u>Tri-County Office on Aging</u> Board of Commissioners		TCOA was awarded a 3% increase over last year's MOW request, as well as an additional \$11,930 to be put toward this strategy for ending the wait list.
q. Implement an electronic filing system for veteran benefit claims.	<u>Veterans Affairs</u>		Veterans Affairs is able to report county service delivery and outcomes by utilizing a more efficient county-solution VetraSpec system. VetraSpec is a secure, online, veteran's claims management software solution built for veteran service officers and state departments.
r. Increase the number of families are served through the DHHS special needs account.	<u>Michigan Department of Health and Human Services</u> Board of Commissioners Controller		The number of special needs clients served by DHHS is projected to increase from 125 in 2017 and 2018 to 180 in 2019.

Key Implementation Tasks	Lead Responsibility/Others Involved	Timeline (Suggested Quarter/Year to complete)	June 2019 Update
s. Work with DHHS to fix their handbook and administrative rules to eliminate confusion.	<u>Circuit Court - Juvenile Division</u> Michigan Department of Health and Human Services Board of Commissioners Controller		The Juvenile Division has attended all training and forums related to the Child Care Fund. Additionally, the Deputy Court Administrator and the Michigan Association of Family Court Administrators have met regularly to address concerns as they arise. It should also be noted that in September of 2017, the Juvenile Division participated in an on-site review by the Child Care Fund audit team. It was determined that the Juvenile Division was effective in reporting costs that were accurate, allowable and appropriate according to state laws, regulations and departmental policy.
t. Reduce the amount of time spent by each child in the foster care system.	<u>Michigan Department of Health and Human Services</u> Board of Commissioners Controller		The number of days of Family Foster Care is projected to decrease from 38,077 in 2017 down to 28,470 in 2019.
u. Maintain the minimal level of Law Enforcement /Road Patrol response in the Sheriff's Office primary service area within the current revenue stream.	<u>Sheriff's Office</u>	Remain at current level through 2020	Formal Reorganization of ICSO in 2018/2019 with the proposed addition of one new Field Services Sergeant position. This position has been added and made a noticeable improvement to operations. Sheriff's Safer Schools Initiative
v. Continue to take the lead in organizing interagency cooperation and obtaining state and federal grant funding to protect Ingham County against all hazards, including an emphasis on terrorism, natural disasters and accidents.	<u>Homeland Security Office</u> Purchasing MSU Extension MSP EOC Lansing SEOC MSU EOC		Strong partnerships have been established and are maintained with our local, state, regional and federal partners

Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	June 2019 Update
w. Continue work to stem the epidemic of Opioid/Heroin related deaths and crime.	<u>Health Department</u> Prosecuting Attorney Sheriff's Office Tri-County Metro Squad Circuit Court - Juvenile Division FAN Lansing/Mason Area Opiate Task Force TCOA	Ongoing/Annual	The Ingham Opioid Abuse Prevention Initiative continued to meet and follow the strategic plan that it developed. Activities include collaborating with the County Jail and Community Mental Health to develop plans of care for inmates with Substance Use Disorders. Ingham County has retained Weitz & Luxenberg to pursue legal action against manufacturers and distributors of opioids. <b>This is also being addressed through the recently received Medically Assisted Treatment (MAT) federal grant, as well as programming being funded by the new Justice Millage.</b>
x. Continue work that targets violent offenders, high level drug dealers, gang activity, and gun violence.	<u>Prosecuting Attorney</u> Tri-County Metro Squad	Ongoing/Annual	ICPO works with police and law enforcement partners to prosecute violent crimes, much of which is the result of the illegal drug trade. In the absence of sensible gun legislation at the state and national level, it is local police and prosecutors who are on the front lines addressing gun violence. Many of our homicides result from the illegal drug trade and we support efforts to reduce illegal drug activity, in our community and throughout the State of Michigan. <b>The Sheriff's Office will continue to partner with the Lansing Police Violent Crime Initiative (VCI) to stem violence.</b>

**Goal A. 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 2. Connect and collaborate with local government networks to learn about innovations and new cost effective service delivery models.*

Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	June 2019 Update
a. Provide additional resources to the task force focusing on the epidemic of opiate addiction in Ingham County.	<u>Health Department</u> Sheriff's Office Prosecuting Attorney MSU Extension TCOA	Ongoing through 2022	The Health Department secured \$70,000 in funding from the Blue Cross Blue Shield of MI Foundation to support the activities of the Ingham Opioid Abuse Prevention Initiative and is utilizing these funds in 2018. CMH has begun distributing Narcan to at-risk individuals upon their release from the Ingham County Jail. The Sheriff has had several mobile pill collections at community events.
b. Partner with non-profit agencies and local governments to communicate the availability of quality pre-natal care to minority populations.	<u>Health Department</u>	Ongoing through 2022	The Maternal and Child Health Division's Maternal and Infant Health, Nurse Family Partnership, and Strong Start Healthy Start programs continued to work with community partners to improve birth outcomes.
c. Develop an indigent defense services plan following guidelines issued by the State through the Michigan Indigent Defense Commission (MIDC)	<u>Controller</u> Circuit Court District Court Prosecuting Attorney	<u>Following Deadlines as set by MIDC</u>	Compliance Plan including 54A, 54B, and 55th District Courts and 30th Circuit Court submitted to MIDC. Plan accepted by MIDC and funding from State of Michigan granted. Implementation planning for a County Public Defender Office is underway.
d. Continue and consider expansion of the network of various Ingham County Specialty Courts (Domestic Violence, Mental Health, Substance Abuse, and Veterans Courts).	<u>District Court</u> Circuit Court Prosecuting Attorney Sheriff's Office Circuit Court - Juvenile Division	Ongoing	The court continues to work with other courts and community partners to enhance and expand existing specialty court programs.
e. Combine Jail sentences with substance abuse and other treatment programming when appropriate to reduce recidivism.	<u>District Court</u> Community Corrections Advisory Board Sheriff's Office Circuit Court Prosecuting Attorney	Ongoing	The court focus is on rehabilitation and sentences are designed for what is best for the defendant and the community. <b>The Sheriff's Office will continue to engage the MSU School of Criminal Justice to implement a local Ingham County Recidivism study to determine if specialty courts and new programming are having a positive effect.</b>

Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	June 2019 Update
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**Goal A. 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 3. Develop a performance-based measurement system for monitoring and reporting County service delivery and outcomes.*

a. Preserve important farmland and open spaces through purchase of development rights.	<u>Farmland and Open Space Preservation Board</u> Purchasing MSUE	Annually	Since it began, the program has protected just over 5300 acres of farmland and open space land in the county with permanent conservation easements. The millage was renewed for an additional 10 years in 2018.
b. Maintain a master road improvement plan that prioritizes road projects to achieve “excellent” road conditions.	<u>Road Department</u>	Ongoing	With the MTF revenue increase, the Road Department proposes maintenance paving and chip-sealing on approximately 100 miles of primary road in 2019. Also in 2019 the increased MTF will provide several miles of full resurfacing. With the recent past financial constraints, no primary roads have been fully rehabilitated or re-paved without federal aid and/or special state or other funding.
c. Develop a standardized reporting system for Community Agencies.	<u>Controller</u>	2nd quarter of 2018	A standardized reporting system is expected to be in place for 2019.
d. Identify acceptable response time ranges to develop plans to address any shortfalls in meeting the acceptable time ranges for calls for service.	<u>Sheriff's Office</u> 9-1-1 Center	Annual Basis	Pending reorganization would add one additional unit to respond / improve response times to CFS Sheriff's Safer Schools Initiative. Sheriff has assigned a deputy to each rural township and has
e. Identify appropriate sanctions for adults in order to foster appropriate behavior, reduce criminal recidivism, and effectively manage corrections resources, including the jail population.	<u>Community Corrections Advisory Board</u> Prosecuting Attorney Sheriff's Office Circuit Court/Pretrial Services District Court Private Service Providers	Develop definition of recidivism by Oct. 1, 2017 Establish baseline by collecting data for 1 year - October 1, 2018	Due to the scope of this project and time constraints this FY, the Action Plan has been revised. The overall scope and feasibility of defining and tracking recidivism will be explored by June 30, 2019. Based on the results, an Implementation Plan and Timeline will be developed by September 30, 2019; Use of structured sentences that include evidence-based program models shown to reduce participant recidivism will continue to be utilized.

Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	June 2019 Update
f. Develop a performance measurement system to track the success of County services (internal and external), including periodic reporting to the County Board and the public.	<u>Controller</u>	12/31/2017	A new 5-year strategic plan was adopted by the Board of Commissioners in 2017. Progress is reported annually during the budget process and periodically throughout the year at liaison committee meetings.

**Goal A. 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 4. Ensure employees provide complete and courteous response to resident questions and inquiries.*

a. Periodically offer FOIA training opportunities to all employees.	<u>Board of Commissioners</u> Animal Control Prosecuting Attorney		Key users have participated in training for new releases of the FOIA software.
b. Provide responsive customer service and public engagement.	<u>Controller</u>		Methods to further implement this strategy will be explored in 2019. Facilities Department sent out a satisfaction survey in January 2019.

**Goal A. 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 5. Provide opportunities to gather feedback on County services from the public.*

	<u>Board of Commissioners</u> Innovation and Technology Animal Control Circuit Court Sheriff's Office		Every public meeting is a chance to gather feedback. However, an example of specific engagement with the public is the sessions held by the Sheriff to educate the public on the Jail millage.
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**Goal B. Communication: Improve service by enhancing the quality of external and internal communication.**

*Strategy 1. Promote key services through the local media.*

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Key Implementation Tasks	<u>Lead Responsibility/</u> Others Involved	Timeline (Suggested Quarter/Year to complete)	June 2019 Update
a. Increase resident awareness of parks, park activities, accomplishments, and opportunities.	<u>Parks</u> Board of Commissioners Zoo	Ongoing	The Parks Department issues press releases and frequently posts to Facebook to keep the public up to date on park information. The Friends of Ingham County Parks have developed in conjunction with the Parks Department staff, a Voluntary Park Patron Optional Decal – Fundraising Proposal. This will help the Friends build a membership base of park supporters and donors.
b. Secure funding for mass media campaign around education, prevention, and treatment of HIV and STIs.	<u>Health Department</u> Board of Commissioners	Apply for funding by Q4 2018	The Health Department was awarded \$20,000 for a media campaign as part of its 2018 grant for Ryan White Care Coordination funds. The Health Department secured \$5,000 for a Hepatitis A Campaign and began implementing it in May 2018.
c. Provide public relations and media training for Commissioners, department heads, and staff.	<u>Controller</u>	Ongoing	Training opportunities are ongoing and encouraged county-wide (ICMA Webinars). Media training scheduled for February 27 Department Head

**Goal B. Communication: Improve service by enhancing the quality of external and internal communication.**

*Strategy 2. Provide opportunities for residents and service recipients to share their experiences about County services.*

a. Add a recurring item to County Board agenda for committee liaisons to provide brief updates on relevant business and actions.	<u>Controller</u> Board of Commissioners	Ongoing	Committee Chair updates are included on the agenda for every Board of Commissioners meeting.
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**Goal B. Communication: Improve service by enhancing the quality of external and internal communication.**

*Strategy 3. Consider ways to brand and unify County messaging*

Key Implementation Tasks	Lead Responsibility/Others Involved	Timeline (Suggested Quarter/Year to complete)	June 2019 Update
a. Create and maintain a social media presence for County programs and services.	<u>Controller</u> All Interested Departments	Ongoing	A social media policy was approved by the Board of Commissioners in 2018. The web site update is ongoing.

**Goal B. Communication: Improve service by enhancing the quality of external and internal communication.**

*Strategy 4. Assure ease of access to information on and maintenance of the County Web site.*

a. Make county records available on-line whenever practical.	<u>Innovation and Technology</u>	12/1/2020	Website update is in progress, this will be the first step in providing more information online.
b. Route all requests for public documents through the FOIA Coordinator.	<u>Board of Commissioners</u>		While FOIA request procedures are available on the webpage, we are still attempting to have all customers use the FOIA software when requesting information.
c. Continue support for online mapping and property search queries through the Equalization Department.	<u>Equalization/Tax Mapping</u> Innovation and Technology	Annually	This is addressed annually in the budget.
d. Support efforts to allow on-line fee payment for vital records.	<u>County Clerk</u> Innovation and Technology	2nd Quarter - 2019	Two challenges must be addressed: ability to verify identity and no-cost or low-cost payment processing. The current vendor is developing an ID verification module with an expected rollout in 2019. After rollout, the Clerk will determine if it meets our needs. The Clerk plans to work with the Treasurer to develop no-cost payment processing solutions.
e. Create an electronic, public directory of all County services with contact information.	<u>Innovation and Technology</u>	12/1/2018	Website update is in progress, anticipated rollout is before the end of the year.
f. Assign an employee in each department with responsibility for keeping the intranet up to date.	<u>Innovation and Technology</u>		IT can recruit a point person and coordinate but cannot enforce updates to happen. It will need to be escalated if greater measures need to be taken.



Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	June 2019 Update
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**Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.**

*Strategy 1. Maintain the County's financial reserves at adequate levels.*

	<u>Controller</u>	Ongoing	The reserves in the Budget Stabilization Fund, General Fund, and Public Improvement Fund as of 12/31/17 total \$27.9 million. This equates to 12% of the \$233.3 million in total budgeted expenditures for 2018. As of 12/31/17 the General Fund has \$11.8 million more than the policy's minimum target and the Public Improvement Fund has \$.8 million more than the policy minimum. The Budget Stabilization Fund is \$240,959 above its minimum target level.
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**Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.**

*Strategy 2. Continue to monitor adherence to the County's financial reserve policy*

	<u>Controller</u>	Ongoing	The County's policy requires that the County Controller annually advise the Finance Committee of the status of the balances in the funds, and as appropriate, provide recommendations for maintaining the balance at appropriate levels.
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**Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.**

*Strategy 3. Develop options for service levels depending on the County's fiscal health.*

a. Set reasonable fees for document searches and duplication.	<u>Board of Commissioners</u>		Fees are set by resolution on an annual basis.
b. Build capacity to meet growing demands to investigate, educate and control the incidence of sexually transmitted infections in our community.	<u>Health Department</u>		Ryan White Care Coordination Grant awarded in 2018.

Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	June 2019 Update
c. Increase the immunization rate among children 19-35 months old and 13-17 years old through community outreach/collaborations to increase knowledge and awareness about immunization.	<u>Health Department</u>		Immunization activities continued. The Board of Health has included <i>Promote ICHD Adolescent &amp; Adult Vaccination Activities</i> as one of its Strategic Priority areas. Vaccinated residents at the Ingham County Youth Center monthly.
d. Consider the 9-1-1 Advisory Committee recommendation to submit to the electorate a supplemental 9-1-1 Operational Millage to build up a fund balance to upgrade or replace the current Public Safety Communications System.	<u>Board of Commissioners</u> 9-1-1 Center	Increase start in 2018 and continue for several years. Radio system must be replaced/updated by 2021.	The Board of Commissioners decided to move forward with a ballot question in November 2018 to increase the 9-1-1 surcharge to fund a full radio replacement, per Resolution 18-322. The ballot question was approved by voters and the radio replacement project is underway.
e. Supplement the CCAB Plans and Programs through local funding given the limited resources available.	<u>Community Corrections</u> <u>Advisory Board</u> Circuit Court Prosecuting Attorney	2018	CMH-CATS, Jail and Community Corrections worked together to propose programming that could potentially be funded through the Justice Complex Millage. A proposal was submitted for community-based programming.
f. Expand diversion program to divert non-violent economic crime from the traditional Courts dockets.	<u>Prosecuting Attorney</u>		We are working to further expand the eligibility of diversion cases. If marijuana is legalized in the State of Michigan, a significant number of our annual Diversion cases would no longer be filed. We are planning for this eventuality by looking at additional cases and offense categories for which Diversion programming is an appropriate solution.

Key Implementation Tasks	<u>Lead Responsibility/</u> Others Involved	Timeline (Suggested Quarter/Year to complete)	June 2019 Update
g. Expand evidence based juvenile programming to adequately address the increased Family Division caseload should 17 year olds become part of their responsibilities.	<u>Circuit Court - Juvenile Division</u> Prosecuting Attorney	Annually	The Juvenile Division attempts to support this goal by reorganizing a Juvenile Court Officer position to a second Family Center Supervisor. The Family Center currently has the infrastructure to treat juveniles through their 18th birthday. This new position will be able to make decisions in the face of a critical incident at the Family Center. Currently there is one Supervisor working 12:00 pm to 8:00 pm. This new Supervisor position will provide necessary coverage from 7:30 am – 3:00 pm, while the other Supervisor will work 12:30 pm – 8:30 pm.

**Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.**

*Strategy 4. Periodically review and revise policies and contracting procedures to reflect current best practices.*

a. Coordinate County infrastructure improvement projects such as roads and drains.	<u>Road Department</u> Drain Commissioner	Ongoing	Road department sends Drain office lists of upcoming road projects early each year and several times throughout design process for coordination including avoidance of duplicate traffic and pavement disturbance. Road department also routinely sends Drain office copies of any larger permit applications to alert Drain office of larger utility impacts that may affect county drains.
b. Provide regular reports to the County Board on the use of debt service, updates on Tax Increment Financing and other financing tools.	<u>Controller</u> Financial Services	Ongoing	The County has a debt service policy, updates done annually through the audit and other financial reporting.
c. Continue periodic reports to the County Board on management and financial issues outside of the budget process.	<u>Controller</u> Financial Services Human Resources Purchasing	Ongoing	Updates have been or will be provided on Purchasing and contracts policies, and new IT security training has been implemented.

**Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.**

Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	June 2019 Update
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*Strategy 5. Conduct periodic internal audits to assess departmental compliance with management and financial policies and procedures.*

a. Monitor compliance with policies and procedures by County employees, elected officials and Commissioners (e.g., purchasing, ethics, IT security, non-discrimination).	<u>Controller</u> Innovation and Technology Purchasing Sherriff's Office	Ongoing	Ongoing
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**Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.**

*Strategy 6. Identify long and short-term funding priorities and financing options for capital projects.*

a. Lend full faith and credit to viable drainage projects within parameters of the County's debt financing policy.	<u>Board of Commissioners</u>		In 2018 the County pledged full faith and credit for the Ferley Drainage District Bonds.
b. Lend full faith and credit to viable public infrastructure projects.	<u>Board of Commissioners</u>		The Board of Commissioners is supporting ongoing expansion and renovation projects at the Medical Care Facility, CMH and Animal Shelter.
c. Promote brownfield redevelopment.	<u>Economic Development</u>		For 2018 the County has contracted Economic Development Services to the Lansing Economic Area Partnership (LEAP).
d. Create a comprehensive and structured approach to the long-term management of assets as tools for the efficient and effective delivery of benefit.	<u>Facilities</u> Innovation and Technology Parks		The Facilities Director has met with Parks and they are doing a Facilities Condition Assessment of the assets within all 3 major parks. This should be concluded by the spring of 2019.
e. Develop a policy to ensure adherence with the approved Capital Improvement Program when reviewing capital funding requests.	<u>Controller</u> Innovation and Technology	4th quarter 2019	The timeline has been adjusted and extended to 2019.

**Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.**

*Strategy 7. Identify efficiencies through regional collaboration, consolidation and service sharing that promote accountability, transparency and controlling costs.*

a. Support the Ingham Conservation District in its efforts to promote natural resource stewardship.	<u>Board of Commissioners</u> Ingham Conservation District Parks	12/31/2017	The 2019 budget included a contract for services with the Ingham Conservation District of just over \$8,000.
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Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	June 2019 Update
b. Coordinate environmental education efforts with MSU Extension, Tri-County Regional Planning Commission and the environmental health division Health Department.	<u>MSU Extension</u> Tri-County Regional Planning Commission Health Department Parks	Ongoing	MSU Extension Greening Michigan Institute educators and resources may provide education and information.
c. Support regional and local convention and tourism activities	<u>Controller</u> Fair Parks	Ongoing	80% of Hotel/Motel tax proceeds continue to be allocated to the Greater Lansing Convention and Tourism Bureau.
d. Support regional and local economic development groups	<u>Controller</u> Fair Parks	Ongoing	The County is a dues paying member of LEAP and maintains a contract with LEAP for economic development services.
e. Improve the timing of Child Care Fund reimbursements received from the State of Michigan.	<u>Circuit Court - Juvenile Division</u>		The Juvenile Division intends to develop and maintain a Child Care Fund Annual Plan and Budget through a strong collaboration with the Ingham County Budget Office and the Financial Services Department. Reimbursement will be timely if the Child Care Fund Annual Plan and Budget is properly constructed. The Annual Plan and Budget will be developed this summer with proper coordination between departments.
f. Implement a legislative solution to fix the unfunded mandate caused by the reduction in DHHS worker caseload ratios from 15:1 to 13:1.	<u>Michigan Department of Health and Human Service</u> Controller Board of Commissioner Circuit Court - Juvenile Division		Work towards a legislative solution to contain foster care costs is ongoing.

Key Implementation Tasks	Lead Responsibility/Others Involved	Timeline (Suggested Quarter/Year to complete)	June 2019 Update
g. Continue the contracts with MSU to continually evaluate the effectiveness of the Juvenile Court Programing including millage-based programs.	<u>Circuit Court - Juvenile Division</u>	Annually	The newly created Clinical Mental Health Professional conducts quarterly fidelity assessments of evidence based curriculums utilized by the Juvenile Division. In January 2018, a formal continuous quality improvement (CQI) plan was instituted to assist with program evaluation and continued implementation for Juvenile Division programming. This evaluation will provide information regarding each program's fidelity to its model. This information will be shared with the relevant agency/personnel along with recommendations to ensure that all programming continues to implement best practices.

**Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.**

*Strategy 8. Monitor and address unfunded liabilities.*

	<u>Controller</u>	ongoing	The County continues to contribute required MERS payments and obligations toward OPEB.
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**Goal D. Information Technology: Enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.**

*Strategy 1. Support well-trained IT managers and staff current with emerging trends and best practices.*

	<u>Innovation and Technology</u>	Ongoing	Training and conference opportunities are being provided to staff.
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**Goal D. Information Technology: Enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.**

*Strategy 2. Annually budget for countywide IT projects including updates to existing software applications.*

a. Continue to replace all state-owned computer hardware with county-purchased hardware as well as purchase supporting MS/Windows licenses.	<u>Innovation and Technology</u> Friend of the Court	12/1/2019	Reviewing inventory to ensure all are identified and replaced by deadline. Licenses will be purchased to cover.
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Key Implementation Tasks	Lead Responsibility/Others Involved	Timeline (Suggested Quarter/Year to complete)	June 2019 Update
b. Promptly communicate emerging IT issues with department heads, elected officials and the County Board.	<u>Innovation and Technology</u>	Ongoing	As issues arise, communication is sent via Helpdesk email or from CIO to advise depending on immediacy/severity of issue.
c. Schedule quarterly face-to-face meetings with the IT director, department heads, elected officials and County Services Committee.	<u>Innovation and Technology</u>	8/1/2018	First meetings to be scheduled for Q3 2018, will take feedback to determine optimal logistics – groups, one on one, etc.
d. Prepare a comprehensive landscape review and inventory of County IT programs, vendors, hardware, IT assets, and assessment of related needs with cost estimates.	<u>Innovation and Technology</u>	6/1/2018	In starting this project it was discovered that this is a much larger project than anticipated. It will take much longer to do an effective job of creating that inventory of everything IT.
e. Implement a department-by-department evaluation of IT services that focuses on the needs of the end user.	<u>Innovation and Technology</u>	12/1/2018	Evaluation document being developed, and key criteria/metrics being established.
f. Develop a five-year IT growth plan with associated costs.	<u>Innovation and Technology</u>	6/1/2019	As this is dependent on having a good review document, the date on this has been pushed out as well.
g. Create an up-to-date IT emergency management plan including the security of private data.	<u>Innovation and Technology</u>	4/1/2018	First draft is completed, will need annual review to ensure it is up to date.

**Goal D. Information Technology: Enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.**

*Strategy 3. Establish consistent standards for department website design, information postings and monitoring.*

	<u>Innovation and Technology</u> Board of Commissioners Controller	6/1/2018	Slight delay on this due to obtaining feedback and consensus from the various stakeholders. Still on track to be completed as part of the website redesign process.
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**Goal E. Facilities and Infrastructure: Provide user friendly, accessible facilities and quality infrastructure.**

**Strategy 1. Review recommendations of the Space Utilization Study for Ingham County.**

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Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	June 2019 Update
a. Use the Animal Control Millage to build a new Animal Control Replacement facility on existing county property in Mason.	<u>Facilities</u> Animal Control Purchasing Building Authority	2nd Quarter 2019	New Shelter will be open to the public on June 5, and Ribbon Cutting will be held on June 14, 2019.
<b>a1. Continue support of expanded Animal Control staffing and debt service payments for new shelter with Animal Shelter millage funding, approved through 2021.</b>	<u>Board of Commissioners</u>		
b. Develop strategies to finance with new revenue a modern new Ingham County Jail that is more humane, efficient and cost effective with appropriate security levels, programming and staffing.	<u>Board of Commissioners</u> Courts Sheriff Controller Facilities	August 2018	The County is requesting that the voters consider a millage that would replace the current county jail, the Sheriff's administrative offices and court facilities located in Mason. This construction would be financed with bonds which would be paid for by the proceeds of the millage over the next 20 years. The County is also requesting additional programming funds over the same time period in order to expand services that would treat substance addictions and mental illness at the jail, and also to reduce re-incarceration among arrested persons. Voters approved the millage, and planning for the new justice complex and expanded programming is underway.
<b>b1. Develop/design and construct the new Justice Complex</b>	<u>Facilities</u> Sheriff Courts Building Authority Controller Purchasing County Clerk	Middle to End of 2022	
c. Develop a proactive maintenance plan to extend the life of facilities, property and infrastructure assets.	<u>Facilities</u> Parks Purchasing	12/31/2017	This was started in 2017 and should be completed in 2019.



Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	June 2019 Update
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**Goal E. Facilities and Infrastructure: Provide user friendly, accessible facilities and quality infrastructure.**

*Strategy 2. Plan physical space needed for future storage needs.*

a. Develop a data retention policy.	<u>Innovation and Technology</u>	Ongoing	Need information on legal requirements. Controller's office working with attorneys.
b. Evaluate future storage capacity needs for electronic data.	<u>Innovation and Technology</u>	12/1/2018 Within guidelines effective 1/1/2018	Corrected typo in second date, needs to be after the first date.

**Goal E. Facilities and Infrastructure: Provide user friendly, accessible facilities and quality infrastructure.**

*Strategy 3. Identify areas for collaboration with other governmental units for facilities, property, and infrastructure upgrades.*

a. Coordinate road projects with other infrastructure improvement projects, such as drains, in order to minimize transportation disruption and public inconvenience.	<u>Road Department</u> Drain Office	Ongoing	See Goal C, Strategy 4a
b. Explore methods to share and/or consolidate District Court programming, operations and /or facilities.	<u>Controller</u> Law and Courts Committee 55th District Court State Court Administrator	Ongoing	This is ongoing. Meetings occurred in 2018 and are scheduled into the future.
c. Evaluate and plan for adult caseload reduction if the state legislation is approved to move 17-year-olds	<u>Circuit Court</u> Sheriff's Office		It is likely that the State will enact Raise the Age Legislation effective October 1, 2021. The funding mechanism is the outstanding issue to be decided upon. The Family Division of the Circuit Court and the Sheriff's Office have plans in place to address the change when it becomes effective, although, with the outstanding issue of a funding mechanism, impacts on operational costs are difficult to evaluate.

**Goal E. Facilities and Infrastructure: Provide user friendly, accessible facilities and quality infrastructure.**

Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	June 2019 Update
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*Strategy 4. Consider environmentally-friendly construction strategies.*

a. Maintain a database of drain infrastructure conditions to prioritize drain improvement projects designed to extend their useful life.	<u>Drain Commissioner</u> Innovation and Technology		Maintenance of a database of drain infrastructure is an ongoing activity.
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**Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.**

*Strategy 1. Attract and retain employees who value public service.*

a. Develop an employee succession plan with a timeline for anticipated retirements.	<u>Human Resources</u>	HR data provided on 1/1/2018. Dept. review meetings to be complete step 1 by 3/31/2018. Analysis of initial feedback and summary of needs by 6/30/2018. Begin process of building plan in 3rd quarter.	Complete delivery of HR data to departments by 7/31/18. Dept. review meetings to be completed by 9/30/2018. Analysis of initial feedback and summary of needs by 12/31/2018. Begin process of building plan in 1st quarter 2019.
b. Develop a workforce that reflects the community it serves by establishing countywide diversity goals.	<u>Human Resources</u> Board of Commissioner Equal Opportunity Committee	Currently data provided quarterly to EOC.	Ongoing. 1st and 2nd quarter data provided to EOC as of July 2018.

**Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.**

*Strategy 2. Regularly solicit employee feedback and suggestions for workflow improvements.*

Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	June 2019 Update
a. 6mo. And 12 mo. Survey on workflow	<u>Controller</u>	Deadline extended to 7/1/2019	These three tasks will be assigned to the Human Resources Department. In 2019 there will be discussions regarding a reorganization of the entire Central Services operation.
b. Staff Meeting include workflow reviews and process mapping exercise (if dept. does not have staff meetings, provide workflow questionnaire for soliciting a response)	<u>Controller</u>		
c. Electronic suggestion box	<u>Controller</u>		

**Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.**

*Strategy 3. Encourage employee creativity and innovation.*

a. Develop formal and informal employee recognition programs	<u>Human Resources</u> Board of Commissioners Controller	Launch by 1/1/2019	HR draft plan to Controller by 9/30/18.
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**Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.**

*Strategy 4. Support employee and professional development.*

a. Continue monthly department head meetings to share information.	<u>Controller</u>	Ongoing	Monthly department head meetings were held throughout 2018. Bimonthly meetings are scheduled for 2019.
b. Communicate policy and procedure changes and other updates to department heads and employees within one week of adoption.	<u>Board of Commissioners</u> Controller Human Resources	Ongoing	New policies and amended policies are added to the webpage once adopted and are also emailed to departments heads.
c. Conduct training that will help employees better understand and respond to resident questions and inquiries.	<u>Human Resources</u>	FY 2019	FY 2019
d. Conduct training on services specific to departments.	<u>Human Resources</u>	Ongoing	Ongoing

Key Implementation Tasks	<u>Lead Responsibility</u> /Others Involved	Timeline (Suggested Quarter/Year to complete)	June 2019 Update
e. Develop a countywide training program that promotes respect for diversity.	<u>Human Resources</u>	3rd quarter 2019	3rd quarter 2019



# Ingham County Strategic Plan



Vision  
Mission  
Values  
Overarching  
Priorities  
Goals  
Strategies  
Success  
Indicators

February 2017

*Prepared for Ingham County, Michigan by Management Partners*



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## Background



*Ingham County is governed by a 14-member Board of Commissioners elected on a partisan basis for terms of two years from single-member districts that are approximately equal in population.*

### Introduction

Ingham County's Strategic Plan identifies the vision, values, and goals to guide resource allocation and work planning for the years 2018 through 2022. The plan includes strategies and an action plan (separate document) that specifies activities and tasks required to reach for accomplishing the goals. The strategic plan also includes success measures to evaluate the County's progress toward meeting these goals.

### Strategic Planning Process and Workshops

The process for creating Ingham County's Strategic Plan began with individual interviews with Commissioners, department heads, and elected officials. Interviewees shared their perspectives on strengths, weaknesses, opportunities and challenges (SWOC) facing the County. A summary of themes, along with data on current socio-economic trends, was provided as background information for a workshop with elected officials and department heads in January 2016. During the workshop the participants identified draft goals and strategies, which were then shared with Commissioners.

A Strategic Planning Workshop for Commissioners was held in March of 2016. The workshop began with a discussion about the County's vision and mission, followed by discussion and prioritization of the values that provide the foundation for how the County does its work. In addition to discussing the Ingham County vision and values, the Commissioners developed goals and strategies. Together these elements comprise the Ingham County Strategic Plan. A subcommittee of Commissioners met in 2016 and early 2017 to refine this document which was subsequently approved by the Board of Commissioners on March 14, 2017.





## Vision and Mission



*A vision statement is aspirational. It reflects a desired future for the County.*

### **OUR VISION**

*Ingham County is a welcoming, inclusive, peaceful, engaged, healthy, and just community for all residents.*

*A mission defines the purpose of the organization, what it stands for and what it will do, and directs the day-to-day actions of leaders, managers and employees.*

### **OUR MISSION**

*Ingham County will identify and provide high quality, easily accessible services that its residents value. These services will be delivered by an ethical, well-trained workforce comprised of public servants in the most effective, collaborative way possible.*



# Values



*Values guide the actions and behaviors of County leaders and employees in carrying out Ingham County programs, projects and policy development.*

## OUR VALUES

While providing County services and doing our work we value:

- ❖ *Quality resident services;*
- ❖ *Accountability and fiscal responsibility;*
- ❖ *Diversity, equity and inclusion;*
- ❖ *Honesty, integrity and ethics; and*
- ❖ *Creativity and innovation.*



## Goals and Strategies (2018 – 2022)



**A goal is a statement of a specific direction and the desired outcome(s).**

*A strategy is an action to be taken to achieve a goal.*

*A success indicator is a quantifiable metric or measurement that is used over time to track progress and outcomes of programs. Success indicators are presented in a companion Implementation Action Plan document that is updated yearly as part of the annual budget process.*

The Commissioners developed goals and strategies that address six strategic issue areas:

- ❖ Service to Residents
- ❖ Communication
- ❖ Facilities and Infrastructure
- ❖ Information Technology
- ❖ Management, Finance and Governance
- ❖ Human Resources and Staffing

Each of these six goals encompass many aspects and are interrelated. For example, information technology has an impact on service to residents, as does finance, facilities, infrastructure, communication and staffing. These interrelationships will be addressed as implementation proceeds and spelled out in the implementation action plan.



## Overarching County Priorities

The Ingham County Board of Commissioners has adopted several long-term priorities that were instrumental in the development of the strategic plan goals and priorities. The long-term objectives are focused on County services that promote and emphasize a healthy and active population, a safe community, a thriving economy and high quality of life, a clean and protected environment, and an innovative approach to government services focused on fairness, equity and social justice.

The overarching long-term objectives for the plan include:

Overarching Long-term Objective	Goal					
	Service to Residents	Communication	Management, Finance and Governance	Information Technology	Facilities and Infrastructure	Human Resources and Staffing
Fostering economic wellbeing	●					
Preventing and controlling disease	●					
Promoting accessible healthcare	●					
Assisting in meeting basic needs	●					
Fostering youth development	●					
Enhancing access to County records		●				
Supporting public safety			●			
Assuring fair and efficient judicial processing			●			
Providing appropriate evidence based sanctions for adult offenders			●			
Providing appropriate evidence based treatment and sanctions for at-risk youth and juveniles			●			
Providing a quality transportation system, including roads					●	
Providing a suitable and ecologically sensitive drainage system					●	
Providing recreational opportunities					●	
Promoting environmental protection, smart growth and conservation					●	



## Service to Residents

**Goal: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.**



### Strategies

1. Strive to make facilities and services user-friendly.
2. Connect and collaborate with local government networks to learn about innovations and new cost effective service delivery models.
3. Develop a performance-based measurement system for monitoring and reporting County service delivery and outcomes.
4. Ensure employees provide complete and courteous responses to resident questions and inquiries.
5. Provide opportunities to gather feedback on County services from the public.



## Communication



**Goal: Improve service by enhancing the quality of external and internal communication.**

## Strategies

1. Promote key services through the local media.
2. Provide opportunities for residents and service recipients to share their experiences about County services.
3. Consider ways to brand and unify County messaging.
4. Assure ease of access to information on and maintenance of the County Web site.





## Management, Finance and Governance



**Goal: Maintain and enhance County fiscal health to ensure delivery of services to residents.**

### Strategies

1. Maintain the County's financial reserves at adequate levels.
2. Continue to monitor adherence to the County's financial reserve policy.
3. Develop options for service levels depending on the County's fiscal health.
4. Periodically review and revise policies and contracting procedures to reflect current best practices.
5. Conduct periodic internal audits to assess departmental compliance with management and financial policies and procedures.
6. Identify long and short-term funding priorities and financing options for capital projects.
7. Identify efficiencies through regional collaboration, consolidation and service sharing that promotes accountability, transparency and controlling costs.
8. Monitor and address unfunded liabilities.



## Information Technology

**Goal: Enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.**



### Strategies

1. Support well-trained IT managers and staff current with emerging trends and best practices.
2. Annually budget for countywide IT projects including updates to existing software applications.
3. Establish consistent standards for department website design, information postings and monitoring.





## Facilities and Infrastructure



**Goal: Provide user friendly, accessible facilities and quality infrastructure.**

### Strategies

1. Review recommendations of the Space Utilization Study for Ingham County.
2. Plan physical space needed for future storage needs.
3. Identify areas for collaboration with other governmental units for facilities, property, and infrastructure upgrades.
4. Consider environmentally-friendly construction strategies.



## Human Resources and Staffing



**Goal: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.**

### Strategies

1. Attract and retain employees who value public service.
2. Regularly solicit employee feedback and suggestions for workflow improvements.
3. Encourage employee creativity and innovation.
4. Support employee and professional development.



## Conclusion



This strategic plan includes goals and strategies to accomplish six areas of importance:

- Service to Residents,
- Communication,
- Management and Finance,
- Information Technology,
- Facilities and Infrastructure, and
- Human Resources and Staffing.

The goal areas encompass the overarching priorities articulated by the County Commissioners and guide how services to Ingham County residents and visitors are delivered. For example, information technology has an impact on service to residents, as does finance, facilities and infrastructure and will be further clarified and addressed as implementation proceeds.

An Implementation Action Plan has been developed and provided to the County under separate cover. It describes and sequences the actions required to carry out each of the strategies to accomplish the goals of the Strategic Plan.

### Board of Commissioners

**Kara Hope**  
Chairperson

**Sarah Anthony**  
Vice- Chairperson

**Randy Maiville**  
Vice Chairperson Pro Tem

**Victor Celentino**, District 1

**Rebecca Bahar-Cook**, District 2 (2016)  
**Ryan Sebolt**, District 2 (2017)

**Bryan Crenshaw**, District 4

**Todd Tennis**, District 5

**Penelope Tsernoglou**, District 8 (2016)  
**Mark Grebner**, District 8 (2017)

**Carol Koenig**, District 9

**Brian McGrain**, District 10

**Teri Banas**, District 11

**Deb Nolan**, District 12

**Randy Schafer**, District 13

**Robin Case Naeyaert**, District 14





**TO:** County Services Committee  
**FROM:** Timothy J. Dolehanty, Controller/ Administrator  
**DATE:** June 3, 2019  
**SUBJECT:** Authorization to Start a Managerial Employee above Step 2  
For the work session agenda of June 18, 2019

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**BACKGROUND**

Recruitment of a new 9-1-1 Central Dispatch Director recently concluded with selection of a candidate to fill the position. The chosen candidate asked to be compensated at Step-5 of the Managerial and Confidential (MC) grade 13 salary schedule (see table below).

MC SALARY SCHEDULE (Excerpt)

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
13	78,740.77	82,417.17	86,268.09	90,294.60	94,510.67

Section B.6 of the Managerial and Confidential Employee Personnel Manual allows that a new Manager or Confidential Employee may be started above Step 2 of the appropriate grade at the discretion of the County Services Committee.

**ALTERNATIVES**

The chosen candidate has indicated a willingness to accept an offer to fill the 9-1-1 Central Dispatch Director position contingent upon a competitive salary offer. If we are not able to agree on a salary, a new search may be initiated.

**FINANCIAL IMPACT**

Annual salary differences among the five steps of Grade 13 are provided above. Because the previous director was also compensated at Step 5, there will be no impact on the Central Dispatch Department budget.

**OTHER CONSIDERATIONS**

Five candidates met minimum qualifications for the 9-1-1 Central Dispatch Director position and were interviewed by a seven-member selection committee appointed by the Controller. The chosen candidate was the consensus recommendation of the committee.

**STRATEGIC PLANNING IMPACT**

This proposal supports the Strategic Plan human resources and staffing goal to attract and retain exceptional employees who reflect the community they serve and who prioritize public service.

**RECOMMENDATION**

Based on knowledge, skills and expertise of the chosen candidate, I respectfully recommend that the County Services Committee allow the selected 9-1-1 Central Dispatch Director candidate to begin at Grade 13, Step 5 of the MC salary schedule.

## **CANDIDATE SUMMARY**

Five qualified candidates were interviewed for our vacant 9-1-1 Central Dispatch Director position. We have reached the final stage of the necessary background and reference checks for our selected candidate. A tentative offer of employment was made to our unanimously-selected top candidate, Terri Thornberry from Madison, Mississippi (ironically located 911 miles south of Lansing).

Over her 23-year history in the 9-1-1 industry, Ms. Thornberry has demonstrated leadership skills that resulted in significant improvements in staffing, development of processes and procedures, standardization of policies, implementation of major technical systems and associated equipment, and vendor oversight. She has shown a history of building atmospheres of trust, employee involvement and collaboration. Some of her career highlights are listed below.

- Most recently (2016-2018) Ms. Thornberry served as the Communications Director for the New Mexico State Police responsible for direct oversight of multiple emergency communication centers. Her duties included direct supervision of 98 professional and technical staff.
- During her tenure as Director of the City of Atlanta 9-1-1 Center (2010-2011), policies and procedures implemented by Ms. Thornberry reduced call answer times from more than two minutes to less than 10 seconds. She also established a plan for future staffing needs, technology upgrades and ongoing training for dispatchers. Terri oversaw a \$16 million annual budget and had direct oversight of 200 employees.
- As Director and Project Manager for RiverComm 9-1-1 in Wenatchee, Washington (2003-2005), Ms. Thornberry was responsible for consolidation of multiple dispatch centers into one center serving 28 law enforcement, fire and EMS agencies. This project was financed through an \$11 million interoperability grant.
- Ms. Thornberry was a system integration consultant to New York City Police Department, 9-1-1 Communications Department and Fire Department prior to and immediately following the terrorist attacks of September 11, 2001. One outcome from this assignment was an analysis of risks and vulnerabilities of 9-1-1 centers during catastrophic emergencies. Terri has been a keynote speaker at industry conferences delivering the “real story of 9/11,” relaying the lessons learned from New York City’s emergency services experiences during 9/11.
- From 2011 to 2013, Ms. Thornberry was the Project Manager for the Michigan statewide 800-megahertz re-banding project (Ingham County is in the process of converting to this system). She managed similar projects in Alabama, Arizona, Colorado, New Mexico and Washington.
- Ms. Thornberry served 13 years in the private sector as a 9-1-1 project manager serving clients in Alabama, Colorado, Idaho, Michigan, and New York. Her assignments focused on operating systems, equipment and technology upgrades.

Ms. Thornberry has completed the Center Manager Certification Program with the National Emergency Number Association (NENA), a 13,000-member organization serving 9-1-1 professionals. She has been a member of NENA since 1996 and served as President of the Colorado chapter in 2000, 2002 and 2003. Terri also maintains membership in the 25,000-member Association of Public Safety Communications Officials (APCO), the world’s oldest and largest non-profit association of professionals who manage and operate public safety communications.

I would also like to acknowledge the candidate interview team that provided valuable insight to the selection process. The team consisted of Deputy Controller Teri Morton, Human Resources Director Sue Graham, Sheriff Scott Wriggelsworth, 9-1-1 Advisory Board Chair Brian Ball, COAM President Kristen Fell representing Dispatch Supervisors, and CCLP Division Director Bradley Richman representing Dispatchers.

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

**FROM:** Timothy J. Dolehanty, Controller/Administrator

**DATE:** June 11, 2019

**SUBJECT:** Resolution to Approve One-Time Lump Sum Payments and an Amendment to the Managerial and Confidential Employee Manual Regarding Reclassification

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**BACKGROUND**

At their regular meeting held on June 4, 2019 the County Services Committee passed motions to direct preparation of a resolution to allow a one-time lump sum payment to recently reclassified Managerial and Confidential employees (see Resolution 19-188), and to direct preparation of a policy statement to make future wage adjustments for Managerial and Confidential employees concurrent with the beginning of the fiscal year. Committee members also sought cost information relative to compensation adjustments associated with the reclassifications.

**ALTERNATIVES**

Absent approval of the draft resolution, wage adjustments for the reclassified Managerial and Confidential employees will be prospective from Board approval of Resolution 19-188 on April 30, 2019. Similarly, the Managerial and Confidential Employee Manual would be silent as to the beginning date of adjusted compensation rates.

**FINANCIAL IMPACT**

The financial impact of one-time lump sum payments associated with the draft resolutions are as follows:

<b><u>Position Number</u></b>	<b><u>Position Title</u></b>	<b><u>Amount</u></b>
130016	Deputy Court Administrator	\$ 2,134.37
601297	Community Health Center Manager	\$ 2,109.31
601197	Community Health Center Manager	\$ 1,113.25
601228	Community Health Center Manager	\$ 1,820.85
601376	Community Health Center Manager	\$ 1,945.80
759014	Account Clerk-Parks	\$ 406.57
759012	Executive Assistant-Parks	\$ 1,116.36
130026	Clerical Services Super	\$ 1,960.92
236002	Chief Deputy Register of Deeds	\$ 2,058.98
759001	Director of Parks	\$ 2,532.17
	<b>Total</b>	<b>\$ 17,198.58</b>



**RECOMMENDATION**

Based on the stated position of the County Services Committee, I recommend approval of proposed resolution to allow one-time lump sum payments and an amendment to the Managerial and Confidential Employee Manual regarding reclassification.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE ONE TIME LUMP SUM PAYMENTS AND AN AMENDMENT TO MANAGERIAL AND CONFIDENTIAL EMPLOYEE MANUAL REGARDING RECLASSIFICATION**

WHEREAS, the Board of Commissioners adopted Resolution #19-188 on April 30, 2019 titled Resolution to Approve Managerial and Confidential Employee Reclassification Levels; and

WHEREAS, the timing of Resolution #19-188 resulted in a period of time between January 1, 2019 and April 30, 2019 where the reclassified positions were not compensated at the new rate; and

WHEREAS, in recognition of the continued performance of the individuals in the reclassified positions, the Board seeks to develop a formula to calculate one-time lump sum payments (less applicable withholdings), not added to the salary scale, for current employees reclassified in Resolution #19-188; and

WHEREAS, the Board wishes to amend the Managerial and Confidential Employee Manual to confirm this policy on the implementation of future reclassifications for covered employees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the following formula to calculate one-time lump sum payments (less applicable withholdings and rounded to the nearest dollar), not added to the salary scale, for current employees reclassified in Resolution #19-188.

The difference between the former salary grade and current salary grade for each reclassified position from the first pay period following January 1, 2019 until the end of the pay period prior to the current salary grade going into effect.

BE IT FURTHER RESOLVED, that the Managerial and Confidential Employee Manual will be amended effective the date this resolution is approved by the Board of Commissioners to add the following language under B. COMPENSATION PLAN, 8(d.) and change the heading of existing subsection 8(d.) to 8(e.):

d. Employees who are reclassified to a new or different pay grade shall receive compensation at the new rate effective the first pay period following January 1 of the current fiscal year, subject to provisions of the Michigan Constitution and state statutes. For those positions that meet the definition of “public officers” the following formula to calculate one-time lump sum payments (less applicable withholdings and rounded to the nearest dollar), not added to the salary scale will be used:

The difference between the former salary grade and current salary grade for each reclassified position from the first pay period of the current year until the end of the pay period prior to the current salary grade going into effect.