

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
DERRELL SLAUGHTER

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE
EMILY STIVERS, CHAIR
VICTOR CELENTINO
MARK GREBNER
RYAN SEBOLT
DERRELL SLAUGHTER
ROBERT PEÑA
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, FEBRUARY 2, 2021 AT 6:30 P.M. THE MEETING WILL BE HELD VIRTUALLY AT <https://ingham.zoom.us/j/88564842714>.

Agenda

Call to Order

Approval of the [January 19, 2021](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Equal Opportunity Committee – Interviews
2. LEAP – Resolution Setting [Public Hearing](#) for a Planning Community Development Block Grant Application for Site Readiness Funding
3. Farmland and Open Space Preservation Board – Resolution to Approve the Ranking of the 2020 Farmland and Open Space Preservation Programs Application Cycle Ranking and Recommendation to Purchase Permanent [Conservation Easement Deeds](#) on the Top Ranked Properties
4. Financial Services Department – Resolution for [Software Management](#) Services
5. Innovation and Technology Department – Resolution to Approve Purchase of Training from [Global Knowledge](#)
6. Road Department
 - a. Resolution to Authorize an Engineering Services Contract for the 2021-2022 [Bridge Inspection](#) Program
 - b. Resolution of Support and Commitment for the Statewide Local Agency [Bridge Bundle](#) Pilot Project
 - c. Resolution to Authorize [Boiler & Backflow Inspection Services](#) for the Road Department
 - d. Resolution to Authorize an Engineering Design Services Contract with [Fishbeck](#) for the Dietz Road Bridge Project
 - e. Resolution to Authorize Acceptance of the Final Plat of [Silverstone Estates](#) Subdivision in Meridian Township; Acceptance of Silverstone Way as a County Public Road; and Authorization of Two Related Road Completion Agreements
 - f. Resolution to Approve and Certify the Ingham County 2020 Public [Road Mileage](#) Certification
 - g. Resolution to Authorize an Engineering Services Contract for As-Needed [Signal Modeling and Timing Permit Services](#) for 2021-2022

7. Facilities Department – Resolution to Authorize a Purchase Order to [Justice Fence Co.](#) for the Security Gate Operator Replacement at the Ingham County Youth Center
8. Human Services Department – Resolution to [Reorganize](#) the Human Resources Department

Announcements

Public Comment

Adjournment

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

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

COUNTY SERVICES COMMITTEE

January 19, 2021

Draft Minutes

The meeting was called to order by Chairperson Stivers at 6:30 p.m. virtually via Zoom in accordance with Public Act 228 of 2020 regarding the Open Meetings Act. A roll call attendance vote and the present location of the Committee members was taken for the record.

Members Present: Stivers (Ingham County), Celentino (Ingham County), Grebner (Ingham County), Sebolt (Ingham County), Slaughter (Ingham County), Peña (Ingham County), and Naeyaert (Ingham County).

Members Absent: None.

Others Present: Treasurer Eric Schertzing, Gregg Todd, Becky Bennett, Sue Graham, Teri Morton, Russel Church, Richard Terrill, Bill Fowler, Deb Fett, Morgan Cole, Alan Fox, Kelly Jones, Aimee Eisen, George Strander, Brian Fisher, Michelle Beloskur, and Michael Tanis.

Approval of the December 1, 2020 Minutes

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE MINUTES OF THE DECEMBER 1, 2020 COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

8. Road Department
 - c. Discussion with Road Department Director Bill Conklin (*Discussion*)

Limited Public Comment

Kelly Jones, Engineering Director, stated that she was available to answer questions for the County Services Committee.

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

1. Ingham Conservation District – Resolution to Authorize an Agreement with the Ingham Conservation District
2. Treasurer's Office
 - a. Resolution on ACH Policy Under PA 738 of 2002
 - b. Resolution to Set Policy for Certain Delinquent Tax Payments

- c. Resolution to Transfer All Unsold Tax Reverted Properties Rejected by Local Units to the Ingham County Land Bank Fast Track Authority
- 5. Public Defender's Office
 - a. Resolution to Create the Position of Social Worker within the Ingham County Office of the Public Defender
 - b. Memorandum of Authorization to Hire at MC 09 Step 5
- 6. Innovation and Technology Department
 - a. Resolution to Approve the Renewal of Remote Access Software from CDW-G
 - b. Resolution to Approve the Invoice for Renewing CourtView Support Services
- 7. Facilities Department
 - a. Resolution to Authorize an Agreement Amendment with Du-All Cleaning for Additional Cleaning Services for the Sheriff's Office Holding Area in the Lower Level of the Veterans Memorial Courthouse
 - c. Resolution to Authorize an Agreement and Purchase Orders for the Health and Safety Enhancements for the Front Counter Area in the Probate Court Office
 - d. Resolution to Authorize an Agreement Amendment with Safety Systems for Building Monitoring Services at the Ingham County 9-1-1 Center
 - e. Resolution to Authorize an Agreement with Bergmann Associates for a Facility Assessment of the House of Commons
- 8. Road Department
 - a. Resolution to Authorize an Engineering Design Services Contract with DLZ for Software Training on the Hagadorn Road Project
- 9. Human Resources Department
 - a. Resolution to Approve Generic Service Credit Purchase for County Employee: Tina M. Duda
 - b. Memorandum of Authorization to Start a Confidential Employee Above Step 2
- 11. Board of Commissioners
 - a. Resolution Recognizing Black History/Cultural Diversity Month in Ingham County
 - b. Resolution to Authorize the Continuation of the Declaration of the State of Emergency for the County of Ingham

THE MOTION CARRIED UNANIMOUSLY.

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

- 3. Prosecuting Attorney's Office
 - a. Memorandum of Authorization to Start an Assistant Prosecuting Attorney Above Step 3

- b. Memorandum of Authorization to Start an Assistant Prosecuting Attorney Above Step 3

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

Commissioner Grebner stated that he pulled these items because of their presentation to the Board of Commissioners. He further stated that Ingham County did not budget cash but rather long-term expenses.

Commissioner Grebner stated that as long as the County balanced revenues with expenditures, the County should not have that. He further stated that it meant that the Human Resources Department and Budget Office should strike it from the memo, and in the future, Department Heads should be convinced to stop including it.

Commissioner Grebner stated that there was no need to amend the resolutions and he did not object to the resolutions.

Chairperson Stivers asked Sue Graham, Human Resources Director, if she wanted to comment on the inclusion of that particular language.

Ms. Graham stated that she saw Commissioner Grebner's point, and she would have to defer that question to the Budget Office. She further stated that she had seen the language in most of these types of resolutions, so it seemed to be a carryover from a prior time.

Chairperson Stivers asked if she agreed that the language should be removed in the future.

Ms. Graham stated that she would have to defer that question to the Budget Office.

Gregg Todd, County Controller, stated that he agreed that the language should be removed in the future. He further stated that he thought Department Heads included the language for a better sell.

Commissioner Grebner stated that it was not a problem here, but the same accounting rules were necessary for a reorganization because reorganizations sometimes looked as if they saved money because of an optical illusion of starting employees at the lowest step. He further stated that it was as if the County was adopting a first-in-first-out inventory control system where consistent rules were needed in order to practice for when it mattered.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

4. Equalization Department

- a. Resolution to Extend for a Period of 12 Months the Contract for Monumentation and Remonumentation Project Representative

- b. Resolution to Extend for a Period of 12 Months the Contracts for Remonumentation Project Surveyors
- c. Resolution to Extend for a Period of 12 Months the Contracts for Peer Review Group Members

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

Commissioner Grebner stated that next year, he would be making a scene and he wanted the Board of Commissioners to be prepared. He further stated that in the past, the County had been involved in conduct under previous Equalization Directors that was near criminal.

Commissioner Grebner stated that the County did not take competitive bids for surveyor services, but rather allocated the market and set a price and divided the money between surveyors. He further stated that the money involved now was so small that it did not make a difference.

Commissioner Grebner stated that five firms received the same amount of work for a small amount of money that it was not economical for them to provide the service, but the County did this since it was involved in a market system.

Commissioner Grebner stated that Ronnie Lester was behind it. He further stated that he heard last year that Mr. Lester would retire, but since he would be here for another year, it did not make sense for the Board of Commissioners to fight with Mr. Lester about it.

Commissioner Grebner stated that in the next year, he wanted the County to go out for proposals. He further stated that in the past, the County's staff prevented competition, and in his opinion, that was close to violating anti-trust laws.

THE MOTION CARRIED UNANIMOUSLY.

7. Facilities Department

- b. Resolution to Authorize Purchase Orders for Circuit Court Courtrooms 3 & 4 Carpet Replacement Project

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

Commissioner Celentino stated that he would vote against the resolution, as he had at the previous meeting of the Law & Courts Committee.

Commissioner Grebner stated that his general policy for facilities was to aim to be threadbare but not terrible. He further stated that the carpeting was old enough to be replaced.

Chairperson Stivers stated that the carpeting was in bad shape and needed to be replaced.

THE MOTION CARRIED. **Yeas:** Stivers, Grebner, Sebolt, Slaughter, Peña, Naeyaert
Nays: Celentino **Absent:** None

8. Road Department

- b. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

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

Commissioner Grebner stated that in the past, the County had a Road Commission that went over these things. He further stated that today, the Board of Commissioners went over these things even though most of the Commissioners did not represent any County roads, and so these permits were never talked about.

Commissioner Grebner stated that in the future, the County was going to wish that the Board of Commissioners had been more involved. He further stated that there was a lot of money involved in County Road Commission operations.

Commissioner Grebner stated that only the three Republican Commissioners represented general law townships. He further stated that that the other Commissioners did not know much about it, except for those who represented charter townships but not to the degree of general law townships.

Commissioner Celentino stated that he represented a charter township that was under the purview of the Road Department. He further stated that he was very involved with the Road Commission, and now the Road Department about topics in his district.

Commissioner Celentino stated that if he looked at a permit and saw something about his district, he talked to Bill Conklin, Road Department Director, or the Board of Commissioners, but he did not want to waste people's time. He further stated that he took the County's infrastructure policy seriously because he was in the jurisdiction of the Road Department.

Commissioner Sebolt stated that he was one of the Commissioners who did not represent County roads, but at the same time, he was comfortable with the decisions made by the Road Department. He further stated that he had faith that the Road Department made decisions based on funds, and he did not want to micro-manage their process.

Commissioner Slaughter stated that in previous work, he knew the County had been complimented in terms of the permitting process and working with vendors. He further stated that he trusted the Road Department and their judgement.

Chairperson Stivers stated that she saw Commissioner Grebner's point that the Commissioners trusted the Road Department now, but there could be a need in the future to have closer oversight.

THE MOTION CARRIED UNANIMOUSLY.

Mr. Conklin provided an update on the Road Department to the County Services Committee.

8. Road Department

c. Discussion with Road Department Director Bill Conklin (*Discussion*)

Commissioner Naeyaert stated that there had been numerous deaths at Eifert and Columbia Roads. She further stated that a lot of money had gone toward improvements on Columbia Road, but there had been yet another death at this corner.

Commissioner Naeyaert stated that she would be calling Mr. Conklin about this issue. She further stated that the 335 people who contacted her about this issue were urging for something to be done.

Discussion.

Mr. Conklin stated that he asked Commissioners and the public to avoid the temptation of blaming the Road Department for crashes that occur.

Commissioner Naeyaert stated that she did not blame him for the crashes. She further stated that he was the Road Department Director and the County had purview over those roads, so that was why she was bringing up this topic for discussion.

Mr. Conklin stated that the intersection of Eifert and Columbia Roads had no particular problems. He further stated that the distance and signage was appropriate, and the Road Department would be adding another stop sign on the left-hand side.

Mr. Conklin stated that unfortunately, all of these fatalities had been very egregious driver-error. He further stated that he did not know about the last one that occurred, but the one before that was because the person was using their cell phone, and the Road Department could not fix that.

Mr. Conklin stated that the Road Department would be visiting the site in the spring, but typically, these rural intersections did not warrant increased traffic control. He further stated that it warranted for people to drive and pay attention.

Discussion.

Commissioner Naeyaert stated that she did not think it was the Road Department's fault, but the County might need to work with the Ingham County Sheriff's Office (ISCO) about the speed limits on Eifert Road. She further stated that she appreciated the addition of the left-hand stop sign, and the people she talked to wanted to make sure that something was done to make the stop signs stand out to drivers.

Mr. Conklin stated that speed limits were not under their control. He further stated that speed limits were under control of the Michigan State Police based on the 85th percentile on measured speeds.

Commissioner Sebolt stated that too often, when the Michigan State Police was invited to do traffic studies, they end up raising the speed limits.

9. Human Resources Department

- c. Resolution to Approve the 2021 Collective Bargaining Agreement with the Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit

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

Commissioner Sebolt stated that he wanted to disclose that the Michigan Nurses Association, Nurses Practitioners/Clinic Nurses Unit was affiliated with his daytime employer, the Michigan American Federation of Labor and Congress of Industrial Organizations (AFL-CIO).

THE MOTION CARRIED UNANIMOUSLY.

9. Human Resources Department

- d. Resolution to Reorganize the Human Resources Department (*Discussion*)

Ms. Graham provided background information about the reorganization to the Human Resources Department to the County Services Committee.

Commissioner Sebolt asked Ms. Graham to explain the Employee Benefits Fund.

Ms. Graham stated that the Employee Benefits Fund was a 681 Fund included in the 2021 budget. She further stated that it consisted of charge-backs to Departments to create that fund.

Ms. Graham stated that currently, the Insurance Coordinator was funded through that fund, as well as the Benefits Leave Analyst, and two positions in the Financial Services Department.

Commissioner Sebolt asked what Ms. Graham meant by charge-backs to departments.

Teri Morton, Deputy Controller, stated that similar to other funds, the County took the costs and allocated them back to departments to reflect the total costs of those items. She further stated that each of the benefits accounted for in the 681 Fund included pension, health insurance, vision, and dental care.

Commissioner Sebolt asked if he was correct that essentially, the County would charge employees to fund these positions.

Ms. Morton stated that the County would charge departments. She further stated that it was only for the employer cost, not the employee cost.

Commissioner Celentino asked if the increased amount would be coming out of that fund.

Ms. Morton stated that half of that cost ended up in the General Fund.

Commissioner Celentino asked if he was correct that the Insurance Coordinator was unable to do some duties that a Benefits Administrator would do.

Ms. Graham stated that the Benefits Administrator would be freed up to spend time on details of where the County wanted to develop benefit programs. She further stated that it was a higher-level position that focused more on intellectual research and less on clerical work.

Discussion.

Commissioner Celentino asked if so far, it had been detrimental and not benefiting employees.

Ms. Graham stated that there would be a greater benefit to employees if there were the additional position. She further stated that it would free up time to do one-on-one with employees as well as other benefits.

Commissioner Celentino asked if the Benefits Technician was a member of a collective bargaining unit.

Ms. Graham stated that the Human Resources Department was not organized.

Commissioner Naeyaert stated that she appreciated that the reorganization included providing one-on-one time to employees who had questions about benefits, as that was sorely needed.

Commissioner Sebolt asked Ms. Morton to clarify her comments about the charge-backs.

Ms. Morton stated that she apologized for mixing up her metaphors. She further stated that it would be charged to the budget of the position, not to the employee.

Commissioner Grebner stated that the charge-backs to departments was the same system used for the Innovation and Technology (IT) Department. He further stated that like the Human Resources Department, the County did not break it out to individual departments, but charged it back to them.

Mr. Todd stated that he supported the reorganization. He further stated that when he arrived at the County, he was shocked at the low number of employees in the Human Resources Department, so he thought the more support given to the department, the better off everyone would be.

Discussion.

Chairperson Stivers stated that the Commissioners would look for a resolution at the next meeting of the County Services Committee.

10. Controller's Office – Debt Issuance for Major Capital Budget Projects and Creation of a Project Manager Position (*Discussion*)

Mr. Todd and Ms. Morton provided background information about debt issuance for major capital budget projects and the creation of a Project Manager position to the County Services Committee.

Commissioner Celentino stated that he had no doubt there were a number of capital improvements that needed to be done. He asked Ms. Morton about the creation of a major project surcharge.

Ms. Morton stated that as the model showed, the County would take major capital improvements and add an extra administrative cost to those projects. She further stated that County would track the time of the Project Manager on whichever projects they worked on, and would charge that time to the project.

Ms. Morton stated that over the years, the County had more and more capital improvement projects that were being re-appropriated because there was not enough time for the Facilities Department to complete all requested projects. She further stated that that was the rationale to continue the position on these projects, and to help with the administration of all capital improvement projects.

Commissioner Sebolt asked if a future large project included in a millage would be charged the surcharge. He further asked if that would be factored into the bonding costs for projects.

Ms. Morton stated that he was correct in that what the project was the percent of time the person spent on those projects would be charged to the funding source.

Commissioner Slaughter asked how these projects were selected as candidates for issuing debt.

Ms. Morton stated that the projects had been on a list of things that needed to be done. She further stated that interest rates were exceedingly low, so it was a great opportunity for the County to get these projects done.

Commissioner Grebner asked if he was correct that it involved issuing Full Faith and Credit Bonds in the amount of several million dollars.

Ms. Morton stated that the target amount was \$3.1 million.

Discussion.

Commissioner Grebner asked if the County had enough fund balance to pay in cash.

Mr. Todd stated that he always liked to keep a strong fund balance, and if the County could borrow money for one percent, he thought the County should borrow that money and move forward.

Chairperson Stivers stated that the consensus of the County Services Committee favored including this in the bond, and the five-year bond would be preferable because of the low interest rates.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:37 p.m.

**FEBRUARY 2, 2021 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

2. LEAP – Resolution Setting Public Hearing for a Planning Community Development Block Grant Application for Site Readiness Funding

This resolution authorizes LEAP to apply for \$120,500 in grant funding for industrial site readiness activities. If awarded, LEAP will manage site readiness activities on four vacant and underutilized industrial sites in Ingham County.

Specific grant activities include a traffic study, an infrastructure analysis, a sub-area master plan and geotechnical work. Matching dollars are provided through the related property owners and/or local municipal partners. Ingham County is not liable for any matching funds.

The proposed grant is through the Community Development Block Grant (CDBG) planning program, which requires a public process for formal approval. The public hearing will be scheduled for February 23, 2021, at 6:30 pm.

See memo for details.

3. Farmland and Open Space Preservation Board – Resolution to Approve the Ranking of the 2020 Farmland and Open Space Preservation Programs Application Cycle Ranking and Recommendation to Purchase Permanent Conservation Easement Deeds on the Top Ranked Properties

This resolution approves the 2020 application cycle ranking and establishes a priority for the top applications. In 2012 the BOC established the Purchasing Department as the designated party responsible for negotiating prices with landowners for the purchase of conservation easements. The 2020 ranked applications will go through the Purchasing Department's bid process to negotiate easement values.

See memo for details.

4. Financial Services Department – Resolution for Software Management Services

This resolution approves engaging into a management services contract with Tyler Technologies for our MUNIS financial software for \$47,500 funded through the Information and Technology Department's operating budget with a charge back to the departments.

MUNIS is complex and requires a high level of maintenance in order for it to function smoothly. In the last six months, we have encountered several operational issues with the software, including the inability to print payroll and vendor checks. While we were successful in resolving those issues, Tyler Technologies made it clear that they will not continue to fix these issues without the Management Services Contract in place or they shall invoice the County directly for each occurrence

See memo for details.

5. Innovation and Technology Department – Resolution to Approve Purchase of Training from Global Knowledge

This resolution authorizes a contract with Global Knowledge for \$5,000 to provide firewall training for IT staff. Ingham County relies heavily on our NextGen firewall and we have had to pay vendors to do configuration changes to our equipment that our staff would be able to do with proper training.

See memo for details.

6a. Road Department – Resolution to Authorize an Engineering Services Contract for the 2021-2022 Bridge Inspection Program

This resolution approves a contract with Great Lakes Engineering Group, LLC for federally mandated bridge inspections on 79 bridges over a two-year contract term including:

- One (1) fracture critical bridge inspection,
- Four (4) underwater bridge inspections,
- Five (5) inspections requiring the MDOT Reach-All and
- 66 stream cross sections

Fee proposal from Great Lakes Engineering Group, LLC was for \$44,925.00 and the Road Department is requesting 20% contingency to accommodate a possible additional 12 load ratings and five (5) in-depth inspections. Total request is \$54,000 and funded in the 2021/22 Road Fund budgets.

See memo for details.

6b. Road Department – Resolution of Support and Commitment for the Statewide Local Agency Bridge Bundle Pilot Project

This resolution approves the inclusion of two county bridges in the Michigan Department of Transportation (MDOT) Local Agency Bridge Bundling Pilot Program:

- Linn Road over Deer Creek, SN #3887
- Dennis Road over Doan Creek, SN #3919

The Pilot Program will be administered by MDOT via a design-build contract. All design and construction costs associated with this Pilot Program will be paid 100% by federal funds, at no cost to the Road Department. The Road Department will be involved throughout the process, providing coordination and timely reviews to ensure the overall success of the pilot project.

See memo for details.

6c. Road Department – Resolution to Authorize Boiler & Backflow Inspection Services for the Road Department

This resolution authorizes a 3-year contract with T.H. Eifert Mechanical, with a total cost of \$5,220.00, plus the cost of \$357 for the third year State of Michigan Backflow certification.

The Road Department has three boiler systems to maintain that supply heat at three of the Road Department buildings. The Purchasing Department request bids for semi-annual preventative maintenance and required inspections for the three boiler systems and four backflow preventers. Boiler inspections are scheduled in the spring and fall each season to assist ICRD staff with turning the boilers off and back on in the fall, to conserve energy during the summer months. A back flow preventer is a one-way check valve, designed to protect the drinking water of the community.

See memo for details.

6d. Road Department – Resolution to Authorize an Engineering Design Services Contract with Fishbeck for the Dietz Road Bridge Project

This resolution will authorize a contract with Fishbeck for engineering design services for the Dietz Road bridge project in the amount of \$224,724.00.

The ICRD has been awarded Local Bridge Program funding to replace the Dietz Road Bridge over the Red Cedar River in Sections 32 & 33 of Locke Township. Additionally, the ICRD would like to improve the condition of Dietz Road between Grand River and Rowley Road in coordination with the bridge project. An engineering design consultant is required due to a lack of staff, equipment, or expertise to perform all project related data collection, design, or document preparation required to meet funding deadlines.

Funding is included in the 2021 Road Fund Budget. The cost for the road improvement project and the local match for the Local Bridge Program funding will be included in the 2022 Road Fund Budget.

See memo for details.

6e. Road Department – Resolution to Authorize Acceptance of the Final Plat of Silverstone Estates Subdivision in Meridian Township; Acceptance of Silverstone Way as a County Public Road; and Authorization of Two Related Road Completion Agreements

This resolution authorizes the acceptance of the final plat for the Silverstone Estates Subdivision, accepts Silverstone Way as a county public road and authorizes two other road completion agreements, Powell Road paving between M-43 and Silverstone Estates and the final layer of asphalt on Silverstone Way. Both road completion agreements include depositing security in the full estimated amount necessary to complete the projects.

See memo for details.

6f. Road Department – Resolution to Approve and Certify the Ingham County 2020 Public Road Mileage Certification

This resolution certifies to the State the County's public road mileage as of December 31, 2020. There are currently 1,243.73 miles of county public roads. No new miles were added in 2020.

See memo for details.

6g. Road Department – Resolution to Authorize an Engineering Services Contract for As-Needed Signal Modeling and Timing Permit Services for 2021-2022

This resolution will authorize signal modeling and timing permit services on an as-needed basis in 2021-2022. In general, the scope of work for the consultant contract includes miscellaneous signal modeling, corridor signal optimization, intersection improvement recommendations and preparation of signal timing permits for projects under the jurisdiction of the Ingham County Road Department. The RFP specifically requested fees for the following known locations:

1. Okemos Rd Corridor Optimization
2. Haslett/Park Lake Intersection
3. Mt Hope/Comanche Intersection
4. Marsh/Lake Lansing Intersection

Within the proposed two-year contract term, additional intersection locations may require signal modeling and timing permit preparation services.

Based on review of proposals and anticipated engineering needs over the next two years, the ICRD recommends the following:

Fishbeck for each of the locations as follows:

1. Okemos Rd Corridor Optimization: \$7500
2. Haslett/Park Lake Intersection: \$2500
3. Mt Hope/Comanche Intersection: \$2500
4. Marsh/Lake Lansing Intersection: \$2500

RS Engineering for each of the locations as follows:

1. Okemos Rd Corridor Optimization: \$11,700
2. Haslett/Park Lake Intersection: \$2800
3. Mt Hope/Comanche Intersection: \$1800
4. Marsh/Lake Lansing Intersection: \$2500

Additionally, both of the consultants provided a rate schedule for other as-needed work that may become necessary during the two-year contract term. Costs associated with signal modeling are included in the 2021 Road Fund Budget.

See memo for details.

7. Facilities Department – Resolution to Authorize a Purchase Order to Justice Fence Co. for the Security Gate Operator Replacement at the Ingham County Youth Center

This resolution will authorize a contract with Justice Fence for a new vehicle entry gate operator at the Youth Center. The existing one has outlived its useful life.

Justice Fence was the lowest responsive bidder with a proposal of \$7,230. Facilities is requesting a \$2,000 contingency for unforeseen circumstances. \$9,230 funding available in the Public Improvement Fund.

See memo for details.

8. **Human Resources Department – Resolution to Reorganize the Human Resources Department**

This resolution would authorize the reorganization of the Human Resources Department consisting of 1) reclassification of the current Insurance Coordinator (MC 5) position to a Benefits Administrator (MC 7) position and 2) addition of a Benefits Technician (MC 4) position. Discussion was held at the last County Services Committee meeting.

See memo for details.

TO: INGHAM COUNTY BOARD OF COMMISSIONERS

FROM: LANSING ECONOMIC AREA PARTNERSHIP

DATE: FRIDAY, DECEMBER 18, 2020

RE: SET PUBLIC HEARING FOR INGHAM COUNTY SITE READINESS COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION

BACKGROUND

Ingham County has been invited by the Michigan Economic Development Corporation to apply for \$120,500 in grant funding for industrial site readiness activities. If awarded, Lansing Economic Area Partnership (LEAP) under its contract for economic development services with Ingham County will manage site readiness activities on four vacant and underutilized industrial sites in Ingham County.

Specific grant activities include a traffic study, an infrastructure analysis, a sub-area master plan and geotechnical work. Matching dollars are provided through the related property owners and/or local municipal partners. Ingham County is not liable for any matching funds.

The proposed grant is through the Community Development Block Grant (CDBG) planning program, which requires a public process for formal approval.

Following the public hearing, the Board of Commissioners will consider a final authorizing resolution as part of the CDBG compliance to officially accept the grant award, if approved by the Michigan Strategic Fund.

RECOMMENDATIONS

I respectfully recommend approval of the attached resolution setting a public hearing for the Ingham County's CDBG Site Readiness Planning Grant Application for February 23, 2021 at 6:30 PM.

Introduced by the County Services of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION SETTING PUBLIC HEARING FOR A PLANNING COMMUNITY DEVELOPMENT
BLOCK GRANT APPLICATION FOR SITE READINESS FUNDING**

WHEREAS, the Michigan Strategic Fund has invited Units of General Local Government to apply for its Community Development Block Grant (CDBG) Program to support the Michigan Economic Development Corporation (MEDC) Site Readiness Improvement Program; and

WHEREAS, Ingham County is an eligible Unit of General Local Government and desires to request \$120,500 in CDBG funds to better prepare key vacant industrial sites for development in four Ingham County municipalities; and

WHEREAS, the proposed application is consistent with each municipality's plans for its respective site, which includes various site readiness activities such as a traffic study, a sub-area master plan, a utility infrastructure analysis and a geotechnical survey; and

WHEREAS, Ingham County is not liable for any matching funds, and grant management, if awarded, would fall under the auspices of the Economic Development Corporation, currently managed by the Lansing Economic Area Partnership (LEAP); and

WHEREAS, the grant process requires a public hearing to afford citizens an opportunity to examine and submit comments on the proposed application; and

WHEREAS, the proposed grant application will be available for public inspection online at https://dv.ingham.org/departments_and_officials/economic_development/, in which all aspects of the application are open for discussion at the public hearing; and

WHEREAS, Ingham County must approve a separate resolution that formalizes the proposed application for compliance purposes after the required public hearing.

THEREFORE BE IT RESOLVED, that a public hearing shall be set for February 23, 2021 at 6:30 PM to be held virtually at <http://bc.ingham.org/Resources/MeetingInformation/BoardofCommissioners.aspx> to hear any interested persons on the adoption of a resolution approving the proposed application for a CDBG Site Readiness planning grant.

Agenda Item 3

TO: COUNTY SERVICES AND FINANCE COMMITTEES
FROM: STACY BYERS, DIRECTOR, INGHAM COUNTY FARMLAND AND OPEN SPACE
PRESERVATION BOARD
DATE: January 19, 2020
SUBJECT: APPROVAL OF 2020 APPLICATION CYCLE RANKING

BACKGROUND

This resolution approves the 2020 application cycle ranking and establishes a priority for the top applications. In 2012 the BOC established the Purchasing Department as the designated party responsible for negotiating prices with landowners for the purchase of conservation easements. The 2020 ranked applications will go through the Purchasing Department's bid process to negotiate easement values.

MSU RS&GIS evaluates the applications, both new and old, and places them in ascending order according to the "model" score. The "model" is the system developed by MSU that utilizes the FOSP Board's approved selection criteria by assigning numerical values to each criterium.

FISCAL IMPACT

There will be future costs associated with proceeding with negotiations on the top scoring farms, including, but not limited to, appraisal, survey, title commitment and insurance costs. Those costs are included in the 2021 budget.

STRATEGIC PLANNING IMPACT

Goal A. Service to residents, strategy 3, a. states that it is the intention of the County to preserve important farmland and open spaces through the purchase of development rights program. Approving the 2020 score and rank helps to further that goal.

RECOMMENDATION

The FOSP Board recommends approval of the 2020 score and rank and proceeding to negotiate on the top ranked properties.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RANKING OF THE 2020 FARMLAND AND OPEN SPACE PRESERVATION PROGRAMS APPLICATION CYCLE RANKING AND RECOMMENDATION TO PURCHASE PERMANENT CONSERVATION EASEMENT DEEDS ON THE TOP RANKED PROPERTIES

WHEREAS, by Resolution #04-210, Ingham County established an Agricultural Preservation Board (currently known as the Farmland and Open Space Preservation Board (FOSP) Preservation Program), charged with reducing sprawl and encouraging wise land use by purchasing development rights from owners of undeveloped rural land who might otherwise be forced by economic circumstances to develop their land; and

WHEREAS, on August 5, 2008, the voters of Ingham County approved the levy of 0.14 mills and renewed that millage in 2018 for the purpose of funding the FOSP; and

WHEREAS, Resolution #10-100 directs the FOSP to identify agricultural and open space property for inclusion in the program, to rank the applications received according to established criteria approved by the Board of Commissioners, and to select properties for purchase of Conservation Easement Deeds which requires approval by the Board of Commissioners; and

WHEREAS, the FOSP has funding in place to purchase Conservation Easement Deeds on Agricultural and Open Space properties in Ingham County; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has scored and ranked all farmland open space applications received for the 2020 cycle and wishes to proceed with negotiations on the top ranked properties.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the 2020 Farmland and Open Space Preservation (FOSP) Application Ranking as attached, and approves the FOSP Board to proceed with negotiations on the top ranked properties.

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

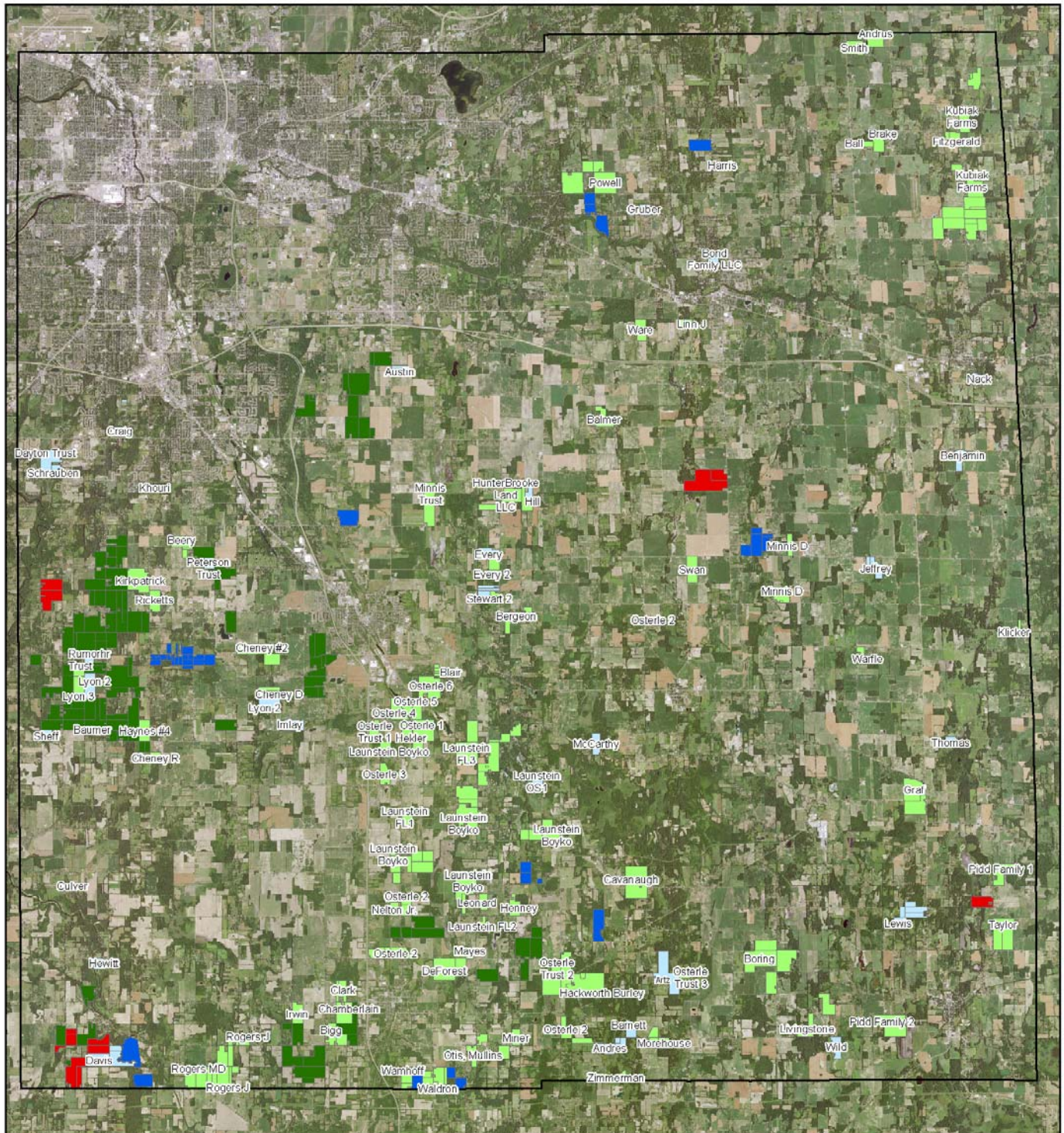
Applicant	1.)Agricultural Productivity	2.)Size of Parcel(s)	3.)Additional Agricultural Income	4.)Proximity to Livestock Farms	5.)Proximity to Sanitary or Water	6.)Proximity to Population Center	7.)Road Frontage	8.)Location to Protected Property	9.)Block Applications	10.) Additional Agricultural Characteristics	11.)MAEP Verified	Final Score (143)	Included Parcels
Powell	14.0	15.0	15.0	5.0	10.0	25.0	8.0	20.0	8.0	0.0	0.0	120.0	33-03-03-16-300-001, 33-03-03-16-300-004, 33-03-03-20-200-003, 33-03-03-21-100-002
Beery	14.2	10.1	15.0	5.0	7.0	25.0	0.0	20.0	0.0	5.0	5.0	106.3	33-25-05-34-200-008, 33-25-05-34-400-001, 33-25-05-34-400-006
Kirkpatrick	14.3	9.1	15.0	3.0	10.0	20.0	4.0	20.0	0.0	0.0	0.0	95.4	33-09-09-04-200-014
Ricketts	15.3	15.0	0.0	3.0	10.0	20.0	8.0	20.0	0.0	0.0	0.0	91.3	33-09-09-03-300-004, 33-09-09-04-200-002
Osterle 1	16.2	15.0	15.0	5.0	7.0	10.0	8.0	0.0	8.0	0.0	5.0	89.2	33-10-10-21-400-003, 33-10-10-22-300-001, 33-10-10-27-100-013
Osterle 5	14.4	11.9	15.0	3.0	5.0	10.0	8.0	5.0	8.0	0.0	5.0	85.3	33-10-10-21-200-010, 33-10-10-22-100-001
Osterle Trust 2	10.8	15.0	15.0	5.0	5.0	0.0	8.0	15.0	6.0	0.0	5.0	84.8	33-15-15-19-400-003, 33-15-15-20-100-027, 33-15-15-20-100-028, 33-15-15-20-300-004
Osterle 2	14.8	15.0	15.0	3.0	5.0	2.0	8.0	15.0	0.0	0.0	5.0	82.8	33-14-14-09-400-003, 33-14-14-09-400-004, 33-14-14-16-300-020, 33-14-14-16-300-023, 33-14-14-16-300-024, 33-14-14-16-400-002, 33-14-14-16-400-013
Launstein Boyko	11.2	15.0	0.0	5.0	10.0	8.0	8.0	15.0	5.0	5.0	0.0	82.2	33-10-10-28-100-018, 33-10-10-35-300-018, 33-14-14-01-200-001, 33-14-14-01-200-002, 33-14-14-03-300-002, 33-14-14-03-300-003, 33-14-14-03-300-004, 33-10-10-23-300-008, 33-10-10-23-400-008, 33-10-10-24-300-010, 33-10-10-24-300-011, 33-10-10-26-100-001, 33-10-10-26-200-011, 33-10-10-26-400-022, 33-
Osterle 6	14.2	14.9	15.0	0.0	5.0	10.0	4.0	5.0	8.0	0.0	5.0	81.1	33-10-10-15-300-006
Osterle 4	14.4	8.7	15.0	3.0	5.0	10.0	6.0	5.0	8.0	0.0	5.0	80.1	33-10-10-21-200-001
Balmer	14.9	9.1	15.0	3.0	5.0	20.0	6.0	0.0	0.0	0.0	5.0	78.0	33-07-07-16-300-006
Waldron	16.0	13.8	0.0	5.0	10.0	0.0	6.0	20.0	6.0	0.0	0.0	76.8	33-14-14-34-300-009, 33-14-14-34-300-016, 33-14-14-34-300-017, 33-14-14-34-400-004, 33-14-14-34-400-018, 33-14-14-34-400-019
Rogers J	14.8	15.0	15.0	0.0	5.0	0.0	8.0	10.0	8.0	0.0	0.0	75.8	33-13-13-25-300-001, 33-13-13-26-400-008, 33-13-13-35-200-009, 33-13-13-35-200-011, 33-13-13-35-300-002, 33-13-13-35-300-004, 33-13-13-35-400-003, 33-
Cavanaugh	7.0	15.0	15.0	5.0	5.0	0.0	8.0	10.0	0.0	5.0	5.0	75.0	33-15-15-09-200-002
Minnis D	15.2	11.1	15.0	5.0	5.0	2.0	6.0	15.0	0.0	0.0	0.0	74.3	33-08-08-31-400-001, 33-12-12-06-300-007, 33-12-12-06-300-014, 33-12-12-06-300-015
Cheney #2	11.1	15.0	0.0	5.0	10.0	10.0	6.0	15.0	0.0	0.0	0.0	72.1	33-09-09-12-300-002, 33-09-09-12-300-003, 33-09-09-13-200-001
Osterle Trust 1	14.5	7.3	15.0	0.0	7.0	10.0	6.0	5.0	0.0	0.0	5.0	69.8	33-10-10-21-300-009
Minnis Trust	9.5	15.0	0.0	5.0	10.0	20.0	4.0	5.0	0.0	0.0	0.0	68.5	33-06-06-27-100-004, 33-06-06-27-300-003
Lyon 3	17.0	12.0	0.0	5.0	5.0	5.0	4.0	20.0	0.0	0.0	0.0	68.0	33-09-09-17-100-022, 33-09-09-17-300-002
Osterle 3	14.7	6.8	15.0	3.0	10.0	8.0	0.0	5.0	0.0	0.0	5.0	67.5	33-10-10-28-300-024
Osterle 2 2	16.2	9.9	15.0	5.0	5.0	0.0	6.0	5.0	0.0	0.0	5.0	67.1	33-15-15-29-300-012, 33-15-15-32-200-011
Haynes #4	15.7	8.0	0.0	5.0	5.0	2.0	6.0	20.0	0.0	5.0	0.0	66.7	33-09-09-21-400-001
Hackworth Burley	4.0	15.0	15.0	5.0	5.0	0.0	6.0	10.0	6.0	0.0	0.0	66.0	33-15-15-20-400-009, 33-15-15-20-400-010
Kubiak Farms	14.2	15.0	15.0	5.0	5.0	2.0	8.0	0.0	0.0	0.0	0.0	64.2	33-04-04-01-300-015, 33-04-04-01-300-016, 33-04-04-12-300-001, 33-04-04-14-400-018, 33-04-04-23-400-004, 33-04-04-24-101-011, 33-04-04-24-300-001, 33-
Hill	15.0	4.2	15.0	3.0	5.0	15.0	0.0	0.0	0.0	0.0	5.0	62.2	33-06-06-25-200-013
Ware	12.3	7.6	0.0	5.0	7.0	25.0	0.0	5.0	0.0	0.0	0.0	61.9	33-07-07-03-300-003
DeForest	11.7	15.0	0.0	0.0	7.0	0.0	8.0	15.0	5.0	0.0	0.0	61.7	33-14-14-22-200-001, 33-14-14-23-100-001
Wamhoff	14.9	6.7	0.0	0.0	7.0	0.0	6.0	20.0	6.0	0.0	0.0	60.6	33-14-14-33-400-013, 33-14-14-33-400-027
Linn J	10.8	4.0	15.0	5.0	5.0	20.0	0.0	0.0	0.0	0.0	0.0	59.8	33-07-07-02-300-001
Miner	17.2	9.5	0.0	5.0	10.0	0.0	8.0	10.0	0.0	0.0	0.0	59.7	33-14-14-25-300-006, 33-14-14-36-100-010
Chamberlain	15.7	13.5	0.0	0.0	5.0	0.0	4.0	20.0	0.0	0.0	0.0	58.2	33-14-14-20-300-005, 33-14-14-29-100-012
Taylor	14.7	15.0	0.0	5.0	0.0	0.0	8.0	15.0	0.0	0.0	0.0	57.7	33-16-16-13-100-001, 33-16-16-13-300-001
Every 2	14.7	9.3	0.0	5.0	10.0	10.0	8.0	0.0	0.0	0.0	0.0	57.0	33-06-06-35-400-004, 33-10-10-02-200-007
Rogers MD	12.2	15.0	0.0	0.0	5.0	0.0	6.0	10.0	8.0	0.0	0.0	56.2	33-13-13-34-400-023, 33-13-13-35-300-003
Hekler	13.9	6.8	0.0	5.0	7.0	10.0	0.0	5.0	8.0	0.0	0.0	55.7	33-10-10-21-400-005
Clark	15.3	5.2	15.0	0.0	5.0	0.0	0.0	15.0	0.0	0.0	0.0	55.5	33-14-14-20-300-010
Otis, Mullins	11.2	7.8	0.0	5.0	10.0	0.0	6.0	15.0	0.0	0.0	0.0	55.0	33-14-14-26-400-013, 33-14-14-35-100-005
Warfle	15.0	4.7	15.0	5.0	5.0	0.0	4.0	0.0	0.0	5.0	0.0	53.7	33-12-12-16-100-010
Cheney R	13.4	4.0	0.0	5.0	5.0	2.0	4.0	20.0	0.0	0.0	0.0	53.4	33-09-09-27-100-005
Blagg	9.9	10.2	0.0	0.0	7.0	0.0	6.0	20.0	0.0	0.0	0.0	53.1	33-14-14-29-300-004, 33-14-14-29-300-008, 33-14-14-29-300-014
Blair	14.5	7.1	0.0	0.0	7.0	10.0	6.0	0.0	8.0	0.0	0.0	52.6	33-10-10-15-200-006, 33-10-10-15-200-007, 33-10-10-15-200-008, 33-10-10-15-200-009, 33-10-10-15-200-012

Graf	9.6	15.0	15.0	5.0	0.0	0.0	8.0	0.0	0.0	0.0	0.0	52.6	33-12-12-34-100-018, 33-12-12-34-300-001
Irwin	14.5	7.4	0.0	0.0	10.0	0.0	0.0	20.0	0.0	0.0	0.0	51.9	33-14-14-30-100-003
Osterle 2_1	15.0	3.3	15.0	0.0	10.0	2.0	0.0	0.0	0.0	0.0	5.0	50.3	33-11-11-10-100-011
Pidd Family 1	12.8	11.5	0.0	5.0	0.0	0.0	4.0	15.0	0.0	0.0	0.0	48.3	33-16-16-12-100-003
HunterBrooke Lar	15.8	9.0	0.0	3.0	5.0	15.0	0.0	0.0	0.0	0.0	0.0	47.8	33-06-06-25-100-022
Cheney D	4.7	8.0	0.0	3.0	10.0	8.0	4.0	10.0	0.0	0.0	0.0	47.7	33-09-09-13-400-002, 33-09-09-13-400-004
Fitzgerald	12.2	5.6	15.0	3.0	5.0	0.0	6.0	0.0	0.0	0.0	0.0	46.8	33-04-04-14-200-005, 33-04-04-14-200-009
Mayes	12.3	0.0	0.0	0.0	10.0	0.0	4.0	15.0	5.0	0.0	0.0	46.3	33-14-14-14-300-016
Nelton Jr.	15.9	0.0	0.0	3.0	10.0	2.0	0.0	15.0	0.0	0.0	0.0	45.9	33-14-14-09-400-008
Bergeon	13.6	7.8	0.0	3.0	5.0	8.0	6.0	0.0	0.0	0.0	0.0	43.4	33-10-10-12-100-003, 33-10-10-12-100-006
Swan	15.3	10.0	0.0	0.0	5.0	2.0	6.0	5.0	0.0	0.0	0.0	43.3	33-11-11-02-100-001
Osterle Trust 3	15.0	0.0	15.0	0.0	0.0	0.0	0.0	5.0	0.0	0.0	5.0	40.0	33-15-15-22-400-007
Launstein FL1	14.6	7.1	0.0	3.0	5.0	6.0	4.0	0.0	0.0	0.0	0.0	39.7	33-10-10-33-400-019
Collar	15.2	4.0	0.0	0.0	5.0	15.0	0.0	0.0	0.0	0.0	0.0	39.2	33-06-06-26-400-001
Morehouse	17.0	10.8	0.0	0.0	0.0	0.0	6.0	0.0	0.0	5.0	0.0	38.8	33-15-15-27-300-004, 33-15-15-34-100-002, 33-15-15-34-100-006
Henney	6.3	6.4	0.0	0.0	5.0	0.0	6.0	15.0	0.0	0.0	0.0	38.7	33-14-14-12-300-027
Baumer	15.0	0.0	0.0	3.0	0.0	0.0	0.0	20.0	0.0	0.0	0.0	38.0	33-09-09-20-400-026
Brake	15.6	7.5	0.0	5.0	5.0	4.0	0.0	0.0	0.0	0.0	0.0	37.1	33-04-04-15-100-002
Launstein FL2	13.3	4.2	0.0	0.0	5.0	0.0	4.0	10.0	0.0	0.0	0.0	36.5	33-14-14-14-200-009
Boring	7.6	15.0	0.0	0.0	0.0	0.0	8.0	0.0	0.0	5.0	0.0	35.6	33-15-15-13-400-001, 33-15-15-24-200-001, 33-15-15-24-400-002, 33-16-16-19-100-001
Stewart	11.1	0.0	0.0	5.0	10.0	8.0	0.0	0.0	0.0	0.0	0.0	34.1	33-10-10-02-400-018
Ball	15.3	0.0	0.0	5.0	5.0	4.0	0.0	0.0	0.0	0.0	0.0	29.3	33-04-04-16-200-005
Bergeon #2	15.9	0.0	0.0	0.0	5.0	8.0	0.0	0.0	0.0	0.0	0.0	28.9	33-10-10-01-400-008
Smith	16.6	8.2	0.0	0.0	0.0	0.0	4.0	0.0	0.0	0.0	0.0	28.8	33-04-04-04-200-012
Livingstone	6.9	15.0	0.0	0.0	0.0	0.0	4.0	0.0	0.0	0.0	0.0	25.9	33-16-16-29-100-002, 33-16-16-30-400-004
Zimmerman	12.5	8.1	0.0	0.0	5.0	0.0	0.0	0.0	0.0	0.0	0.0	25.6	33-15-15-32-400-004, 33-15-15-33-300-014
Leonard	3.5	4.9	0.0	0.0	5.0	0.0	0.0	10.0	0.0	0.0	0.0	23.4	33-14-14-11-400-015
Andrus	16.9	6.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	23.4	33-04-04-03-100-007
Pidd Family 2	4.0	15.0	0.0	0.0	0.0	0.0	4.0	0.0	0.0	0.0	0.0	23.0	33-16-16-28-400-001
Klicker	17.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	21.0	33-12-12-12-400-008

Ingham County 2020 Open Space Ranking

Rank	Applicant	1.)Conservation Area	2.)Riparian Land	3.)Wetlands	4.)Aquifer recharge	5.)Forestland	6.)Otherland	7.)Rare Species	8.)Physically significant	9.)Parcel Size	10.)Block Applicants	11.)Proximity to Population Center	12.)Road Frontage	13.)Location to Protected	Final Score (158)	Included Parcels	
1	Peterson Trust	6.0	20.0	9.6	8.3	9.2	0.4	0.0	0.0	8.1	0.0	15.0	0.0	10.0	66.6	33-25-05-35-300-011, 33-25-05-35-300-013	
2	Barnett	8.0	20.0	12.5	0.0	8.5	1.3	0.0	0.0	18.2	1.5	0.0	2.0	4.0	76.1	33-15-15-28-400-008, 33-15-15-33-100-004, 33-15-15-33-100-005	
3	Davis	8.0	20.0	2.9	0.6	2.3	0.0	5.0	0.0	20.0	0.0	0.0	2.0	10.0	70.9	33-13-13-32-200-002, 33-13-13-33-100-003, 33-13-13-33-100-004	
4	Artz	8.0	20.0	6.7	0.0	4.3	1.1	2.5	0.0	20.0	2.1	0.0	1.8	4.0	70.5	33-15-15-22-100-016	
5	Lewis	6.0	20.0	6.9	3.9	5.6	0.4	2.5	0.0	20.0	0.0	0.0	1.0	4.0	70.3	33-16-16-10-300-006, 33-16-16-15-100-004, 33-16-16-15-100-006, 33-16-16-16-200-006, 33-16-16-16-200-007	
6	Lyon 2 1	6.0	20.0	6.5	0.0	5.3	0.1	0.0	0.0	15.8	0.8	8.0	1.6	6.0	70.0	33-09-09-24-200-011	
7	Andres	8.0	20.0	14.0	0.0	7.2	1.7	0.0	0.0	12.4	1.5	0.0	1.6	0.0	66.4	33-15-15-32-200-003, 33-15-15-33-100-002	
8	Sheff	8.0	20.0	0.4	0.0	2.9	6.9	2.5	0.0	8.0	0.0	0.0	1.6	10.0	60.3	33-09-09-19-300-009, 33-09-09-19-400-006	
9	Hewitt	8.0	20.0	4.9	0.0	3.4	1.8	2.5	0.0	9.4	0.0	0.0	1.9	8.0	59.9	33-13-13-20-200-008	
10	Thomas	6.0	20.0	7.6	0.0	4.7	5.3	2.5	0.0	8.2	0.0	0.0	2.0	0.0	56.3	33-12-12-26-100-001	
11	Rumohr Trust	0.0	20.0	4.9	0.0	8.0	0.0	0.0	0.0	5.4	0.0	5.0	1.8	10.0	55.1	33-09-09-17-200-012	
12	Austin	0.0	0.0	3.6	1.7	5.2	0.5	2.5	0.0	9.9	0.0	20.0	1.6	10.0	55.0	33-06-06-09-200-009, 33-06-06-09-200-012	
13	Khouri	4.0	0.0	10.6	0.0	3.0	7.0	0.0	0.0	4.6	0.0	20.0	1.0	4.0	54.2	33-25-05-27-100-021	
14	Launstein OSI	6.0	0.0	17.8	0.0	3.2	6.0	2.5	0.0	7.6	0.0	4.0	2.0	4.0	53.2	33-10-10-25-400-023	
15	Jeffrey	6.0	20.0	3.1	0.0	2.5	0.6	2.5	0.0	16.4	0.0	0.0	1.6	0.0	52.8	33-12-12-04-100-010, 33-12-12-04-100-016	
16	Schrauben	0.0	0.1	10.8	0.0	7.1	0.6	0.0	0.0	8.3	0.0	20.0	1.2	4.0	52.0	33-25-05-19-400-025	
17	Craig	0.0	0.0	13.3	0.0	4.1	5.2	2.5	0.0	5.4	0.0	20.0	1.1	0.0	51.7	33-25-05-16-100-026, 33-25-05-16-100-027, 33-25-05-16-300-028	
18	Gruber	0.0	0.0	1.2	6.0	0.1	3.4	2.5	0.0	8.0	0.0	20.0	2.0	6.0	49.3	33-03-03-22-300-004	
19	Imlay	6.0	0.0	2.2	0.0	0.1	7.5	0.0	0.0	16.2	0.0	8.0	2.0	6.0	48.1	33-10-10-19-300-003	
20	Harris	6.0	0.0	2.6	6.3	3.6	2.7	0.0	0.0	7.9	0.0	10.0	1.0	8.0	48.0	33-03-03-13-300-004	
21	Wild	6.0	20.0	3.0	0.0	3.2	1.3	0.0	0.0	13.1	0.0	0.0	0.0	0.0	46.5	33-16-16-32-100-003	
22	Stewart 2	6.0	0.0	0.5	0.0	2.6	0.7	0.0	0.0	16.2	1.2	10.0	1.5	0.0	38.7	33-10-10-02-400-019	
23	Lyon 2	8.0	0.0	0.0	0.5	0.7	0.3	0.0	0.0	16.7	0.8	0.0	1.2	10.0	38.2	33-09-09-17-400-010	
24	Bond Family LLC	0.0	0.0	6.4	0.0	0.9	2.9	2.5	0.0	7.6	0.0	15.0	1.3	0.0	36.6	33-03-03-35-226-005	
25	Bergeon and Osterle	6.0	0.0	3.6	0.0	7.6	0.0	0.0	0.0	7.5	1.2	8.0	0.7	0.0	34.7	33-10-10-02-200-012, 33-10-10-02-200-013	
26	Every	6.0	0.0	0.1	0.0	3.2	0.0	0.0	0.0	15.0	0.7	8.0	1.6	0.0	34.7	33-06-06-35-400-006	
27	Hill	6.0	0.0	3.2	0.0	2.4	1.6	0.0	0.0	10.0	0.5	10.0	0.9	0.0	34.7	33-06-06-25-200-012	
28	Nack	6.0	0.0	7.3	0.0	4.6	1.2	0.0	0.0	7.3	0.0	0.0	2.0	0.0	28.3	33-08-08-12-351-007	
29	McCarthy	6.0	0.0	0.2	0.0	4.3	0.0	2.5	0.0	11.8	0.0	0.0	1.2	0.0	26.0	33-11-11-29-200-009	
30	Culver	6.0	0.0	3.3	0.0	3.4	6.4	2.5	0.0	2.1	0.0	0.0	0.1	0.0	23.9	33-13-13-08-100-027	
31	Benjamin	0.0	0.0	0.5	0.0	0.0	0.0	0.0	0.0	12.7	0.0	0.0	2.0	0.0	15.2	33-08-08-23-400-003	

**Ingham County
FOSPB Applicants - 2020**



Program Parcels



Agenda Item 4

TO: County Services and Finance Committee
FROM: Tori Meyer, Director Financial Services
DATE: January 11, 2021
SUBJECT: Tyler System Management Services Contract

BACKGROUND

Tyler Technologies owns many software products including MUNIS, the financial software used by Ingham County. MUNIS is complex and requires a high level of maintenance in order for it to function smoothly. In the last six months, we have encountered several operational issues with the software, including the inability to print payroll and vendor checks. While we were successful in resolving those issues, Tyler Technologies made it clear that they will not continue to fix these issues without the Management Services Contract in place or they shall invoice the County directly for each occurrence.

Given the uncertainty of what these invoiced costs could be, it is reasonable to approach the MUNIS software maintenance as we do other software applications used by the County and enter into a maintenance contract agreement. The County used to pay for this contract but many years ago the contract was allowed to lapse due to budget constraints.

ALTERNATIVES

1. Continue operating without the proper maintenance services and hope that the software functions without subsequent failures.
2. Purchase a new financial software product to replace MUNIS, which was initially purchased 14 years ago (this would be an expensive and laborious process)

FINANCIAL IMPACT

\$47,500 is the annual, recurring fee. This item was not included in the 2021 Budget but could be funded through the IT Operating Fund.

STRATEGIC PLANNING IMPACT

While this request does not impact a specific strategic goal or strategy, ensuring MUNIS functions properly is critical to many of the goals/strategies as it is the financial backbone of the county.

RECOMMENDATION

I respectfully request the approval to spend \$47,500 to engage the Tyler System Management Services Contract and further request a budget amendment to the 2021 IT Operating Fund.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION FOR SOFTWARE MANAGEMENT SERVICES WITH TYLER TECHNOLOGIES

WHEREAS, the County of Ingham utilizes MUNIS financial software, a product that is owned by Tyler Technologies; and

WHEREAS, the County of Ingham formerly utilized the Tyler System Management Services many years ago; and

WHEREAS, the County of Ingham allowed the contract to lapse due to financial constraints; and

WHEREAS, the operational functionality of the financial software has eroded and the County of Ingham has encountered difficulty recently with processing, including the printing of purchase orders and printing of checks; and

WHEREAS, the financial software is a necessary component of operations at Ingham County; and

WHEREAS, the annual recurring fee of \$47,500 is the cost for the Tyler System Management Services Contract; and

WHEREAS, this \$47,500 can be charged to the Information and Technology Department's 2021 operating budget and recouped from the monthly chargebacks to departments.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the spending of \$47,500 from the Information and Technology Department's operating budget to reinstate the Tyler System Management Services Contract to insure the financial software is functional and operational.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator make the necessary budget adjustments.

Agenda Item 5

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

FROM: Deb Fett, CIO

DATE: 01/20/2021

SUBJECT: Firewall Training for ITD Staff
For the meeting agendas of February 2nd, 3rd, and 9th, 2021

BACKGROUND

Ingham County relies heavily on our NextGen firewall. In the past, we have had to pay vendors to do configuration changes to our equipment that our staff would be able to do with proper training. This not only extends the time needed for changes but also increases expenses for our department. ITD is proposing training for our staff to reduce both of these areas.

ALTERNATIVES

Following due process requirements, quotes for virtual training were obtained from the following vendors:

New Horizons	\$4,995.00
Global Knowledge	\$5,000.00
LRS Education Services	\$5,000.00

Although New Horizons is \$5.00 less than the chosen vendor, there are concerns because they have just been bought out by United Training. Global Knowledge also has a stronger reputation for online training without the worries about transition issues.

FINANCIAL IMPACT

The funding for the \$5,000.00 total will come from the County's Innovation and Technology Department's Employee Training Fund #636-95800-960000.

STRATEGIC PLANNING IMPACT

This authorization supports Goal D – Information Technology, specifically Strategy 1 – Support well-trained IT managers and staff current with emerging trends and best practices.

OTHER CONSIDERATIONS

Global Knowledge is a national vendor with a strong virtual presence and has done well with providing training to staff in the past. This training will allow us to do more of our own configurations with less reliance on vendors. With proper training and oversight, we can utilize any firewall partner as a resource rather than being dependent on any single vendor for all our needs.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to purchase Global Knowledge firewall training in the amount not to exceed of \$5,000.00.

Agenda Item 5

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE PURCHASE OF TRAINING FROM GLOBAL KNOWLEDGE

WHEREAS, Ingham County's connectivity and security relies heavily on our firewall; and

WHEREAS, in the past, vendors have been paid to do configuration changes to our equipment that Ingham County staff would be able to do with proper training; and

WHEREAS, the Innovation and Technology Department obtained quotes from multiple vendors and recommend using Global Knowledge for our firewall training needs; and

WHEREAS, this firewall training course was quoted at \$5,000.00.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of training from Global Knowledge in the amount not to exceed \$5,000.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Innovation and Technology's Employee Training Fund Fund #636-95800-960000.

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

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

FROM: Kelly R. Jones, County Highway Engineer & Director of Engineering
Road Department

DATE: January 19, 2021

RE: Proposed Resolution to Authorize an Engineering Services Contract for the 2021-2022 Bridge Inspection Program

BACKGROUND

The Ingham County Road Department (ICRD) is required by federal law to inspect bridges under their jurisdiction and to submit results to the Michigan Department of Transportation (MDOT). MDOT provides statewide bridge inspection data to the Federal Highway Administration (FHWA), which aids the federal government in making decisions about transportation funding levels.

Bridge inspections are a rigorous exercise that must follow National Bridge Inspection Standards. The ICRD does not have the staff or expertise to perform bridge inspections, so we must rely on engineering consultants to perform the work on our behalf. To aid the Road Department's bridge inspection needs, the Purchasing Department solicited proposals (RFP #10-21) from MDOT prequalified and experienced engineering firms to provide bridge inspection services for 2021-2022. Per the provided Memo of Performance, the Purchasing Department received three (3) proposals for RFP #10-21. ICRD staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed fees and overall value to the county. Based on this review, the Ingham County Road Department recommends awarding the contract to Great Lakes Engineering Group, LLC.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The base fee proposal for Great Lakes Engineering Group, LLC is \$44,925.00 to perform seventy-nine (79) planned routine bridge inspections, one (1) fracture critical bridge inspection, four (4) underwater bridge inspections, five (5) inspections requiring the MDOT Reach-All and sixty-six (66) stream cross sections over the two-year contract term. Due to the nature of bridge deterioration, occasionally a bridge may require additional in-depth inspections and/or a load analysis, so the consultants were required to provide unit prices for these additional as-needed services. The Road Department is requesting a 20% contingency be added to the contract to accommodate twelve (12) load ratings and five (5) in-depth inspections, if needed. Therefore, the total contract amount requested for Great Lakes Engineering Group is \$54,000 to include a 20% as-needed contingency. The cost for the bridge inspection services are included in the 2021 and 2022 Road Fund Budgets.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I respectfully recommend the Board of Commissioners adopt the attached resolution and accept the proposal from Great Lakes Engineering Group, LLC.

TO: Kelly Jones, Director of Engineering & County Highway Engineer

FROM: James Hudgins, Director of Purchasing

DATE: January 14, 2021

RE: Memorandum of Performance for RFP No. 10-21: 2021 and 2022 Biennial Bridge Inspection Program for the Ingham County Road Department

Per your request, the Purchasing Department sought proposals from Michigan Department of Transportation (MDOT) prequalified and experienced engineering firms for the purpose of entering into a contract to provide professional engineering services for the 2021 and 2022 Biennial Bridge Inspection Program. The consultant will work under the direction of the Director of Engineering.

The scope of work includes, but is not limited to, field inspection, MiBridge submission and final report submittal to the Road Department. The bridge inspections are to be completed and submitted to MDOT via MiBridge on or before the prescribed anniversary of the bridge's previous inspection. The annual inspection report deliverable to the Road Department is due on or before December 31 of each year in the contract, unless otherwise approved. Additionally, the Consultant shall provide the Road Department with a complete list of funding application candidates for the Local Bridge Program, including scopes of work and cost estimates for each of the three funding categories (replacement, rehabilitation and preventative maintenance).

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	36	14
Vendors responding	3	2

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

Vendor Name	Local Preference	Total Inspection Amount
Great Lakes Engineering Group LLC	Yes, Lansing	\$44,925.00
Spicer Group	Yes, East Lansing	\$47,663.00
Rowe Professional Services Company	No, Flint	\$50,940.00

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 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 ENGINEERING SERVICES CONTRACT FOR
THE 2021-2022 BRIDGE INSPECTION PROGRAM**

WHEREAS, the Ingham County Road Department is required by federal law to inspect bridges under their jurisdiction and to submit results to the Michigan Department of Transportation; and

WHEREAS, bridge inspection data is incorporated into a report that is submitted to the Federal Highway Administration, which ultimately is used to guide decisions about federal transportation funding levels and program requirements; and

WHEREAS, the Ingham County Road Department does not have the staff or expertise to perform bridge inspections to meet National Bridge Inspection Standards; and

WHEREAS, the Ingham County Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced engineering firms to provide bridge inspection services for 2021-2022; and

WHEREAS, the Road Department staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed fees and overall value to the county; and

WHEREAS, the costs for the bridge inspection program are included in the 2021 and 2022 Road Fund Budgets; and

WHEREAS, the County on behalf of the Road Department, will enter into an agreement with the selected consultant, which ensures requirements and responsibilities are defined; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize an engineering services contract with Great Lakes Engineering Group, LLC to provide bridge inspection services for 2021-2022; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize a 20% contingency for additional as-needed services based on actual bridge condition at the time of inspection.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an engineering services contract with Great Lakes Engineering Group, LLC, 934 Clark Street, Lansing, MI 48906 for the 2021-2022 Bridge Inspection Program, for the not to exceed fee of \$54,000, which includes a 20% contingency.

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

TO: Board of Commissioners and County Services Committee

FROM: Kelly R. Jones, County Highway Engineer & Director of Engineering
Road Department

DATE: January 19, 2021

RE: Proposed Resolution of Support and Commitment for the Statewide Local Agency Bridge Bundle Pilot Project

For the February 9 BOC meeting cycle

BACKGROUND

The Michigan Department of Transportation (MDOT) developed the Local Agency Bridge Bundling Pilot Program in an effort to reduce the number of serious and critical bridges in Michigan. For this Pilot Program, twenty (20) local agency bridges were selected, for a total program budget of \$23 million dollars.

The Ingham County Road Department had two bridges selected as part of the Pilot Program:

Linn Road over Deer Creek, SN #3887
Dennis Road over Doan Creek, SN #3919

The Pilot Program will be administered by MDOT via a design-build contract. All design and construction costs associated with this Pilot Program will be paid 100% by federal funds, at no cost to the Road Department. The Road Department will be involved throughout the process, providing coordination and timely reviews to ensure the overall success of the pilot project.

ALTERNATIVES

N/A

FINANCIAL IMPACT

None. This Pilot Program is 100% funded by federal highway funds, administered through the Michigan Department of Transportation.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I respectfully recommend the Board of Commissioners adopt a resolution of support and commitment for the Local Agency Bridge Bundling Pilot Program.

INGHAM COUNTY ROAD DEPARTMENT
AUSTIN E. CAVANAUGH ADMINISTRATION BUILDING
301 Bush Street, P.O. Box 38, Mason, MI 48854-0038



William M. Conklin, PE
Managing Director

January 19, 2021

Matthew J. Chynoweth, P.E.
Chief Bridge Engineer
Director, Bureau of Bridges & Structures
Michigan Department of Transportation
425 W. Ottawa
Lansing MI 48909

Via Email

RE: Statewide Local Agency Bridge Bundle Pilot

Dear Mr. Chynoweth:

The Ingham County Road Department (ICRD) is committed to supporting the Statewide Local Agency Bridge Bundle Pilot Project by designating a Local Agency Champion for the following bridges:

Linn Road over Deer Creek, SN #3887
Dennis Road over Doan Creek, SN #3919

Additionally, the Road Department agrees to the following conditions as prescribed by the Michigan Department of Transportation (MDOT) as a condition of the above named project:

RESPONSIBILITIES OF LOCAL AGENCY CHAMPIONS

The Ingham County Road Department agrees to support its designated CHAMPION* and other staff to take the following actions as necessary on behalf of the Road Department to participate in the Statewide Local Agency Bridge Bundle Pilot Project (PILOT):

1. Review and sign environmental permit applications on behalf of the agency, being developed and prepared by MDOT or its consultants on its behalf;
2. Allow MDOT representatives to perform preliminary engineering work on site (surveying, scoping, etc.) and assisting with any routine traffic controls needed;
3. Respond in a timely manner or within deadlines established by MDOT to requests from MDOT or its consultants for relevant data or input on engineering plans or other PILOT-related, documents;
4. Issue permits (right-of-way occupancy, trucking, etc.) to MDOT's design-build contractor within deadlines established by MDOT at no cost under uniform or near-uniform conditions as other agencies with PILOT bridges;

Telephone: (517) 676-9722 E-Mail: roads@ingham.org Web Site: <http://roads.ingham.org>

An Equal Opportunity Employer

5. Meet MDOT, its consultants, regulatory agency representatives or contractor to review site conditions and discuss planned actions and impacts, such as detour routes and maintenance of traffic requirements;
6. Assist MDOT with identifying detour route(s), including coordinating with adjacent jurisdictions if the detour impacts neighboring roads, with the understanding that the Road Department will be responsible for any over and above routine maintenance costs and liability associated with damages to the detour route, and the design-builder will be responsible for any liability costs associated with traffic controls;
7. Develop and implement an actionable plan to facilitate fulfillment of future life-cycle maintenance responsibilities of the completed improvement consistent with sound principles of asset management;
8. Take administrative actions as necessary to support PILOT budget, quality and schedule goals;
9. Its designated CHAMPION, on behalf of the Road Department, shall lead with support from MDOT and its consultant team, in local public meetings or stakeholder engagement (as needed) to support efforts to inform the public of the program and local impacts;
10. Take additional actions deemed necessary by FHWA to support successful implementation of the PILOT.

*designated Road Department employee representative to serve as a point person for the agency with necessary authority and resources to act and direct its staff and third-party agents to facilitate coordination of its portion of the PILOT with MDOT.

Should you need any additional information in support of the Bridge Bundle Pilot Program, please contact me via email at kjones2@ingham.org.

Sincerely,



Kelly R. Jones, PE
Director of Engineering & County Highway Engineer
INGHAM COUNTY ROAD DEPARTMENT

cc: Ingham County Board of Commissioners
County Services Committee
W. Conklin, ICRD
R. Safford, HNTB
File

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION OF SUPPORT AND COMMITMENT FOR THE STATEWIDE LOCAL AGENCY
BRIDGE BUNDLE PILOT PROJECT**

WHEREAS, the Michigan Department of Transportation (MDOT) announced in the Spring of 2018 an initiative to address the needs of Michigan's local bridge conditions through an innovative delivery method known as "bridge bundling"; and

WHEREAS, MDOT reached out to the County Road Association of Michigan (CRA) and the Michigan Municipal League (MML) to work together on such an initiative for the benefit of their mutual communities, and in the interest of public safety and the Michigan taxpayers; and

WHEREAS, MDOT studied the feasibility of such an efficiency initiative in 2019 with input from local agency bridge owners, engineers and other key stakeholders statewide; and

WHEREAS, the study recommended implementing an "early works" bundle pilot project (PILOT) to provide opportunity for state and local partners to establish the necessary partnerships and processes for a successful overall program; and

WHEREAS, MDOT has identified \$23 million dollars in federal highway funds for such a PILOT, and has screened and selected a number of local bridges from a statewide review of local bridges for inclusion in same, with no local cash match or local funding required for any phase of the PILOT; and

WHEREAS, the Ingham County Road Department has agreed to the inclusion of the following bridge(s) in the PILOT, with associated planned work, subject to final approval by MDOT and FHWA:

Linn Road over Deer Creek, SN #3887
Dennis Road over Doan Creek, SN #3919; and

WHEREAS, the Road Department understands that the work as planned will be undertaken in a design-build contract to be let and awarded by MDOT at no cost to the Road Department; and

WHEREAS, the Road Department acknowledges that the purpose of the PILOT is to address critical structural preservation needs only and agrees that any requests to add or include work identified by MDOT to be either maintenance-related, a betterment or non-structural improvement to the planned preservation scope shall only be undertaken subject to the approval of MDOT and at 100% Road Department cost; and

WHEREAS, the Road Department acknowledges that neither MDOT nor its third-party agents, contractors, or consultants are assuming any ownership or responsibility for the future operation, or maintenance of the improvements constructed in connection with the PILOT, and that MDOT shall turn over design and as-built plans to the Road Department upon completion of construction; and

WHEREAS, upon completion of the construction, the Road Department shall accept the facilities constructed as built to specifications within the construction contract documents; and

WHEREAS, it is understood that the Road Department shall own the facilities once construction is complete and shall operate and maintain the facilities in accordance with applicable law at no cost to MDOT; and

WHEREAS, the Road Department agrees to perform long-term, life-cycle maintenance of the improvements made to its bridge(s) included in the PILOT in accordance with sound principles of asset management upon completion of the work; and

WHEREAS, the Road Department has designated an employee representative (CHAMPION) to serve as a point person for the agency with necessary authority and resources to act and direct its staff and third-party agents to facilitate coordination of its portion of the PILOT with MDOT; and

WHEREAS, the Road Department hereby acknowledges that MDOT and its consultants have the appropriate authority to act on its behalf in the planning, design, construction, and administration of the PILOT, while allowing Road Department staff input during design and reasonable access during construction to perform its own observations and inspections if desired; and

WHEREAS, the Road Department acknowledges and agrees that none of its direct or indirect costs incurred in connection with its participation in the PILOT shall be reimbursable by MDOT or FHWA; and

WHEREAS, the County on behalf of the Road Department, has been requested by MDOT to provide a resolution of support and commitment for the PILOT project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners agrees to support and commit to the implementation of the Statewide Local Agency Bridge Bundle Pilot Project to help facilitate the preservation of Michigan's local bridges.

TO: County Services and Finance Committees
FROM: Tom Gamez, Director of Operations, ICRD
DATE: January 15, 2021
SUBJECT: Boiler and Backflow inspections at the Road Department.

BACKGROUND

The purpose of this correspondence is to support the attached resolution to have a State of Michigan Environment, Great Lakes, and Energy (EGLE) certified boiler and backflow preventer inspector on contract, for the EGLE required CSD-1 annual boiler and Part 14.05 Backflow Preventer assembly testing and inspections.

The Road Department has three boiler systems to maintain that supply heat at three of the Road Department buildings. The Purchasing Department request bids for semi-annual preventative maintenance and required inspections for the three boiler systems and four backflow preventers. Boiler inspections are scheduled in the spring and fall each season to assist ICRD staff with turning the boilers off and back on in the fall, to conserve energy during the summer months. A back flow preventer is a one-way check valve, designed to protect the drinking water of the community.

ALTERNATIVES

There are four backflow preventers installed in the main water supply lines, to protect the fresh water supplied by the local city water provider, at four Road Department buildings. Inspections of these back flow preventers are required yearly and state certified every third year based on State of Michigan laws. There are no alternative options.

FINANCIAL IMPACT

The Road Department adopted 2021 budget includes controllable expenditures and funds for this and other maintenance material purchases. The Road Department will have sufficient funds budgeted for the second and third years for this contract. The annual cost is \$1740 for each year of the three-year agreement.

Budget Account#	Beginning Allocation	Current Balance	Request Amount	Remaining Balance
#931000 Building Expenses	\$70,000	\$70,000	\$1740 each year	\$68,260

OTHER CONSIDERATIONS

The State of Michigan Part 14 rules have been updated to improve public health water protection through strengthening the State of Michigan's requirements. Among the rule revisions, is a change in Rule 14.05 backflow preventers. Starting January 1, 2018, backflow assembly testing results on public water systems will only be valid if performed by a State of Michigan certified inspector.

RECOMMENDATION

Bids from qualified and experienced vendors for the purpose of boiler and backflow inspections at the Road Department were solicited and evaluated by the Ingham County Purchasing Department per Invitation to Bid #27-21. It is the Purchasing Department's recommendation, with the concurrence of Road Department, to award this bid to the lowest local qualified bidder, T.H. Eifert Mechanical 3302 West Saint Joseph Street, Lansing, Michigan 48917

Therefore, approval of the attached resolution is recommended to authorize a 3-year contract with T.H. Eifert Mechanical, with a total cost of \$5220.00, plus the cost of \$357 for the third year State of Michigan Backflow certification.

TO: Tom Gamez, Director of Operations

FROM: James Hudgins, Director of Purchasing

DATE: January 12, 2021

RE: Memorandum of Performance for Packet#27-21 Boiler & Backflow Prevention Inspection Services for the Ingham County Road Department.

The Purchasing Department can confirm that three written bids were sought and received from vendors for the purpose of providing for Boiler and Backflow Prevention Inspection Services for the Ingham County Road Department for a 3 year contract.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	5	4
Vendors responding	2	2

A summary of the vendors' costs:

Vendor Name	Local Preference	Total Cost
T.H. Eifert	Yes, Lansing, MI	\$5,220.00
Myers Plumbing	Yes, Lansing, MI	\$6,789.00

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

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

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE BOILER & BACKFLOW INSPECTION SERVICES FOR THE ROAD DEPARTMENT

WHEREAS, the Road Department is required to have State of Michigan Environment, Great Lakes, and Energy (EGLE) CSD-1 boiler and part 14.05 backflow preventer assembly testing and inspections performed by state certified inspector; and

WHEREAS, along with the yearly certified inspections, there is a need for semi-annual preventative maintenance inspections for the three boiler systems and yearly for backflow preventers at four Road Department buildings; and

WHEREAS, there are four backflow preventers installed in the main water supply lines, at four Road Department buildings and these backflow preventers are required to be inspected yearly and additional certified every third year based on State of Michigan laws; and

WHEREAS, the Road Department adopted 2021 budget includes controllable expenditures and funds for this and other maintenance material purchases; and

WHEREAS, the Road Department will have sufficient funds budgeted for the second and third years for this contract; and

WHEREAS, the Purchasing Department recently released bid packet #27-21 and received competitive bid proposals for these services for the three (3) years, beginning from date of service contract execution; and

WHEREAS, bids from qualified and experienced vendors for the purpose of boiler and backflow inspections at the Road Department were solicited and evaluated by the Ingham County Purchasing Department per Request for Quote #27-21; and

WHEREAS, it is the recommendation of the Purchasing Department and concurrence of Road Department, to award this to the lowest local qualified bidder, T.H. Eifert Mechanical 3302 West Saint Joseph Street, Lansing, Michigan 48917.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bid and authorizes a contract with, T.H. Eifert Mechanical, with a total cost of \$5220.00, for the three-year period beginning from date of service contract execution; and

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

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

FROM: Kelly R. Jones, County Highway Engineer & Director of Engineering
Road Department

DATE: January 14, 2021

RE: Proposed Resolution to Authorize an Engineering Design Services Contract with Fishbeck for the Dietz Road Bridge Project

For the February 9 BOC meeting cycle

BACKGROUND

The Ingham County Road Department (ICRD) has been awarded Local Bridge Program funding to replace the Dietz Road Bridge over the Red Cedar River in Sections 32 & 33 of Locke Township. Additionally, the ICRD would like to improve the condition of Dietz Road between Grand River and Rowley Road in coordination with the bridge project.

Unfortunately, ICRD staffing is such that many times during the engineering design phase of projects, we don't have the staff, equipment, or expertise to perform all project related data collection, design, or document preparation required to meet funding deadlines. Therefore, we must rely on engineering design consultants to perform the work when needed.

In 2019, the Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced engineering design firms to provide services on an as-needed basis. ICRD staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed labor rates, and overall value to the county. Five (5) consultants were selected and approved by the County Board of Commissioners (Resolution #19-299).

Pursuant to Board Resolution #19-299, the Purchasing Department issued a Request For Quote (RFQ 16-21) to the as-needed consultants for engineering design services on the Dietz Road Bridge Project. Two of the five consultants provided service proposals, with the fees as detailed below:

DLZ	\$197,981.45
Fishbeck	\$224,724.00

While DLZ provided the lowest fee proposal of \$197,981.45, they did not include any budget for a mussel survey, which will be required for this river. In 2020, a mussel survey was performed on the same river, but for a different project with DLZ, at an expense of \$21,000. Upon adding this required expense to DLZ's base fee, the two consultant fee proposals are essentially equivalent.

Upon staff review and recommendation, Fishbeck had the most detailed and thorough scope of work, utilized highly experienced staff, and provided the most complete fee proposal of \$224,724.00, making them the most advantageous consultant for the County on this project.

ALTERNATIVES

N/A

FINANCIAL IMPACT

Fishbeck provided a fee proposal of \$224,724.00 to perform engineering design services for the Dietz Road Bridge. This fee also includes the initial evaluation of road improvement alternatives and full engineering design to combine the road construction portion of the project with the bridge project. The Road Department has reserved the option to perform the road construction in-house, depending on the scope of work and overall budget impacts related to COVID. In this scenario, full engineering plan preparation for the road portion of the project will not be necessary, resulting in savings to the engineering services budget.

The cost for the engineering design services are included in the 2021 Road Fund Budget. The cost for the road improvement project and the local match for the Local Bridge Program funding will be included in the 2022 Road Fund Budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I respectfully recommend the Board of Commissioners adopt the attached resolution and accept the service proposal from Fishbeck for the Dietz Road Bridge Project.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN ENGINEERING DESIGN SERVICES CONTRACT WITH FISHBECK FOR THE DIETZ ROAD BRIDGE PROJECT

WHEREAS, the Ingham County Road Department received Local Bridge Program funding to replace the Dietz Road Bridge over the Red Cedar River in Sections 32 & 33 of Locke Township; and

WHEREAS, the Road Department desires to make improvements to Dietz Road between Grand River Avenue and Rowley Road in coordination with the Dietz Road Bridge project; and

WHEREAS, the costs associated with the road improvement and the local funding match for the Local Bridge Program will be included in the 2022 Road Fund Budget; and

WHEREAS, the Ingham County Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced engineering design firms to provide services on an as-needed basis, subsequently approved by the Ingham County Board of Commissioners in Resolution #19-299; and

WHEREAS, pursuant to Board Resolution #19-299, the Purchasing Department solicited detailed scope of services proposals from the as-needed consultants for the Dietz Road Bridge Project; and

WHEREAS, Road Department staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed labor rates, and overall value to the county; and

WHEREAS, the costs associated with engineering design services for the Dietz Road Bridge Project are included in the 2021 Road Fund Budget; and

WHEREAS, the County, on behalf of the Road Department, will enter into an agreement with the Consultant, which ensures requirements and responsibilities are defined; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize an engineering design services contract with Fishbeck to provide professional engineering services on the Dietz Road Bridge Project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an engineering design services contract with Fishbeck, 5913 Executive Drive, Suite 100, Lansing, MI 48911, for the not to exceed fee of \$224,724.

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

TO: County Services Committee, Board of Commissioners

FROM: William Conklin, Managing Director, Road Department

DATE: January 20, 2021

SUBJECT: Proposed Resolution for Final Plat Acceptance of Silverstone Estates Subdivision, Meridian Township, and to Accept the Internal Road as a Public County Road, and to Authorize two related Road Completion Agreements.

BACKGROUND:

A development with public streets and utilities, such as a residential subdivision or business park, is known as a plat. Much of the process by which a new platted subdivision is developed follows state statute (Act 288 of 1967, commonly known by one of three interchangeable names—Land Division, Subdivision Control, or Plat Act). The platting process essentially starts with development of a Preliminary Plat of the subdivision that shows the overall road and lot configuration, how it fits into the land, and any existing development that surrounds it and the proposed public utilities serving those lots. Pursuant to state statute, said Preliminary Plat is concurrently reviewed and acted on by the necessary stakeholders (Township, Road Department, Drain Commissioner, etc). Once a Preliminary Plat is approved by the various stakeholders, the proprietor can then develop detailed construction plans that also go through an approval process. Once the construction plans are approved by the various stakeholders, construction can begin. After construction is completed, an acceptance process can be initiated to make the roads, drains, and township utilities part of the public domain.

CURRENT ISSUE:

The Silverstone Estates Residential Subdivision development is a 25 lot single-family subdivision located on 25.52 acres, on the east side of Powell Road, north of Grand River Avenue (M-43), in the west half of section 23 of Meridian Township. The developer, Mayberry Homes/Powell Road Holdings (PRH), constructed the subdivision in 2020 and is now requesting the County to approve and sign the final plat document. Signing the final plat accepts the roadways constructed in the development as public roads and allows the developer to begin selling the lots.

Also, as a condition of approving the Silverstone Estates development, Meridian Township required the developer to also pave Powell Road between M-43 and the northerly property line of Silverstone Estates, which is currently gravel, to applicable Road Department standards. Given the high cost of building Powell Road and given that other land owners abutting the segment to be paved will also benefit from the paving, the developer has requested Meridian Township to initiate a Special Assessment District (SAD) of the abutting, benefitting parcels to fund the Powell Road construction. Meridian Township has initiated the SAD process for paving Powell Road, which will occur next summer. Subject to approval by the Board of Commissioners, the Road Department has agreed that if the developer enters into a road completion agreement with the County on behalf of the road department including the developer depositing security in the full estimated amount necessary to complete the required paving of Powell Road, that the final Silverstone Estates plat may be approved and accepted prior to completion of the Powell Road paving project.

The Silverstone Estates internal road, Silverstone Way, has been constructed up to, but not including the top, final layer of asphalt in accordance with the approved road and drainage plans. The work completed to date meets Ingham County Road Department standards. The road department has historically allowed placement of the final layer of asphalt after the lots within the plat are built-out with new homes. This avoids damage to the final driving surface due to building construction traffic, allows time to reveal weaknesses to be repaired in the roadway, and provides a better end product. The Road Department requires a road completion agreement and collects a bond, separate from that for Powell Road mentioned above, as assurance that the developer will place the final layer of asphalt on the internal street within 5 years, during which time most, if not all, of the homes will be built.

PRH has submitted all the required fees, insurance, testing results, certifications, and a \$57,024.00 cash bond deposit as assurance for the paving of the final layer of asphalt on Silverstone Way within 5 years, and a \$483,000.00 cash bond deposit for completing Powell Road next year.

Per state statute, final plat approval can be accomplished in a two-step process. The first step allows for the developer to request acceptance and signature of a “True Copy” of the actual plat document from all of the half dozen or so agencies that must approve the document. Once signed, true copies are collected from each agency, the proprietor can request the plat review at the state level, which if acceptable, eventually will lead to the second step of the process – signature of the final mylar plat document.

FINANCIAL IMPACT:

There is no specific financial impact to approving and signing the final plat document and accepting the roadways constructed in the development as public roads. The new subdivision roads are added to the road department’s road maintenance burden and annual certification of roadway length for ongoing future Michigan Transportation Funding under Act 51 of 1951.

RECOMMENDATION:

The Road Department recommends acceptance of the final plat of Silverstone Estates, acceptance of the only internal street, Silverstone Way, into the county road system, and approval of two Road Completion Agreements, one for the completion of paving Powell Road between M-43 and the northerly property line of Silverstone Estates to applicable Road Department standards in 2021, and the second for the paving the final layer of asphalt pavement on Silverstone Way within 5 years.

Approval of the attached resolution is thus recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ACCEPTANCE OF
THE FINAL PLAT OF SILVERSTONE ESTATES SUBDIVISION
IN MERIDIAN TOWNSHIP;
ACCEPTANCE OF SILVERSTONE WAY AS A COUNTY PUBLIC ROAD; AND
AUTHORIZATION OF TWO RELATED ROAD COMPLETION AGREEMENTS**

WHEREAS, the process by which a new platted subdivision is developed follows state statute (Act 288 of 1967, commonly known by one of three interchangeable names—Land Division, Subdivision Control or Plat Act); and

WHEREAS, on November 9, 2016, per Resolution #16-462, the Ingham County Board of Commissioners approved the Preliminary Plat for the residential subdivision called Silverstone Estates, including 25 lots on 25.52 acres in the west half of section 23, Meridian Township, Ingham County, Michigan; and

WHEREAS, the Silverstone Estates Subdivision has one internal road, Silverstone Way, which was constructed in 2020, except for the final layer of asphalt, per Road Department standards; and

WHEREAS, the Silverstone Way road construction meets Ingham County Road Department procedures and guidelines and all construction is in accordance with the approved road and drainage plans; and

WHEREAS, the subject developer, Mayberry Homes/Powell Road Holdings (PRH), has submitted all the required fees, insurance, testing results, certifications, and a \$57,024.00 cash bond (deposit) as assurance for completing the final layer of asphalt on Silverstone Way within five (5) years to allow construction of most of the new homes prior to completion of the final driving surface of the new road; and

WHEREAS, PRH is requesting acceptance of the final plat for Silverstone Estates and acceptance of Silverstone Way from Powell Road to its current end adjacent to lot 14 as a public road; and

WHEREAS, as a condition of approving the Silverstone Estates development, Meridian Township required the subject developer to also pave Powell Road between M-43 and the northerly property line of Silverstone Estates, which is currently gravel, to applicable Road Department standards; and

WHEREAS, given the high cost of building Powell Road and given that other land owners abutting the segment to be paved will also benefit from paving Powell Road, PRH has requested Meridian Township to initiate a Special Assessment District (SAD) of the abutting, benefitting parcels to fund the Powell Road construction; and

WHEREAS, Meridian Township has initiated the SAD process for paving Powell Road between M-43 and the northerly property line of Silverstone Estates, which is currently planned to occur in 2021; and

WHEREAS, subject to approval by the Board of Commissioners, the Road Department has agreed that if PRH enters into a road completion agreement with the County on behalf of the Road Department including PRH depositing security in the full estimated amount necessary to complete the required paving of Powell Road, that the final Silverstone Estates plat may be approved and accepted prior to completion of the Powell Road paving project; and

WHEREAS, PRH has submitted a \$483,000.00 cash bond (deposit) for completing Powell Road as required above next year.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the Silverstone Estates Subdivision final plat and authorizes the Board Chairperson to sign the "True Copy" and subsequent final mylar plat document of the same in accordance with state statute, Act 288 of 1967.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to accept the Silverstone Estates single internal road, Silverstone Way, from Powell Road to its current end adjacent to lot 14 as a public road.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners accepts a \$57,024.00 cash bond as assurance for completing the final course of asphalt on Silverstone Way within five (5) years.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners accepts a \$483,000.00 cash bond as assurance for the completion of paving Powell Road between M-43 and the northerly property line of Silverstone Estates to applicable Road Department standards in 2021.

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

TO: Board of Commissioners, County Services Committee

FROM: Kelly R. Jones, County Highway Engineer & Director of Engineering
Road Department

DATE: January 13, 2021

SUBJECT: Ingham County 2020 Public Road Mileage Certification

For the February 9 BOC meeting cycle

BACKGROUND

Public Act 51 of 1951, as amended, requires that each county submit an annual report to the State Transportation Commission that illustrates its public road mileage at the end of each year. The Ingham County road mileage can fluctuate from year to year through the addition or subtraction of roads through development, jurisdiction transfers, road abandonments, or discovered errors. The current year annual report covers the period from January 1, 2020 through December 31, 2020. There was a net increase of 0.00 miles of public road mileage in 2020, maintaining a road centerline mileage of 1,254.73 miles.

Ultimately, the reported road mileage is used to apportion Michigan Transportation Fund (MTF) revenue to each public road agency (MDOT, county road commissions, cities, and villages) within the state. Per the provisions of Public Act 51 of 1951, the report “must be signed and dated by the Chairman of the Board of County Road Commissioners”.

An electronic copy of the title sheet labeled “Ingham County Road System (Miles)”, dated January 1, 2021, has been provided for signature.

ALTERNATIVES

N/A

FINANCIAL IMPACT

N/A

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

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

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AND CERTIFY
THE
INGHAM COUNTY 2020 PUBLIC ROAD MILEAGE CERTIFICATION**

WHEREAS, Public Act 51 of 1951, as amended, requires that each county submit an annual report to the State Transportation Commission that illustrates its public road mileage at the end of each year; and

WHEREAS, the Ingham County road mileage can fluctuate from year to year through the addition or subtraction of roads through development, jurisdiction transfers, road abandonments, or discovered errors; and

WHEREAS, Ingham County realized a net increase of 0.00 miles of public road centerline mileage in 2020, maintaining a road centerline mileage of 1,254.73 miles; and

WHEREAS, the reported road mileage is used to apportion Michigan Transportation Fund (MTF) revenue to each public road agency (MDOT, county road commissions, cities, and villages) within the state; and

WHEREAS, the provisions of Public Act 51 of 1951 require that the report “must be signed and dated by the Chairman of the Board of County Road Commissioners”.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves and authorizes the Board Chairperson to electronically sign the 2020 Public Road Mileage Certification document that is consistent with this resolution.

INGHAM COUNTY ROAD SYSTEM (MILES)

SHEET NUMBER	PRIMARY SYSTEM (MILES)	LOCAL SYSTEM (MILES)	TOWNSHIP	URBAN AREA		
				PRIMARY SYSTEM (MILES)	LOCAL SYSTEM (MILES)	SHEET NUMBER
1 - 5	34.20	41.66	ALAIEDON	15.19	7.81	123 - 126
6 - 9	26.11	45.98	AURELIUS			
10 - 12	30.00	30.50	BUNKER HILL			
13 - 34	43.33	97.91	DELHI	34.47	91.20	127 - 148
35 - 38	19.54	35.65	INGHAM			
39 - 47	15.93	26.99	LANSING	15.93	26.99	149 - 157
48 - 52	22.30	45.02	LEROY	2.80	2.48	158 - 160
53	27.13	49.97	LESLIE			
54 - 56	20.84	49.79	LOCKE		0.28	161 - 162
57 - 88	51.65	157.85	MERIDIAN	51.65	157.85	163 - 194
89 - 94	23.50	41.01	ONONDAGA			
95 - 97	21.80	29.84	STOCKBRIDGE			
98 - 103	29.39	47.53	VEVAY	8.50	6.49	195 - 197
104 - 107	27.63	29.50	WHEATFIELD	1.08	1.40	198
108	10.80	45.70	WHITE OAK			
109 - 122	28.61	47.07	WILLIAMSTOWN	11.67	13.70	199 - 208
	432.76	821.97	TOTAL	141.29	308.20	

TOTAL = 1254.73

JANUARY 1, 2021

I HEREBY CERTIFY THAT ALL OF THE ROADS ON WHICH LENGTHS HAVE BEEN ENTERED ALONG THE ROAD BANDS OF THE ATTACHED TOWNSHIP AND ENLARGED MAPS ARE UNDER THE JURISDICTION OF THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS (FORMERLY INGHAM COUNTY ROAD COMMISSION). I FURTHER CERTIFY THAT THE ROADS SHOWN HEREIN ARE NORMALLY OPEN TO AUTOMOBILE TRAFFIC DURING THE MONTHS OF MAY THROUGH OCTOBER.

Bryan Crenshaw, Chairperson
Ingham County Board of Commissioners

Date

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

FROM: Kelly R. Jones, County Highway Engineer & Director of Engineering
Road Department

DATE: January 15, 2021

RE: Proposed Resolution to Authorize an Engineering Services Contract for As-Needed Signal Modeling and Timing Permit Services for 2021-2022

For the February 9 BOC meeting cycle

BACKGROUND

The Ingham County Road Department (ICRD) staffing is such that we don't have the staff, equipment, or expertise to perform signal modeling and timing permit preparation for our road and intersection projects. Therefore, we must rely on engineering consultants to perform the work on the Road Department's behalf when required.

To aid the Road Department's project needs, the Purchasing Department solicited proposals (RFP #11-21) from Michigan Department of Transportation prequalified and experienced engineering firms to provide signal modeling services on an as-needed basis throughout 2021 and 2022. In general, the scope of work for the consultant contract includes miscellaneous signal modeling, corridor signal optimization, intersection improvement recommendations and preparation of signal timing permits for projects under the jurisdiction of the Ingham County Road Department. The RFP specifically requested fees for the following known locations:

5. Okemos Rd Corridor Optimization
6. Haslett/Park Lake Intersection
7. Mt Hope/Comanche Intersection
8. Marsh/Lake Lansing Intersection

However, within the proposed two-year contract term, additional intersection locations may require signal modeling and timing permit preparation services. Those additional, presently unforeseen locations, may involve initial/supplemental/calibration data collection, modeling, optimization, coordination with adjacent road agencies, geometric recommendations, and preparation of signal timing permits. The intent of the issued RFP is to allow for additional signal modeling work using the provided labor rates, equipment costs, and profit provided within the proposal submitted by the retained consultant(s).

Per the provided Memo of Performance, the Purchasing Department received five (5) proposals for RFP #11-21. ICRD staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed labor rates, and overall value to the county.

Based on the review of the proposals and the anticipated engineering needs over the next two years, the ICRD recommends that two of the five respondents be retained to provide the requested services. When retaining consultant services for a specific project, the ICRD will strive to retain the most cost-effective consultant who is able to provide the experience and expertise necessary for the specific project under contract. The ICRD recommends that the following respondents be retained to provide the requested as-needed signal modeling and timing permit services for 2021 & 2022:

Fishbeck, 1515 Arboretum Drive SE, Grand Rapids, MI 49546
RS Engineering, LLC, 6709 Centurion Drive, Suite 300, Lansing, MI 48917

ALTERNATIVES

N/A

FINANCIAL IMPACT

Fishbeck provided a fee proposal for each of the locations as follows:

5. Okemos Rd Corridor Optimization: \$7500
6. Haslett/Park Lake Intersection: \$2500
7. Mt Hope/Comanche Intersection: \$2500
8. Marsh/Lake Lansing Intersection: \$2500

RS Engineering provided a fee proposal for each of the locations as follows:

5. Okemos Rd Corridor Optimization: \$11,700
6. Haslett/Park Lake Intersection: \$2800
7. Mt Hope/Comanche Intersection: \$1800
8. Marsh/Lake Lansing Intersection: \$2500

Additionally, both of the consultants provided a rate schedule for other as-needed work that may become necessary during the two-year contract term.

As noted above, the ICRD will strive to retain the most cost effective consultant able to provide the experience and expertise necessary for the specific project under contract.

The cost for the signal modeling services are included in the 2021 Road Fund Budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I respectfully recommend the Board of Commissioners adopt the attached resolution and accept the proposals from both Fishbeck and RS Engineering, LLC for the 2021-2022 as-needed signal modeling and timing permit services contract.

Agenda Item 6g

TO: Kelly Jones, Director of Engineering & County Highway Engineer

FROM: James Hudgins, Director of Purchasing

DATE: January 12, 2021

RE: Memorandum of Performance for RFP No. 11-21: 2021 & 2022 Signal Modeling & Timing Permit Consulting Services

Per your request, the Purchasing Department sought proposals from Michigan Department of Transportation (MDOT) prequalified and experienced engineering firms for the purpose of entering into a consultant contract to provide professional engineering services for Miscellaneous Signal Modeling, Optimization, and Preparation of Signal Timing Permits. Depending on the location and breadth of services, the required MDOT prequalified classifications may include: Design - Traffic: Signal, Design - Traffic: Signal Operations, Design - Traffic: Signal Operations – Complex.

The professional engineering services requested involve the following known intersections:

1. Okemos Rd Optimization (as part of ongoing Okemos Rd Bridge Project): a) Okemos/ Tamarack, b) Okemos/Bennett/Kinewa, c) Okemos/Science Parkway d) Okemos/Mt Hope (new signal) and e) Okemos/Hamilton.
2. Haslett/Park Lake (part of a 2022 safety project)
3. Mt Hope/Comanche
4. Marsh/Lake Lansing

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	32	9
Vendors responding	5	4

A summary of the vendors' costs:

Vendor Name	Local Preference	Total
Fishbeck	Yes, Lansing MI	\$15,000.00
HRC Consulting Engineers	Yes, Holt MI	\$16,922.08
RS Engineering LLC	No, Lansing MI	\$18,800.00
Mannik Smith Group, Inc.	Yes, Okemos MI	\$68,500.00
DLZ	Yes, Holt MI	\$120,726.96

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

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

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN ENGINEERING SERVICES CONTRACT FOR
AS-NEEDED SIGNAL MODELING AND TIMING PERMIT SERVICES FOR 2021-2022**

WHEREAS, Ingham County Road Department staffing is such that they do not have the staff, equipment, or expertise to perform signal modeling and timing permit preparation for road and intersection projects; and

WHEREAS, the Ingham County Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced engineering firms to provide signal modeling and timing permit services on an as-needed basis throughout 2021 and 2022, receiving five (5) proposals; and

WHEREAS, the Road Department staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed labor rates, and overall value to the county; and

WHEREAS, the cost for the as-needed signal modeling and timing permit services are included in the 2021 Road Fund Budget; and

WHEREAS, when retaining consultant services for a specific project, the ICRD will strive to retain the most cost effective consultant who is able to provide the experience and expertise necessary for the specific project under contract; and

WHEREAS, the County on behalf of the Road Department, will enter into an agreement with the selected consultants, which ensures requirements and responsibilities are defined; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize an engineering services contract with the following consultants to provide the requested as-needed signal modeling and timing permit services for 2021-2022:

Fishbeck, 1515 Arboretum Drive SE, Grand Rapids, MI 49546
RS Engineering, LLC, 6709 Centurion Drive, Suite 300, Lansing, MI 48917

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an engineering services contract with Fishbeck, 1515 Arboretum Drive SE, Grand Rapids, MI 49546 and RS Engineering, LLC, 6709 Centurion Drive, Suite 300, Lansing, MI 48917 to provide the as-needed signal modeling and timing permit services for 2021 and 2022 at fees not to exceed those stated in their proposals.

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

Agenda Item 7

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

FROM: Rick Terrill, Facilities Director

DATE: January 19, 2021

RE: Resolution to Authorize a Purchase Order to Justice Fence Co. for the Security Gate Operator Replacement at the Ingham County Youth Center

For the meeting agendas of: January 28, February 2 & 3

BACKGROUND

The vehicle entry gate operator at the Youth Center has outlived its useful life and is failing.

Justice Fence has submitted the lowest responsive and responsible proposal of \$7,230.00 for the replacement of the gate operator, rollers, and both sensors in the asphalt. A pressure edge and photo eye will also be added to be compliant with the current safety code.

ALTERNATIVES

The alternative would be put out a formal RFP, delaying the much needed replacement which has already caused problems for County employees entering and exiting the facility gate.

FINANCIAL IMPACT

Funds are available in the approved 2020 CIP line item # 245-66299-978000-20F13. We are requesting a \$2,000.00 contingency for any unforeseen circumstances.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
245-66299-978000-20F13	\$12,000.00	\$12,000.00	\$9,230.00	\$2,770.00
Public Improvements Fund				

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to Justice Fence for the replacement of the Youth Center security gate operator.

Agenda Item 7

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: January 20, 2021

RE: Memorandum of Performance for Packet No. 13-20 Security Gate at the Youth Center

The Purchasing Department can confirm that three written bids were sought and received from vendors for the purpose of repairing the gate at the youth center, replacing the automatic gate operator, rollers and both sensors in the asphalt, along with installing a new pressure edge and photo eye to be complaint with the current safety code(s).

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	3	1
Vendors responding	3	1

A summary of the vendors' costs:

Company Name	Local Preference	Quoted Amount
Justice Fence	No, Battle Creek MI	\$7,230.00
Dewitt Fence	Yes, Lansing MI	\$9,550.00
Spartan Fence	No, Morrice MI	Submitted a no proposal response

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

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

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO JUSTICE FENCE CO. FOR THE SECURITY GATE OPERATOR REPLACEMENT AT THE INGHAM COUNTY YOUTH CENTER

WHEREAS, the vehicle entry gate operator at the Youth Center has outlived its useful life and is failing; and

WHEREAS, it is the recommendation of the Facilities Department to issue a purchase order to Justice Fence Co., who submitted the lowest responsive and responsible proposal of \$7,230.00 to replace the security gate operator at the Youth Center; and

WHEREAS, the Facilities Department is requesting a contingency of \$2,000.00 for any unforeseen circumstances; and

WHEREAS, funds are available in the 2020 CIP Public Improvement Fund line item #245-66299-978000-20F13, which has a balance of \$12,000.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Justice Fence Co., 1276 East Columbia Ave., Battle Creek, Michigan 49014, for the security gate operator replacement at the Youth Center for a cost not to exceed \$9,230.00 which includes a \$2,000.00 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 8

TO: Board of Commissioners County Services and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: January 19, 2020
SUBJECT: Resolution to Reorganize the Human Resources Department
For the meeting agendas of February 2 and February 3

BACKGROUND

Reorganization of the benefits division of the Human Resources Department has been identified as desirable in order to expand upon and enhance the efficient delivery of benefits products and services we provide to our customers, Ingham County employees. This reorganization is proposed to consist of 1) reclassification of the current Insurance Coordinator (MC 5) position to a Benefits Administrator (MC 7) position and 2) addition of a Benefits Technician (MC 4) position. Detail of the essential functions of these positions is included in the attached proposed job descriptions.

ALTERNATIVES

The Board of Commissioners could decline to approve the proposed reorganization and the benefits division will remain status quo.

FINANCIAL IMPACT

At step 5, the reclassification of the current Insurance Coordinator (MC 5) position to a Benefits Administrator (MC7) position results in an annualized increase of \$12,666.60. At step 5, the addition of a Benefits Technician (MC 4) results in an annualized increase of \$95,299.81. Combined, there is an annualized increase of \$107,966.41. Detailed costing is attached. Funding is available from the Employee Benefits Fund.

STRATEGIC PLAN CONSIDERATIONS

Competitive benefits products and services are essential to attracting and retaining employees. This relates directly to Strategic Plan 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.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to reorganize the Human Resources Department.

INGHAM COUNTY JOB DESCRIPTION

BENEFITS TECHNICIAN

General Summary:

Under the general supervision of the Human Resources Director, this position will primarily assist the Benefits Administrator by performing recordkeeping, maintaining files, processing changes to benefits, and creating, maintaining and updating databases. Answers general questions from employees by providing benefits information, creates a variety of reports and assists with open enrollment and employee educational presentations. This position may also assist the Benefits/Leave Analyst by performing record keeping and maintenance and updating of files and databases as a secondary responsibility.

Essential Functions:

Provides primary support to the Benefits Administrator by performing record keeping, assisting with open enrollment, maintaining files, and processing changes to benefits.

Provides ancillary support to the Benefits/Leave Analyst by performing record keeping, and maintaining files as needed.

Creates and updates databases such as those related to benefits and leaves of absences to assist the Benefit Administrator and Benefits/Leave Analyst.

Assists in creating reports related to benefits and leaves of absences as required for reporting.

Provides general customer service to members of the public and Ingham County employees by answering questions, and directing calls and visitors to appropriate personnel.

Answers frequently asked questions related to employee benefits, and processes related to pursue ADA Reasonable Accommodation, FMLA and other leaves of absences.

Maintains the integrity and confidentiality of human resource related information, files and records, including but not limited to personally identifiable information and personal health information.

Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.

Dependability and regular attendance is required.

Ability to handle stressful situations on an occasional basis while providing excellent customer service.

Other Functions:

1. Performs other duties as assigned.
2. Must adhere to departmental standards in regard to confidentiality and other privacy issues.

(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: High School diploma

Experience: Two (2) years of administrative support experience in the areas of personnel administration, human resources, or labor relations or a closely related setting.

Other Requirements:

None listed

(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:

This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.

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 little to no stamina in climbing, balancing, crawling and pinching.

This position's physical requirements require periodic stamina in twisting, bending, stooping/crouching, squatting, lifting, carrying, pushing, and pulling.

This position's physical requirements require regular stamina in standing, walking, traversing, grasping, and handling.

This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or fingers.

This position performs light work requiring the ability to exert 20 pounds or less 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.)

May 15, 2020
MC 4

**INGHAM COUNTY
JOB DESCRIPTION**

BENEFITS ADMINISTRATOR

General Summary:

Under the supervision of the Human Resources Director, is responsible for benefit administration and development. Maintains employee's insurance benefits records and HRIS benefit systems. Monitors and tracks claims with access to confidential Human Resources and Labor Relations material. Conducts new employee orientations and the open enrollment process and explains insurance plans and benefits to employees and retirees. Responds to inquiries related to insurance coverage of employees and retirees and assists them in the processing of claims. Interacts with Financial Services and Treasurer's Office personnel regarding invoices and other payable issues. Works on behalf of employees and retirees to ensure timely and appropriate benefits delivery consistent with provisions of the plan document.

Essential Functions:

Processes changes to employee benefit records and ensures that accurate records are kept on the County's payroll system and with insurance provider.

Provides information in response to questions of employees and retirees regarding insurance coverage, billing, claims, and reimbursements. Acts on behalf of employees and retirees as a liaison with vendors upon request.

Researches and stays current with insurance and employee benefit trends and provides information to HealthCare Coalition and Human Resources Director.

4. Maintains the payroll data base for health insurance waiver payments and maintains all adjustments to employees' fringe benefit deductions. Works with retirees regarding payment of insurance premiums.

Conducts orientation sessions with all new employees to explain and enroll them in County benefit programs.

Writes and reviews RFPs as related to health, life, dental, vision, and employee assistants programs as provided by the County.

Administers the wrap-around plan for retiree health insurance.

Monitors invoices on a weekly basis.

Maintains benefit database and provides reports as needed, such as 1095-C for Financial Services for processing.

Establishes and maintains relationships with health, life, dental, vision and other benefit vendors.

Calculates Health contributions on an annual basis in accordance with direction from Human Resources Director for employees and retirees on an annual basis.

Creates and disseminates various reports various vendors related to employee accounts.

Processes correspondence to those employees severing employment with the County and maintains such records. Explains health insurance continuation under COBRA to County employees and maintains the COBRA data base.

Administers the annual employee and retiree open enrollment process. Designs ~~the~~ enrollment information conducts enrollment information meetings, maintains electronic enrollment system related documents and transmits to the County's payroll system and vendors.

Facilitates the joint/labor management Health Coalition Committee.

Process all life insurance claims on behalf of beneficiaries with County's life insurance carrier.

Provides information and assistance to employees filing claims with the County's disability insurance carrier upon request.

Maintains the integrity and confidentiality of human resource related information, files and records.

Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.

Dependable and regular attendance required.

Ability to handle stressful situations on an occasional basis

Ability to maintain excellent customer service during stressful situations.

Other Functions:

Performs other duties as assigned.

Must adhere to departmental standards in regard to HIPAA and other privacy issues.

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

Employment Qualifications:

Education: Associate's degree in Business Administration, Human Resources or a related field.

Experience: Three (3) to five (5) years of experience in a medical or insurance setting directly involving medical terminology and claims processing with some data processing experience including conducting research on insurance trends.

Other Requirements:

None listed.

(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:

This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.

This position is required to travel for meetings and appointments.

Physical Requirements:

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

This position's physical requirements require little to no stamina in standing, walking, traversing, climbing, balancing, bending, stooping/crouching, squatting, kneeling, crawling, handling, and pinching.

This position's physical requirements require regular stamina in twisting, lifting, carrying, pushing, pulling, reaching, and grasping.

This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or fingers.

This position performs sedentary work requiring a negligible amount of effort in the physical requirements above.

This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.

This position requires the ability to communicate and respond to inquiries both in person and over the phone.

This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.

This position requires the ability to handle varying and often high levels of stress.

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

MC 7			Step 1	Step 5
0	704000	Salary	49,600.76	59,539.82
8951	714000	Unemployment	248.00	297.70
1000	715000	FICA	3,794.46	4,554.80
8846	715050	Liability	677.15	812.84
2720	716020	Health	7,464.00	7,464.00
8952	716035	Health Surcharge	3,586.00	3,586.00
8955	716040	Health Insurance Trust	2,232.03	2,679.29
2700	716100	Dental	936.00	936.00
2710	716200	Vision	135.00	135.00
8953	716450	Separation	868.01	1,041.95
8986	717000	Life	144.00	144.00
8941	717100	Disability	64.48	77.40
7223	718000	Retirement	15,301.83	18,368.03
7323	718500	Retirement	1,240.02	1,488.50
8810	722000	Workers Comp	15.53	18.64
			86,307.28	101,143.96

MC 5			Step 1	Step 5
0	704000	Salary	42,531.58	51,054.49
8951	714000	Unemployment	212.66	255.27
1000	715000	FICA	3,253.67	3,905.67
8846	715050	Liability	580.64	697.00
2720	716020	Health	7,464.00	7,464.00
8952	716035	Health Surcharge	3,586.00	3,586.00
8955	716040	Health Insurance Trust	1,913.92	2,297.45
2700	716100	Dental	936.00	936.00
2710	716200	Vision	135.00	135.00
8953	716450	Separation	744.30	893.45
8986	717000	Life	144.00	144.00
8941	717100	Disability	55.29	66.37
7223	718000	Retirement	13,120.99	15,750.31
7323	718500	Retirement	1,063.29	1,276.36
8810	722000	Workers Comp	13.31	15.98
			75,754.65	88,477.36

MC 4			Step 1	Step 5
0	704000	Salary	39,824.33	47,798.87
8951	714000	Unemployment	199.12	238.99
1000	715000	FICA	3,046.56	3,656.61
8846	715050	Liability	543.68	652.55
2720	716020	Health	19,146.33	19,146.33
8952	716035	Health Surcharge	3,586.00	3,586.00

8955	716040	Health Insurance Trust	1,792.09	2,150.95
2700	716100	Dental	936.00	936.00
2710	716200	Vision	135.00	135.00
8953	716450	Separation	696.93	836.48
8986	717000	Life	144.00	144.00
8941	717100	Disability	51.77	62.14
7223	718000	Retirement	12,285.81	14,745.95
7323	718500	Retirement	995.61	1,194.97
8810	722000	Workers Comp	12.47	14.96
			83,395.70	95,299.81

Introduced by the County Service and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO REORGANIZE THE HUMAN RESOURCES DEPARTMENT

WHEREAS, reorganization of the benefits division of the Human Resources Department has been identified as desirable in order to expand upon and enhance the efficient delivery of competitive benefits products and services provided to Ingham County employees and retirees; and

WHEREAS, a reorganization is proposed to consist of 1) changing the current Insurance Coordinator (MC 5) position to a Benefits Administrator (MC 7) position and 2) addition of a Benefits Technician (MC 4) position; and

WHEREAS, provision of competitive employee benefit products and services are essential to attracting and retaining employees; and

WHEREAS, the Human Resources Director has met with the Controller/Administrator and the Controller/Administrator is in agreement with the proposed reorganization; and

WHEREAS, the Human Resources Department and Budget Office have reviewed, scored and costed the Benefits Administrator and Benefits Technician positions; and

WHEREAS, the Human Resources Department has complied with the County's Reorganization Policy; and

WHEREAS, this proposed reorganization is in keeping with the Board of Commissioners' Strategic Plan's long-term goal of attracting and retaining exceptional employees, and will not eliminate any positions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the reorganization of the Human Resources Department consisting of changing the Insurance Coordinator position (MC 5) to Benefits Administrator (MC 7) and adding the Benefits Technician position (MC 4).

BE IT FUTHER RESOLVED, that this reorganization shall be effective the first full pay period upon authorization on or after January 1, 2021.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2021 budget and position allocation list.