

CHAIRPERSON  
BRYAN CRENSHAW

VICE-CHAIRPERSON  
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM  
ROBIN NAEYAERT

**COUNTY SERVICES COMMITTEE**

RYAN SEBOLT, CHAIR  
EMILY STIVERS  
MARK GREBNER  
VICTOR CELENTINO  
ROBERT PEÑA  
RANDY MAIVILLE  
ROBIN NAEYAERT

**INGHAM COUNTY BOARD OF COMMISSIONERS**

*P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264*

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, NOVEMBER 15, 2022 AT 6:30 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/87805478336>.

Agenda

Call to Order

Approval of the [November 1, 2022](#) Minutes and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Treasurer's Office
  - a. Resolution to Approve a [Tax Sharing Agreement](#) with Lansing Township Under the Urban Cooperation Act
  - b. Treasurer's Office [Reorganization](#) (*Discussion*)
2. Sheriff's Office – Authorization to Start an Employee at [Step 4](#) Pay Rate for Exceptional Application
3. Clerk's Office – Resolution to Authorize a Three-Year Contract with [US Archives, Inc.](#) for the Transport, Storage, and Retrieval of Certain Vital Records of the Ingham County Clerk's Office
4. Health Department – Resolution to Convert Positions #601534, #601542, and #601531 to [Primary Care Physician](#) Position at New Hope Community Health Center
5. Innovation & Technology Department
  - a. Resolution to Approve the Renewal of the [ImageSoft and OnBase](#) Annual Support
  - b. Resolution to Approve the Renewal of the [Microsoft Enterprise](#) Agreement through CDWG
6. Facilities Department
  - a. Resolution to Authorize a Purchase Order to [Seelye Group LTD.](#), to Replace Carpet in Courtroom 7 and Judge's Suite at the Veterans Memorial Courthouse
  - b. Resolution to Authorize Agreements with [LJ Trumble Builders, LLC.](#), and Community Mental Health to Renovate the Families Forward Space at the Human Services Building

7. Road Department
  - a. Resolution to Authorize Contracts for the Purchase of Smooth-Lined Polyethylene Pipe and Helically Corrugated Steel [Pipe](#)
  - b. Resolution to Authorize a Contract for the Purchase of Single [Tungsten Carbide](#) Insert Grader Blades and Jr. Wing Plow Shoes
  - c. Resolution for Final Plat Approval for Phase 8 of [Meadow Ridge Subdivision](#) and Public County Road Acceptance of Skylar Drive
  - d. Resolution to Authorize a Second-Party Agreement with the Michigan Department of Transportation for a Federally-Funded Project on [Meridian Road](#) at Grand River Avenue (M-43)
8. Human Resources Department – Resolution to Approve [Reclassification](#) Requests
9. Controller's Office – Pursuant to MCL 15.268 (1)(h) Consult with Counsel, to Consider Material Exempt from Discussion or Disclosure by State or Federal Statute (*Closed Session*)
10. Board of Commissioners – Resolution Authorizing [Commissioner Compensation](#) for 2023 and 2024

Announcements  
Public Comment  
Adjournment

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

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

## COUNTY SERVICES COMMITTEE

November 1, 2022

### Draft Minutes

Members Present: Sebolt, Peña, Stivers, Grebner, Maiville, and Celentino.

Members Absent: Naeyaert.

Others Present: Treasurer Alan Fox, Gregg Todd, Sue Graham, Madison Hughes, and others.

The meeting was called to order by Chairperson Sebolt at 6:30 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual Public participation was offered via Zoom at <https://ingham.zoom.us/j/87805478336>.

### Approval of the October 18, 2022 Minutes

CHAIRPERSON SEBOLT STATED, WITHOUT OBJECTION, THE MINUTES OF THE OCTOBER 18, 2022 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN. Absent: Commissioner Naeyaert.

### Additions to the Agenda

5. Human Resources Department – Resolution to Approve UAW TOPS Unit and MC Reclassification Requests

### Limited Public Comment

None.

### Agenda items

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

2. Financial Services Department – Resolution to Approve a Contract with Gabriel, Roeder, Smith & Company to Conduct an Actuary Evaluation of the Retiree Health Care Plan and Provide Annual Governmental Accounting Standards Board Reports
3. Innovation & Technology Department
  - a. Resolution to Approve Renewal of Support from Core Technology
  - b. Resolution to Approve the Invoice for Renewing CourtView Support Services
4. Animal Control and Shelter
  - a. Resolution to Create a Second Lead Animal Control Officer Designation

- b. Resolution to Approve the Creation of a Veterinarian Assistant and Veterinarian Position for Ingham County Animal Control and Shelter
5. Human Resources Department – Resolution to Approve UAW TOPS Unit and MC Reclassification Requests

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

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

1. Treasurer's Office – Foreclosing Governmental Unit Report of Real Property Foreclosure Sales

Alan Fox, Ingham County Treasurer, stated that this was a new report, which was required by the State of Michigan that would implement the *Rafaeli v Oakland* decision to require County Treasurers to pay additional proceeds to claimants whose properties had been foreclosed and sold for more than the minimum sale price at foreclosure auctions. He further stated that this was the first year this had been required.

Treasurer Fox stated that the report regarded the completed 2021 auction cycles and that Ingham County had not fully completed the 2022 auction cycle. He further stated that there would not be a report for the 2022 auction cycle until 2023.

Commissioner Grebner asked for clarification on which part of the report the County Services Committee should focus on. He further asked if column xii reported the bottom line of everything involved.

Treasurer Fox stated that columns I through XII were reported that way because it was a subsection of the State law, and was a list of things that the State of Michigan wanted to report. He further stated that some items relate to each other but that he was not able to decipher exactly how everything would be connected.

Treasurer Fox stated that there were two pieces, including column XI which reported the \$441,619.48 that Ingham County had paid out to the claimants who had followed the process. He further stated that the Treasurer's Office did not receive much guidance on how to spend the remaining \$382,696.30, but that their attorney encouraged to not do anything with the funds at this time.

Treasurer Fox stated that there could be court cases that continued into the future, with many attorneys attempting various theories of law, which could require legal fees. He further stated that it was not likely that many would succeed, but that some claims could be regarded as valid.

Treasurer Fox stated that Judge Stokes had handled these cases in Ingham County and had remained consistent regarding the law.

Commissioner Maiville asked if there would be anything in place if there was remediation required for a property in the future but the funds had already been spent.

Treasurer Fox stated that the process and legal theory of claiming proceeds would be that when a County Treasurer forecloses on a house, someone would be entitled to the money. He further stated that if an individual walked away from a property, it would be likely the individual named on the property had passed away multiple years ago.

Treasurer Fox stated that this would be the case when the legal issues would begin because it would not be clear who would be entitled to the proceeds of the auction. He further stated that attorneys that wanted the proceeds might not consider this.

Treasurer Fox stated that the legal process would require a notice of intent to claim proceeds be filed before the auction occurred. He further stated that once a property had been auctioned and net proceeds would be provided, the claimant would go to the court and file the claim.

Treasurer Fox explained that a Judge would then determine who would be entitled to any net proceeds with various questions. He further stated that County Treasurer's throughout the State of Michigan were pleased that Judges would identify those individuals, as it would not be in the Treasurer's scope of work.

Treasurer Fox stated that it was the first year with the new requirements with no noticeable conflicts in Ingham County. He further stated that there had been a US Court of Appeals decision that would eliminate one step of the foreclosure process.

Treasurer Fox stated that the foreclosure process before auction would allow local governments the opportunity to take the property but that had now been declared unconstitutional. He further stated that the only way to determine the real value of a property would be to sell it at a public auction.

Treasurer Fox stated that selling a property at a public auction would eliminate the possible argument of an undefined fair market value. He further stated that he was very comfortable stating that the real value of a property would be found when sold at a public auction.

Treasurer Fox stated that after the initial shock, many other county treasurers would come to the same conclusion. He further stated there had been a situation in Oakland County where many properties never went to auction because the local cities would pick up every parcel and rehabilitate them, but there was abuse in that system as well.

Treasurer Fox stated that there had never been an issue in Ingham County if local governments picked up a parcel. He further stated that there had previously been two parcels picked up by local governments, with Meridian Township using a vacant parcel to add to a park and the City of Lansing had also been utilizing a parcel.

Treasurer Fox stated that local governments picking up foreclosed properties would not be allowed anymore, which would eliminate one step in the foreclosure process.

Commissioner Grebner asked if column XII would be the net of the already filed claims. He further asked if the filed claims had been reported in column xi.

Treasurer Fox confirmed that would be correct. He further stated that in past years, those dollars would be applied back to the local taxes so that the local government and school districts were protected from the effects of foreclosures but that would no longer be available.

Treasurer Fox stated that each parcel would be treated individually, and that Ingham County could no longer use proceeds from one parcel to make up for losses on another parcel.

Commissioner Grebner asked for clarification on how many claims had been filed.

Treasurer Fox confirmed that number had not been provided in the report, but that there were approximately eight to ten claims filed.

Commissioner Grebner asked if the whole sum of approximately \$800,000 would have been credited to delinquent taxes in the past. He further asked if the remaining \$382,000 plus interest over the following four years would be made available to Ingham County to spend.

Commissioner Grebner asked if the money would still be credited to delinquent taxes or if it would be credited to the General Fund.

Treasurer Fox stated that he believed the money would not go to the General Fund but would instead have to be used by the County Treasurer relating to administrative work. He further stated that piece that had been credited to the General Fund in the past were not auction proceeds.

Treasurer Fox reiterated that the suggestion provided by the County Attorney would be to hold on to these funds for any potential future costs.

Commissioner Grebner asked in approximately four to five years, there would be between two and five million dollars discovered that could not be spent but could be transferred around to even out the numbers.

Treasurer Fox stated that he did not believe it would be between two and five million dollars

Commissioner Grebner stated that there might not be that much money this year but the could be in the following years. He further asked what percentage Ingham County would be earning.

Treasurer Fox stated that Ingham County would earn approximately 3% due to a lot of funding being previously invested. He further confirmed Ingham County would be heading towards earning between 3% and 4%, which would be a part of the report for the Finance Meeting on November 2, 2022.

Chairperson Sebolt stated the Foreclosing Governmental Unit Report of Real Property Foreclosure Sales had been received and placed on file.

6. Controller's Office

- a. Resolution Setting a Public Hearing to Approve a Tax Sharing Agreement with Lansing Township Under the Urban Cooperation Act

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

Commissioner Grebner asked if the Tax Share Agreement that had been made could be explained. He further asked what might happen if Ingham County did not enter this agreement.

Treasurer Fox stated that if Ingham County did not enter the agreement, then Lansing Township would not be able to capture the tax share. He further stated that Lansing Township would continue to provide Ingham County with the full amount of tax revenue from the Downtown Development Authority (DDA).

Commissioner Grebner asked how much that would be currently per year.

Mr. Todd stated that it had previously been \$800, but it would now be \$600. He further stated that this resolution would be to set the public hearing.

Commissioner Grebner stated he understood this but explained that they were setting a public hearing for a proposal that had not been seen yet.

Mr. Todd stated that would be correct as the proposal would be available at the November 15, 2022 County Services Committee meeting.

Treasurer Fox stated that the proposal had been done according to the Board of Commissioners' policy from 2003, 2004, and 2005. He further stated that Lansing Township had requested this Tax Share Agreement and had already held a public hearing and adopted a resolution.

Treasurer Fox stated that he believed that under these circumstances, it would require a vote made by the Board of Commissioners. He further stated that he believed there would not be an opportunity to amend the resolution, but that if it could be amended, it would have to be presented at a public hearing again.

Commissioner Grebner asked if Ingham County would be in a position to propose our own agreement.

Commissioner Celentino stated that he believed the resolution was to set the public hearing and that the information would be provided at the November 15, 2022 County Services Committee meeting. He further stated that after that meeting, if the County Services Committee decided to move forward, then it would go to the Board of Commissioners.

Commissioner Celentino stated that during the public hearing, the Board of Commissioners would listen and then require a vote on the proposal. He further stated that his understanding why there was not information in the packet was because the information and proposal would be provided at the next meeting on November 15, 2022.

Mr. Todd stated confirmation.

Commissioner Grebner asked if there was a reason Ingham County could not propose a Tax Share Agreement.

Treasurer Fox stated that anything provided by a body would have to be approved by the other bodies.

Commissioner Grebner stated that Ingham County would not have to hold a hearing for the Township proposal, though it could be provided. He further stated that a hearing could be held for Ingham County's proposal.

Commissioner Grebner stated that he had been involved for the duration of this process and that he had not been impressed with Lansing Township's fiscal stewardship over the last 18 years. He further stated that he believed that Ingham County should have a position to propose something to Lansing Township.

Commissioner Grebner stated that having a public hearing regarding Lansing Township's requests would not be effective as Ingham County had previously rejected those requests in 2002. He further stated that he would not be interested to hear Lansing Township's requests but instead hold a hearing with both proposals available for discussion.

Commissioner Grebner stated that he did not have anything specific to propose at this time. He further stated that in the past, Lansing Township and Ingham County had to enter a legally binding agreement because Ingham County refused to move further than the agreement in place but that Lansing Township continued to ask for more.

Chairperson Sebolt asked what would happen if Ingham County rejected Lansing Township's proposal.

Commissioner Grebner stated he would not recommend rejecting the proposal.

Commissioner Celentino stated that at the next meeting on November 15, 2022 the County Services Committee would review and discuss the information to be able to alter the proposal if it was needed.

Mr. Todd stated confirmation.

Commissioner Celentino stated that he was under the impression that the proposal would be provided to discuss and alter.



Treasurer Fox stated that his statement previously had been incorrect and that Commissioner Celentino's statement was correct. He further stated that the only important piece to be remembered is that the proposal would have to be approved by both bodies but that could be done in more than one stage.

Commissioner Grebner stated that the direction he would like to move would be for staff, including Treasurer Fox, to discuss and put together a proposal that could be taken to the public hearing at the same time as Lansing Township's proposal.

Treasurer Fox stated that the Tax Share Agreement provided was essentially what Commissioner Grebner was looking for. He further stated that Lansing Township had approached the Controller and Board of Commissioner members informally to renew the agreement they had previously had and that the informal group had stated Ingham County would not renew the same agreement.

Treasurer Fox stated that that this informal group told Lansing Township to submit additional materials. He further stated that Ingham County had provided a proposal to Lansing Township that had been formally accepted that had been more limited than the previous proposal.

Treasurer Fox stated that the original agreement had stated that 80% of the increase in taxable value went to Lansing Township's DDA instead of going to Ingham County. He further stated that the new proposal lowered that to 60% and provides additional limitations.

Treasurer Fox stated that one limitation on the proposal would be that Lansing Township would use a special assessment on police and fire to raise revenue to allow other funds in the General Fund to be available to pay other obligations. He further that the new proposal would require this to continue because the dollar amount that would be shared would be limited to the dollar amount of the special assessment.

Treasurer Fox stated that an additional limitation on the proposal would be that Lansing Township would be required to not reduce the amount of the old revenue going to their DDA. He further stated that a third limitation would be that the proposal would only pay for two of the bonds issued, with one bond being in two series.

Treasurer Fox stated that the limitation could potentially further reduce the amount shared in approximately ten years because some of those bonds would be paid off in those ten years.

Commissioner Grebner stated that he believed this should be discussed repeatedly because it was a discretionary question that involves millions of dollars.

Treasurer Fox stated that it would involve approximately \$600,000 a year with the potential of approximately \$6 million over ten years.

Commissioner Grebner stated that he wished to expand on Treasurer Fox's statement that 80% of the increase in taxable value had been provided to DDA for specific, limited reasons that the Board of Commissioners had signed off on.

Treasurer Fox stated that the proposal had an \$11 million total that had been dispersed which would be the reason this new proposal was provided.

Commissioner Grebner asked if the infrastructure improvements had already been paid for.

Treasurer Fox stated that the bonds were out against the infrastructure improvements. He further stated that at some time during these agreements, the previous Controller had agreed that annual reports were not necessary so Treasurer Fox was not sure of any completed or pending improvements.

Commissioner Maiville reiterated that this resolution was to schedule the public hearing and that the County Services Committee was essentially having that hearing during this meeting. He further asked if these questions would be repeated during the public hearing.

Commissioner Grebner explained that the public hearing would be regarding a particular proposal that the Board of Commissioners would not be able to amend without an additional public hearing. He further stated that he believed a proposal on behalf of Ingham County should be decided on before a public hearing would be scheduled.

Commissioner Celentino suggested to wait until the November 15, 2022 meeting to vote on this resolution when the information was made available to make the decision. He further asked if the public hearing would have to be scheduled before a conversation was held regarding the proposal.

Chairperson Sebolt asked Commissioner Grebner if he had concerns with Ingham County becoming adversarial.

Commissioner Grebner stated that he wanted Ingham County to be adversarial.

Chairperson Sebolt confirmed that he believed Ingham County had been adversarial in this proposal and that the Controller had explained that Ingham County would receive more money because the 20% that Ingham County had previously received would increase to 40%.

Chairperson Sebolt stated that there had also been very severe limitations on what Lansing Township could spend the funding on as confirmed by Treasurer Fox and Mr. Todd. He further stated that he believed that the new proposal had been negotiated to provide Ingham County strength moving forward and that proposal would be provided at the public hearing.

Chairperson Sebolt stated that the Board of Commissioners could potentially say no to Lansing Township and collect the full 100%. He further stated that Lansing Township voters might not provide support for a special assessment or millage as some residents already have some frustrations with Lansing Township.

Mr. Todd stated that the resolution would have been presented at the County Services Meeting but that the policy stated that a resolution to set the public hearing had to be passed before the next step. He further expressed his concern with pushing this resolution as this would then push

the public hearing and that there was a limited number of meetings remaining with the current Board of Commissioners.

Mr. Todd expressed his hope to schedule the public hearing to move forward in the process and be able to have the discussion.

Commissioner Grebner asked if the Tax Share Agreement had already expired.

Treasurer Fox stated that it had expired which was why there was a new agreement being proposed.

Commissioner Grebner stated that if the Board of Commissioners did not approve this until March 2023, as there was not a deadline, there would be a gap of time that Lansing Township would not know where to provide the money. He further asked if Lansing Township had been previously been sending the funds to Ingham County accordingly.

Treasurer Fox stated that Lansing Township had been providing the funds accordingly.

Chairperson Sebolt stated that he believed it was fine to set the public hearing and, if at the public hearing it was decided that the proposal would not meet the standards, the Board of Commissioners could reject the proposal. He further stated that if the proposal was rejected, Ingham County would have to renegotiate the proposal and hold an additional public hearing in the future.

Commissioner Grebner stated that he had no problem moving forward with the public hearing under the condition that the Board of Commissioners are not only considering this agreement if there could be additions or amendments to the proposal. He further asked if staff could work with Treasurer Fox to propose a potential alternative proposal that could be provided and discussed at the public hearing.

Commissioner Grebner stated that Lansing Township could be in a strong bargaining and argumentative position with the ability to say that this proposal would be required before terrible things happened.

Commissioner Celentino stated that a representative from Lansing Township would be present at the November 15, 2022 County Services meeting to answer any questions before that resolution would be passed. He further stated that the public hearing would then be held at the Board of Commissioners meeting on November 22, 2022.

Discussion.

Commissioner Grebner stated that a good question to ask Lansing Township at the public hearing would be if they could explain how the DDA's sole staff person could be on the payroll for a private corporation that was interested in the exact projects that had caused Lansing Township to fall behind.

Chairperson Sebolt stated that he would be happy to hear the answer to this question at the public hearing.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert

Public Comment

None.

6. Controller's Office

- b. Pursuant to MCL 15.268 (1)(h) Consult with Counsel, to Consider Material Exempt from Discussion or Disclosure by State or Federal Statute (Closed Session)

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. GREBNER, AT APPROXIMATELY 7:05 P.M., TO ENTER INTO A CLOSED SESSION TO DISCUSS A WRITTEN ATTORNEY CLIENT PRIVILEGED OPINION FROM THE COUNTY'S CORPORATION COUNSEL DATED NOVEMBER 1, 2022 AS PERMITTED BY MCL 15.268(h).

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE. Absent: Commissioner Naeyaert.

CHAIRPERSON SEBOLT DECLARED THE COMMITTEE RETURNED TO OPEN SESSION AT APPROXIMATELY 7:14 P.M.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. STIVERS, TO APPROVE THE SETTLEMENT AGREEMENT AS RECOMMENDED BY THE COUNTY ATTORNEY.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

Announcements

Commissioner Peña stated that the completion of the first stretch of the 27-mile Joe Louis Parkway in Detroit, Michigan had been celebrated on October 31, 2022.

Adjournment

The meeting was adjourned at 7:16 p.m.

**NOVEMBER 15, 2022 COUNTY SERVICES AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

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

***1a. Treasurer's Office – Resolution to Approve a Tax Sharing Agreement with Lansing Township Under the Urban Cooperation Act***

This resolution approves a tax sharing agreement with Lansing Township to extend a portion of the capture from the 2003 Downtown Development Authority (DDA) agreement. This agreement would do the following:

- (1) Sets the revenue received by the DDA at 60% of the total taxes levied by the County on the incremental value of parcels in the DDA above 2002 taxable values, subject to other possible reductions. In 2022 this will set a maximum tax share of about \$650,000, compared to \$920,000 in 2020, the last year in which the 2004 agreement was in full effect.
- (2) Ensures a continuing commitment by the Township by:
  - a. Requiring the Township to continue to share with the DDA 80% of the total incremental value of township taxes on the same parcels
  - b. Requiring the Township to maintain its millage rates except as necessary to meet Headlee Amendment requirements
  - c. Requiring the Township to continue to levy a special assessment roll for police and fire services in order to free general fund dollars for debt payments
  - d. Limiting any sharing of county revenue to 50% of the dollars raised by that special assessment roll. This will only have an effect if the township reduces its special assessment roll in future years
- (3) Specifies that the revenue received from county taxes may only be used make payments on the 2012 and 2013 bonds that fund infrastructure improvements and not on bonds that finance the parking structure.
  - a. Dollars received from the county in a year may not exceed the amounts required for payments on those bonds. The 2012 bonds will be paid in full in 2031. From 2032 on, the amount due on the 2013 bonds will be approximately \$600,000 per year and that amount will likely serve as the limit on county funds which will be shared.
  - b. The bonds may be refinanced and tax sharing continued on the refinanced bonds by resolution of the Board of Commissioners.
- (4) Ends the agreement in 2040, which is when the last payments are due on those specific bonds.
- (5) Requires annual reporting so the county can ensure that the limitations in the agreement are met.

See memo for details.

**2. Sheriff's Office – Authorization to Start an Employee at Step 4 Pay Rate for Exceptional Application**

This authorizes the Sheriff's Office to start a deputy at Step 4 of the CCLP-LE unit. The applicant is retiring from East Lansing on November 28.

See memo for details.

**3. Clerk's Office – Resolution to Authorize a Three-Year Contract with US Archives, Inc. for the Transport, Storage, and Retrieval of Certain Vital Records of the Ingham County Clerk's Office**

This authorizes a three-year contract with US Archives, Inc. for off-site storage for vital records in the Clerk's care. Annual cost is \$7,404 and the Clerk has budgeted an extra \$2,596 for potential additional records storage.

See memo for details.

**4. Health Department – Resolution to Convert Positions #601534, #601542, and #601531 to Primary Care Physician Position at New Hope Community Health Center**

This resolution converts a 1.0 FTE Dental Manager position #601534, 0.5 FTE Physician Assistant position #601542, and 1.0 FTE Program Assistant position #601531 into a 1.0 FTE Primary Care Physician position at New Hope Community Health Center effective upon approval. These three positions have remained vacant for several fiscal years and, after an operational assessment, can be repurposed. The financial impact converting three positions to a primary care physician position is a slight increase of \$25,595. The cost increase will be offset by revenue generated from reimbursable visits generated by the primary care physician.

See memo for details.

**5a. Innovation & Technology Department – Resolution to Approve the Renewal of the ImageSoft and OnBase Annual Support**

This resolution approves the renewal of the ImageSoft and OnBase support contracts for 2023. OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments. It is key to our document management and streamlining of our processes.

Funding for the \$100,411.72 invoice for ImageSoft and the \$115,551.97 invoices from Hyland (total of \$215,963.69) is budgeted and will come from the County's Innovation and Technology Department Network Maintenance – Imaging Fund.

See memo for details.

**5b. Innovation & Technology Department – Resolution to Approve the Renewal of the Microsoft Enterprise Agreement through CDWG**

This resolution approves a three-year contract renewal with CDWG for our Microsoft Enterprise Agreement (EA).

The funding for the not to exceed \$450,000 annual cost is budgeted and will come from the County's Network Software Fund.

See memo for details.

**6a. Facilities Department – Resolution to Authorize a Purchase Order to Seelye Group Ltd., to Replace Carpet in Courtroom 7 and Judge’s Suite at the Veterans Memorial Courthouse**

This resolution approves a PO with Seelye Group Ltd to replace the carpet in Courtroom 7 and the Judge’s Suite at the Veterans Memorial Courthouse. The carpet is worn, stained, faded, stretched, and past it’s useful life. Seelye Group Ltd., who is on the MiDeals contract and, therefore, does not need three quotes per the Ingham County Purchasing Policy, submitted a proposal of \$42,706.78 to replace the carpet. Facilities is requesting a \$3,000 contingency for any uncovered conditions, for a total not to exceed amount of \$45,706.78.

Funds are available in the approved 2022 and 2020 CIPs.

See memo for details.

**6b. Facilities Department – Resolution to Authorize Agreements with LJ Trumble Builders, LLC., and Community Mental Health to Renovate the Families Forward Space at the Human Services Building**

This resolution approves an agreement with LJ Trumble Builders, LLC for renovations to the Community Mental Health’s (CMH) Families Forward Program space located at the Human Services Building. LJ Trumble Builders, LLC submitted the lowest responsive and responsible proposal of \$1,097,000. Facilities is requesting a contingency of \$50,000 for any uncovered conditions.

CMH will pay back the \$300,000 to Ingham County to replenish the CMH Building revolving fund within one year of the completion of the project. CMH will then enter into a new lease with Ingham County to pay back the \$647,000 covering the Ingham CIP CMH renovations: \$500,000 and the Ingham General Fund reserves: \$147,000. Payback of the new lease is expected to be over a 10-year term with payments likely around \$6,000 per month.

Renovations include but are not limited to: demo and modification to first floor reception, upgrading the first and second floor with wall and floor furnishings, ceiling panels, lighting, modifications to HVAC, fire alarm, and fire suppression systems as necessary, remodel four restrooms to comply with Michigan Barrier Free Design Rules and addressing ADA compliance with the ramp and handrail to door 2.

See memo for details.

**7a. Road Department – Resolution to Authorize Contracts for the Purchase of Smooth-Lined Polyethylene Pipe and Helically Corrugated Steel Pipe**

This resolution authorizes the purchase of smooth-lined polyethylene pipe from ADS and helically corrugated steel pipe from Contech Engineered Solutions, LLC on an as-needed basis based on their proposed bid pricing. The 2023 bid unit prices are within three percent of 2022 unit prices and the estimated total cost is less than \$150,000.

Funding is available in the 2023 Road Department budget.

See memo for details.

**7b. Road Department – Resolution to Authorize a Contract for the Purchase of Single Tungsten Carbide Insert Grader Blades and Jr. Wing Plow Shoes**

This resolution authorizes a contract with Shults Equipment, LLC for the purchase of approximately 250 single tungsten carbide grader blades at \$259/blade and approximately 50 7' junior para wing plow shoes at \$156/shoe.

Funding is available in the 2022 Road Department Budget.

See memo for details.

**7c. Road Department – Resolution for Final Plat Approval for Phase 8 of Meadow Ridge Subdivision and Public County Road Acceptance of Skylar Drive**

This resolution approves the final plat for Phase 8 of the Meadow Ridge Subdivision and public road acceptance of Skylar Drive. The Meadow Ridge Phase 8 development is part of a 222-unit residential subdivision located south of Holt Road, between Kahres Road and Onondaga Road, in the Northeast ¼ of Section 20, Delhi Township, Ingham County, Michigan. The development has followed the platting process described above for eight of the ten phases illustrated on the previously approved Preliminary Plats dating back to July 2000.

See memo for details.

**7d. Road Department – Resolution to Authorize a Second-Party Agreement with the Michigan Department of Transportation for a Federally-Funded Project on Meridian Road at Grand River Avenue (M-43)**

This resolution authorizes a second-party agreement with the Michigan Department of Transportation (MDOT) for the Meridian Road at Grand River Avenue project which consists of includes hot mix asphalt intersection widening, concrete curb and gutter, earthwork, tree removal, storm sewer, and pavement markings. The Road Department has received federal Highway Safety Improvement Program (HSIP) funding for this project. The Road Department has coordinated this project with the Michigan Department of Transportation (MDOT) project which will install a traffic signal at this location. Both projects have been designed pursuant to applicable federal, state, and local design specifications.

The HSIP funding pays for 80% of construction costs up to the capped amount of \$376,000. The remaining costs are the responsibility of the Local Agency. Per the MDOT agreement, the estimated construction funding responsibilities are as follows:

Highway Safety Improvement Program (HSIP):	\$ 376,000
Local Participation:	<u>\$ 131,000</u>
Total Project Cost =	\$ 507,000

A 20% contingency is being requested for this project, equating to a total project cost of \$610,000. Due to the capped HSIP funding, the local participation for this project will increase to \$234,000. This has been included in the 2023 Road Fund Budget.

See memo for details.



**8. Human Resources Department – Resolution to Approve Reclassification Requests**

This resolution approves MC reclassifications for the following:

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
421001	Animal Control Director	Move from MC 12 to MC 14
421002	Animal Control Deputy Director	Move from MC 10 to MC 12
421021	Veterinarian – Animal Control	Move from MC 11 to MC 13
142026	Exec. Asst. to Office Coordinator – FOC	Move from MC 5 to MC 7
144002	Exec. Asst. to Office Coordinator - PD	Move from MC 5 to MC 7

See memo for details.

**10. Board of Commissioners – Resolution Authorizing Commissioner Compensation for 2023 and 2024**

This resolution approves the compensation rates for the Board of Commissioners over the next two years.

**ADDITION ITEMS:**

**1b. Treasurer's Office – Treasurer's Office Reorganization (Discussion)**

**9. Controller's Office – Pursuant to MCL 15.268 (1)(h) Consult with Counsel, to Consider Material Exempt from Discussion or Disclosure by State or Federal Statute (Closed Session)**

**TO:** Board of Commissioners County Services and Finance Committees  
**FROM:** Alan Fox, Treasurer  
**DATE:** October 20, 2022  
**SUBJECT:** Resolution to Approve a Tax Sharing Agreement with Lansing Township under the Urban Cooperation Act

For meeting agendas of November 1 and 2

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### **BACKGROUND**

In 2003 Lansing Township created a Downtown Development Authority (DDA) to develop property in and around what is now the Eastwood Shopping Center. The Township proposed that the DDA capture county and other taxes to finance costs of the development. The County and the Township ultimately agreed in 2004 on a Tax Sharing Agreement under the Urban Cooperation Act of 1967 that placed limits on the funds that the county would share. The key portions of the agreement are:

- (1) Set the revenue received by the DDA at 80% of total taxes levied by the County on the incremental value of parcels in the DDA above 2002 taxable values
- (2) Specified infrastructure improvement projects for which the funds could be used
- (3) Set a maximum dollar value for revenue due the DDA over the life of the agreement to \$11 million, including funds for financing

The Lansing Township DDA began receiving shared funds with the December 2003 tax levy. Revenue was shared until the \$11 million cap was reached in 2021 and the agreement was terminated.

In April, 2022 Lansing Township officials asked the County to renew or extend the 2004 agreement. Because the agreement had already expired a renewal or extension was no longer possible. Controller Todd, Treasurer Fox and Commissioners Celentino, Peña, and Crenshaw met at the Township's invitation and impressed upon the Township officials that a new agreement would have to be reached and that it would have to be part of a comprehensive plan that would fully meet the Township's debt obligations. Documentation including budgets, debt service details, and plans for increasing the tax base were requested.

### **PROPOSED AGREEMENT**

After additional meetings and the provision of the requested documentation, a plan was developed to limit the tax revenue shared by the county to ensure that steps already taken by the township to meet its obligations would be continued, and to fund only public infrastructure improvements already completed for which bond payments remain due. The 2022 proposal:

- (6) Sets the revenue received by the DDA at 60% of the total taxes levied by the County on the incremental value of parcels in the DDA above 2002 taxable values, subject to other possible reductions. In 2022 this will set a maximum tax share of about \$650,000, compared to \$920,000 in 2020, the last year in which the 2004 agreement was in full effect.

- (7) Ensures a continuing commitment by the Township by:
- Requiring the Township to continue to share with the DDA 80% of the total incremental value of township taxes on the same parcels
  - Requiring the Township to maintain its millage rates except as necessary to meet Headlee Amendment requirements
  - Requiring the Township to continue to levy a special assessment roll for police and fire services in order to free general fund dollars for debt payments
  - Limiting any sharing of county revenue to 50% of the dollars raised by that special assessment roll. This will only have an effect if the township reduces its special assessment roll in future years
- (8) Specifies that the revenue received from county taxes may only be used make payments on the 2012 and 2013 bonds that fund infrastructure improvements and not on bonds that finance the parking structure.
- Dollars received from the county in a year may not exceed the amounts required for payments on those bonds. The 2012 bonds will be paid in full in 2031. From 2032 on, the amount due on the 2013 bonds will be approximately \$600,000 per year and that amount will likely serve as the limit on county funds which will be shared.
  - The bonds may be refinanced and tax sharing continued on the refinanced bonds by resolution of the Board of Commissioners.
- (9) Ends the agreement in 2040, which is when the last payments are due on those specific bonds.
- (10) Requires annual reporting so the county can ensure that the limitations in the agreement are met.

### **ALTERNATIVES**

The proposed agreement could be adjusted to further limit the amount of taxes matched to the County. The following mechanisms that could be used to do this:

- Further reduce the % of revenue received by the DDA (proposed at 60%, Township original proposal was 70%)
- Further reduce the revenue received by reducing the % of dollars raised by the Lansing Township special assessment (proposed at 50%)
- Limit total revenue shared to a specific dollar amount (2004 agreement was capped at \$11 million)

### **Option Examples:**

<b>PROJ SPECIAL ASSESSMENT</b>	<b>YEAR</b>	<b>TAX SHARE 50%, SA LIMIT 40%</b>	<b>TAX SHARE 60%, SA LIMIT 50%</b>	<b>TAX SHARE 70% (TWP PROP)</b>
1,521,121	2022	549,205	659,046	768,887
1,521,121	2023	576,665	691,998	807,331
1,581,966	2024	605,499	726,598	847,698
1,581,966	2025	632,786	762,928	890,083
1,581,966	2026	632,786	790,983	934,587
1,645,244	2027	658,098	822,622	981,316
1,645,244	2028	658,098	822,622	1,030,382
1,645,244	2029	658,098	822,622	1,081,901
1,711,054	2030	684,422	855,527	1,135,996
1,711,054	2031	684,422	855,527	1,192,796
1,711,054	2032	596,400	596,400	1,252,436
1,779,496	2033	598,000	598,000	1,315,058
1,779,496	2034	597,600	597,600	1,380,811
1,779,496	2035	600,000	600,000	1,449,851
1,850,676	2036	600,000	600,000	1,522,344
1,850,676	2037	596,541	596,541	1,598,461
1,850,676	2038	595,592	595,592	1,678,384
1,924,703	2039	598,520	598,520	1,762,303
1,924,703	2040	<u>599,663</u>	<u>599,663</u>	<u>1,850,418</u>
<b>TOTALS</b>		<b>11,722,394</b>	<b>13,192,791</b>	<b>23,481,045</b>

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A TAX SHARING AGREEMENT WITH LANSING TOWNSHIP  
UNDER THE URBAN COOPERATION ACT**

WHEREAS, in 2004, Ingham County entered into a Tax Sharing Agreement with the Charter Township of Lansing, allowing for the capture of Ingham County's incremental tax revenues in the Lansing Township development district, which has since expired; and

WHEREAS, the Charter Township of Lansing has requested that Ingham County enter into a new voluntary tax sharing agreement Under the Urban Cooperation Act, MCL 124.501 *et seq.*, to share a certain portion of Ingham County's incremental tax revenues to finance infrastructure projects in the development district; and

WHEREAS, the parties have drafted a proposed Tax Sharing Agreement under the Urban Cooperation Act, a copy of which is attached as Exhibit 1; and

WHEREAS, Section 5a(3) of the Urban Cooperation Act, MCL 124.505a(3), requires that the legislative body of each party to a tax sharing agreement must hold at least one public hearing before approval of a tax sharing agreement; and

WHEREAS, Section 5a(4) of the Urban Cooperation Act, MCL 124.505a(4), provides that if within 45 days of the meeting at which a tax sharing agreement is approved by a governmental unit, a petition is signed by a minimum of 8% of the registered electors of that local governmental unit voting in the last general election before the adoption of the agreement, a referendum shall be held in that local governmental unit at the next regularly scheduled election or at a special election held for this purpose; and

WHEREAS, on October 11, 2022, the Lansing Township Board of Trustees adopted a resolution approving the Tax Sharing Agreement Under the Urban Cooperation Act contingent upon the Ingham County Board of Commissioners approving the Tax Sharing Agreement in substantial form, and further contingent upon the lapse of 45 days after approval of the Tax Sharing Agreement by both parties without a petition for referendum being filed; and

WHEREAS, on November 22, 2022, pursuant to notice duly published and posted, a public hearing was held before the Ingham County Board of Commissioners on the approval of the Tax Sharing Agreement Under the Urban Cooperation Act.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entry into the Tax Sharing Agreement Under the Urban Cooperation Act, attached as Exhibit 1, subject to the right of the voters to file a petition for a referendum on the Tax Sharing Agreement within 45 days.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the Tax Sharing Agreement Under the Urban Cooperation Act, on behalf of Ingham County, upon review and approval by a County Attorney.

BE IT FURTHER RESOLVED, that the Board of Commissioners waives the policy set forth in Resolution #05-094 regarding submission of the Tax Sharing Agreement Under the Urban Cooperation Act to the County Economic Development Corporation for review and comment.

BE IT FURTHER RESOLVED, that the signed Tax Sharing Agreement Under the Urban Cooperation Act will be filed with the Ingham County Clerk's Office and the Michigan Secretary of State.

## **TAX SHARING AGREEMENT UNDER THE URBAN COOPERATION ACT**

This Tax Sharing Agreement Under the Urban Cooperation Act (“this Agreement”) is entered into by and between **Ingham County**, a Michigan county organized and operating under Const 1963, art 7, §1, and MCL 45.1, *et seq.*, with its principal offices located at Courthouse, Mason, Michigan (“Ingham County”), and the **Charter Township of Lansing** (“Lansing Township”), a Michigan charter township organized and operating under the Charter Township Act (Public Act 359 of 1947, as amended; MCL 42.1, *et seq.*), with its principal offices located at 3209 West Michigan Avenue, Lansing, Michigan.

### **Recitals**

**WHEREAS**, pursuant to Resolution No. 05-094 (the “Resolution”), Ingham County has an established policy of entering into tax sharing agreements with local governmental entities for specifically defined infrastructure projects which are directly related to economic growth within a development area; and

**WHEREAS**, Ingham County desires to enter into this Agreement notwithstanding that the Ingham County tax revenues to be captured are designated to pay for completed infrastructure projects funded by bonds previously issued by the Lansing Township, in recognition of the benefits of those infrastructure projects to the economic development to the citizens and taxpayers of the County; and

**WHEREAS**, pursuant to the legal authority granted by Section 5a of the Urban Cooperation Act (MCL 124.505a), the parties desire to enter into this Agreement to finance certain infrastructure projects associated with economic benefit to the citizens of Ingham County, to be accomplished by the capture and sharing of certain Ingham County tax revenues with Lansing Township, and to specify how those tax revenues will be expended by Lansing Township; and

**WHEREAS**, the Urban Cooperation Act (Public Act 7 of 1967, Ex. Sess., as amended; MCL 124.501, *et seq.*) provides that local governmental units may enter into interlocal agreements, which agreements may provide for a joint exercise of any power, privilege or authority which the local governmental units share in common and which each might exercise separately; and

**WHEREAS**, the Urban Cooperation Act provides for the sharing between governmental units of revenue derived from the levy of general ad valorem property taxes or specific taxes levied in lieu of general ad valorem property taxes; and

**WHEREAS**, the parties hereto desire to enter into this Agreement to provide for and to promote the economic development of a certain area of property which is located in Lansing Township, (as more specifically denoted in the development area map, attached and incorporated by reference as Exhibit A), for the benefit of Ingham County, Lansing Township, and the surrounding community.

### **Terms and Conditions**

1. *Legal Authority.* Lansing Township and Ingham County enter into this Agreement under and pursuant to the legal authority granted by the Urban Cooperation Act.

2. *Tax Sharing/Capture.* Pursuant to this Agreement, Ingham County agrees to share, and Lansing Township is authorized to capture, certain Ingham County tax revenues as described below:

- A. Beginning with the July 1, 2022 tax levy, and for every tax levy thereafter through the 2040 tax year, Ingham County shall share with Lansing Township, and Lansing Township shall capture from Ingham County, certain Ingham County tax revenues, specifically, the capture of 60% of the increase from tax year 2002 of Ingham County's general and special millage tax revenues in the development area as depicted in Exhibit A.

The Ingham County Treasurer and the Lansing Township Treasurer are authorized to make adjustments in the allocation of all amounts collected from the 2022 tax levies that are collected before the execution of this Agreement.

- B. Lansing Township shall capture Ingham County tax revenues to be used exclusively by Lansing Township to make principal and interest payments on bonds previously issued by Lansing Township for the public infrastructure projects in the development area as depicted on Exhibit A, which projects are being financed by bonds of Lansing Township, limited to the following specifically described bonds:

(1) 2012 Downtown Development Refunding Bonds issued to refinance 2007 bonds for Lake Lansing Road, Sam's Way, roundabouts and sidewalks.

(2) Series 2013A Tax Increment Bonds and Series 2013B Tax Increment Bonds issued for streetscapes, sidewalks, lighting, surface parking, roads and landscaping.

In any year for which Ingham County's taxes are captured, and in addition to other limitations on amounts which may be captured in that year, the total amount to be captured may not exceed the total due that year for principal and interest on these specific bonds.

If Lansing Township refinances any of these specific bonds, then Ingham County's taxes captured by Lansing Township may be used to pay principal and interest on the refinanced bonds, but only if such use of Ingham County's captured taxes for that purpose is specifically authorized by resolution of the Ingham County Board of Commissioners.

- C. In no event shall the amount of Ingham County's taxes captured by Lansing Township in any tax year exceed 50% of the amount collected by Lansing Township in the same tax year from the Special Assessment roll required by Sec. 4 of this Agreement.



- D. Any tax revenues captured by Lansing Township in excess of those agreed upon in this Agreement shall be refunded to Ingham County, with interest.
- E. Except as otherwise provided in this Agreement, Lansing Township shall not capture Ingham County tax revenues, including but not limited to taxes captured on behalf of the Lansing Township DDA, or any successor downtown development authority.

3. *Capture of Township Taxes.* This Agreement is contingent upon Lansing Township capturing, for each of the years that it captures Ingham County tax revenues pursuant to this Agreement, 80% of the increase from tax year 2002 of the Township's general millage tax revenues in the development area as depicted on Exhibit A, for direct and financing costs for the infrastructure projects undertaken by Lansing Township in the development area. Lansing Township shall not reduce the rate of any of its ad valorem millages that were in effect as of the 2021 tax year, except as required by the Headlee Amendment, Const 1963, art. 9, secs. 25-34, and MCL 211.34d.

4. *Special Assessment.* As a required condition for the capture of the County's taxes under this Agreement, Lansing Township shall impose a Special Assessment for police and fire protection services pursuant to PA 33 of 1951, as amended. The Lansing Township Assessor shall certify to the Ingham County Treasurer before June 1 of each year that for that tax year the Township has adopted a Special Assessment Roll pursuant to PA 33 of 1951, as amended, and certifying the total amount of the Roll. For the 2022 tax year, the certification shall be provided within 30 days after the execution of this Agreement by both parties. Delinquent amounts billed by the Township for special assessments under PA 33 of 1951, as amended, shall be regarded for this purpose as collected in the same tax year.

5. *Progress Reports.* Beginning January 15, 2023, Lansing Township shall annually issue a report to Ingham County, which report shall describe the capture and expenditure of Ingham County tax revenues. Lansing Township shall provide Ingham County with such an annual progress report by no later than January 15 of each year, until one (1) year after Lansing Township ceases the capture of Ingham County tax revenues pursuant to this Agreement.

6. *Tax Capture.* Lansing Township shall capture Ingham County tax revenues so that it only captures tax revenues resulting from Ingham County's "levy of general ad valorem property taxes or specific taxes levied in lieu of general ad valorem property taxes," as provided in Section 5a of the Urban Cooperation Act (MCL 125.505a). Lansing Township shall not capture Ingham County tax revenues under the terms of the Lansing Township Development and Tax Increment Financing Plan, adopted on May 20, 2003 ("the Plan") either now or at any future time. Lansing Township shall not amend or revise the Plan to provide for the capture of Ingham County tax revenues, nor shall Lansing Township adopt a new plan that in any way provides for the capture of Ingham County tax revenues. The terms of this Agreement shall supersede the provisions in the Plan, or any amendments or successors thereto, with respect to the capture and/or expenditure of Ingham County tax revenues. The Plan shall be null and void as to Ingham County.

7. *Administration.* Lansing Township may, consistent with this Agreement, capture certain Ingham County tax revenues, expend those tax revenues, obtain financing, and undertake and pay for the infrastructure projects in the development area, either itself or through the agency of the Lansing Township DDA or other entity under the oversight of Lansing Township.

8. *Public Hearings.* Pursuant to Section 5a of the Urban Cooperation Act (MCL 124.505a), the Lansing Township Board of Trustees conducted a public hearing regarding the sharing of tax revenues pursuant to this Agreement on \_\_\_\_\_, 2022. Also, pursuant to Section 5a of the Urban Cooperation Act (MCL 124.505a), the Ingham County Board of Commissioners conducted a public hearing regarding the sharing of tax revenues pursuant to this Agreement on \_\_\_\_\_, 2022. Notice of said public hearings was given by the respective parties pursuant to the Open Meetings Act (Public Act 267 of 1976; MCL 15.261, *et seq.*).

9. *Binding Effect.* This Agreement shall bind the parties hereto, their legislative bodies, officials, employees, agents, and any of their successors and assigns. The parties' approval of and entry into this Agreement is subject to the right of referendum as provided in Section 5a(4) of the Urban Cooperation Act, MCL 124.505a(4).

10. *Filing.* A certified copy of this Agreement, along with certified copies of the enabling Resolutions, shall be promptly filed by representatives of the parties with the Ingham County Clerk and the Michigan Secretary of State, Office of the Great Seal, after the Agreement has been fully executed.

11. *Notices.* All notices, requests and approvals under this Agreement shall be sufficiently delivered if sent by certified mail to the following addresses of the parties, or such other address as may be designated from time to time in writing to the other party.

Ingham County:	Ingham County Attn: County Controller P.O. Box 179 Mason, Michigan 48854
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Lansing Township:	Charter Township of Lansing Attn: Township Supervisor 3209 West Michigan Avenue Lansing, Michigan 48917
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12. *Default.*

- A. In the event any party defaults in the performance or observance of any term, covenant, condition, or provision of this Agreement, and such default is of a kind which is curable or remediable, a non-defaulting party shall give the defaulting party notice of default. In the event such default continues for a period of thirty (30) days after service of a notice of default, or, if the curing or remedying of such default requires the taking of action which

cannot with due diligence be completed in a 30-day period, continues beyond such period following the end of the period of 30 days after the service of a notice of default as is reasonably necessary, taking into account unavoidable delays to complete such actions as are required to cure or remedy the default in question, the non-defaulting party may proceed to take such action or invoke such remedy as may be allowed by law or in equity.

- B. In the event of a breach or a threatened breach by any party of any of the terms, covenants, conditions or provisions of this Agreement, the other party shall have the right to apply for an injunction to restrain the same and the right to invoke any remedy allowed by law or in equity, including without limitation the right to money damages, as if specific remedies, indemnity or reimbursement were not provided for in this Agreement.
- C. The rights and remedies given to the non-defaulting party in this Agreement are distinct, separate and cumulative remedies, and no one of them, whether or not exercised by the non-defaulting party, shall be deemed to be in exclusion of any of the others herein or by law or equity provided.

13. *Resolution of Disputes.* In the event that Ingham County or Lansing Township shall have concerns regarding the administration of this Agreement, or the expenditure of captured Ingham County tax revenues, representatives of Ingham County and Lansing Township shall attempt to address them informally and in a timely manner. In the event that these attempts are unsuccessful, the Chair of the Ingham County Board of Commissioners shall notify the Lansing Township Supervisor in writing, or the Lansing Township Supervisor shall notify the Chair of the Ingham County Board of Commissioners in writing, of the concerns. Upon receipt of such communication, the Chair of the Ingham County Board of Commissioners shall contact the Lansing Township Supervisor, or the Lansing Township Supervisor shall contact the Chair of the Ingham County Board of Commissioners to schedule a meeting to address the concerns. If the parties fail to resolve the dispute following the meeting, or if no resolution is achieved within thirty (30) days following receipt of the above-referenced communication, the parties shall select an individual who is mutually agreeable to the parties, to mediate the dispute. If either party is dissatisfied with the resolution of the dispute by the mediator, or if the dispute is not resolved within sixty (60) days after the parties agree to a mediator, the parties may agree to submit this matter to binding arbitration with the American Arbitration Association (“AAA”), pursuant to the AAA’s commercial rules, for resolution of the dispute. The parties retain the ability to seek legal and equitable remedies as otherwise set forth in this Agreement.

14. *Governing Law.* This Agreement shall be construed and interpreted in accordance with the laws of the State of Michigan.

15. *Entire Agreement.* This Agreement constitutes the entire agreement of the parties and may be modified only in a writing signed by the parties. Additionally, this Agreement supersedes any prior agreements, written or oral, and constitutes the sole obligations of the parties to one another with regard to the subject matter hereof.

16. *Counterparts.* This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

17. *Amendments.* This Agreement may be amended by the parties by Resolutions adopted by each party following public hearings.

18. *Severability.* The provisions of this Agreement are severable, and if any part of this Agreement is found to be void or inoperative, the other paragraphs, or portions thereof, shall remain fully valid and enforceable.

19. *Term and Termination.* This Agreement shall take effect on its effective date, defined below, and except as otherwise provided herein, shall terminate one (1) year after Lansing Township ceases the capture of Ingham County tax revenues pursuant to this Agreement. This Agreement may be terminated by either party by written notice to the other party before June 1 of the tax year for which the termination is to take effect.

20. *Effective Date.* This Agreement shall take effect on the date the Agreement is filed with the Ingham County Clerk and the Michigan Secretary of State, Office of the Great Seal.

21. *Acknowledgment.* The parties, by their signatures, acknowledge that they have read and understand this Agreement and have received the advice of counsel before executing same.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the day and year written below by authority of their respective boards.

**INGHAM COUNTY**

Dated: \_\_\_\_\_, 2022

\_\_\_\_\_  
By: Bryan Crenshaw

Its: Chairperson, County Board of Commissioners

STATE OF MICHIGAN)  
COUNTY OF INGHAM)

On this \_\_\_\_\_ day of \_\_\_\_\_, 2022, before me personally appeared Bryan Crenshaw, Chairperson of the Ingham County Board of Commissioners, to me known to be the individual described in and who executed the foregoing instrument on behalf of Ingham County and acknowledged the same as his own free act and deed.

\_\_\_\_\_, Notary Public

Ingham County, Michigan

Acting in Ingham County, Michigan

My Commission Expires: \_\_\_\_\_

Approved as to Form for Ingham County:  
COHL, STOKER & TOSKEY, P.C.

By: Timothy M. Perrone / /2022

**CHARTER TOWNSHIP OF LANSING**

Dated: \_\_\_\_\_, 2022

By: \_\_\_\_\_  
Maggie Sanders

Its: \_\_\_\_\_  
Supervisor

STATE OF MICHIGAN)  
COUNTY OF INGHAM)

On this \_\_\_\_\_ day of \_\_\_\_\_, 2022, before me personally appeared Maggie Sanders, Supervisor, to me known to be the individual described in and who executed the foregoing instrument on behalf of the Charter Township of Lansing and acknowledged the same as her own free act and deed.

\_\_\_\_\_, Notary Public

Ingham County, Michigan

Acting in Ingham County, Michigan

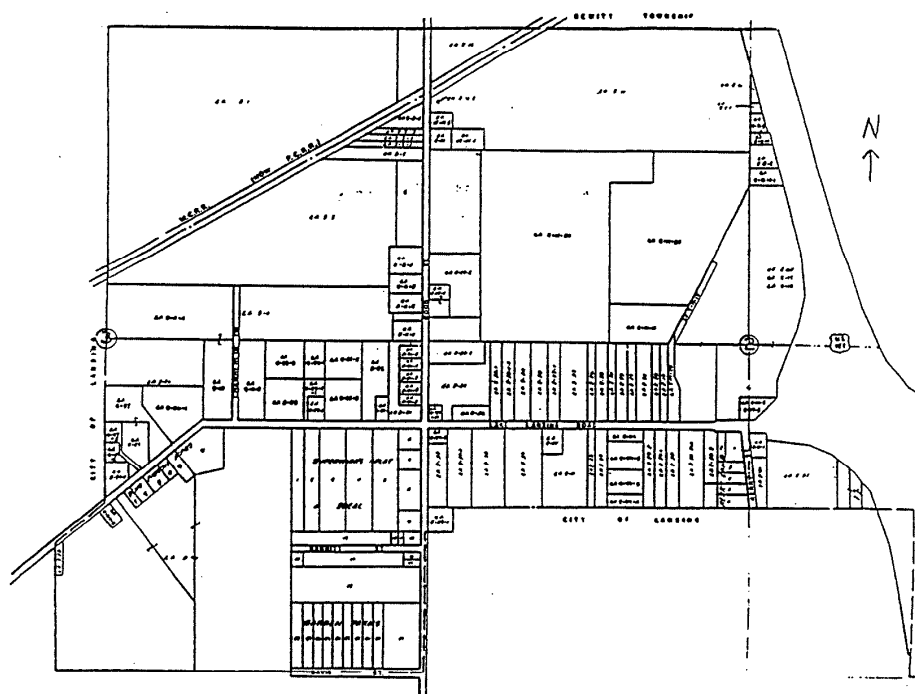
My Commission Expires: \_\_\_\_\_

## **EXHIBIT A**

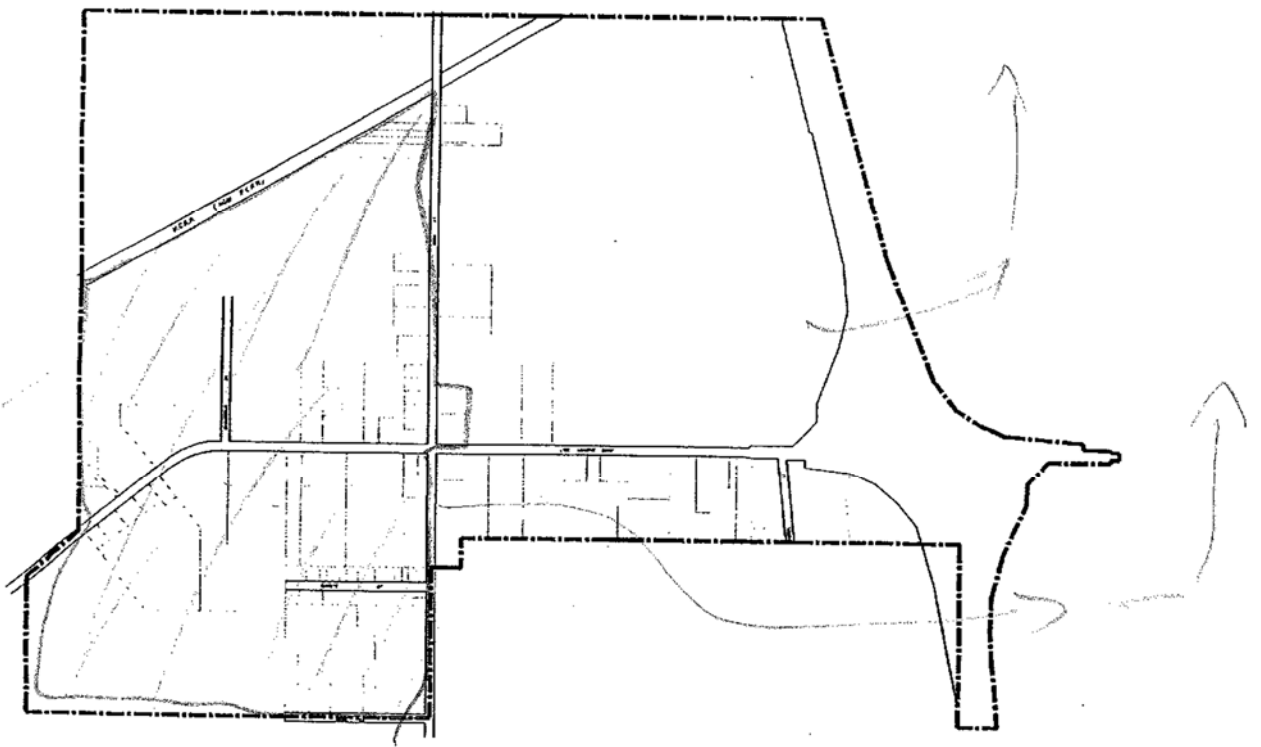
A part of sections 2 and 3 of township 4 north, range 2 west, Ingham County, Michigan more particularly described as:

Beginning at the north 1/4 corner section, township 4 north, range 2 west, thence east along the north section line to the northeast corner of section 3, thence east along the north line of section 2, township 4 north, range 2 west to the west right-of-way line U.S. 127, thence southerly and westerly along the west right-of-way line U.S. 127 and the centerline of Lake Lansing Road to the north-south 1/4 line section 2, thence south along 1/4 line to the south line Lake Lansing Road, thence north 89 degrees 39 minutes west 139.16 feet, thence south 0 degrees 29 minutes 12 seconds west, 46.21 feet to southerly r/w line U.S. 127 ramp. South 83 degrees 10 minutes 21 seconds east, 364.89 feet, thence south 67 degrees 20 minutes 6 seconds east, 174.90 feet, thence south 51 degrees 19 minutes 43 seconds east, 238.02 feet, thence south 35 degrees 10 minutes 43 seconds east, 175 feet, thence south 19 degrees 25 minutes 43 seconds east, 162.56 feet, thence north 89 degrees 59 minutes 3 seconds west to the northeast corner of lot 43 Somerset Subdivision, thence continuing north 89 degrees 59 minutes 3 seconds west along north line of said plat to the northwest corner of lot 32 of said plat, thence west along north line of Somerset Number 2 Subdivision, and Bancroft Hills Number 1, and Number 3 to the northwest corner of lot 146 Bancroft Hills Number 3, thence south to the northeast corner of lot 144 Bancroft Hills Number 3, thence west along north line of lots 144 and 143 Bancroft Hills Number 3 to the west line section 2, thence south along west line section 2, also being the centerline of Wood Street to the southwest corner of section 2, thence west along the south line of section 3, also being the centerline of David Street, and its projection west to the south 1/4 corner of section 3, thence south 89 degrees 29 minutes west along south section line 353 feet to the southeast corner Weiland Park Subdivision, thence north 0 degrees 18 minutes east along east lines of Weiland Park Subdivision, and Kobel Heights Subdivision 1009.18 feet to centerline of East High Street also Lake Lansing Road, thence north 49 degrees 01 minutes 30 seconds east along centerline Lake Lansing Road 460.85 feet to the north-south 1/4 line of section 3, thence north along north-south 1/4 line section 3 to the point of beginning.

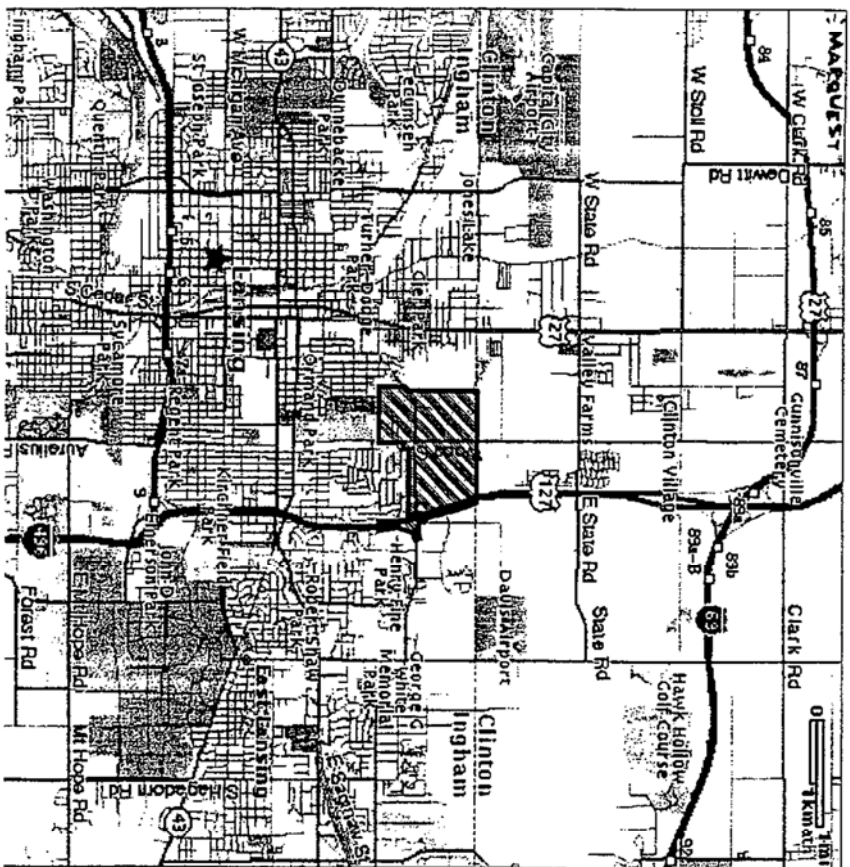




# Downtown District



Location Map



## **Agenda Item 1b**

TO: Board of Commissioners County Services and Finance Committees

FROM: Alan Fox, Treasurer

DATE: November 3, 2022

SUBJECT: Treasurer's Office Reorganization

The Ingham County Treasurer's office proposes a reorganization plan for its Foreclosure Prevention office. The plan fulfills the commitment made when the Board of Commissioners funded a fourth position in the office using American Rescue Plan funds. After the reorganization, all four positions in the Foreclosure Prevention Office will be funded from the Delinquent Tax Revolving Fund.

The past few years have introduced new challenges and new opportunities into the tax foreclosure system. The pandemic upended normal timelines and required additional efforts to keep residents in their homes, but also brought in the opportunity to tap state and federal relief funds to assist Ingham County homeowners. Our active efforts to promote the Michigan Homeowners Assistance Fund (MIHAF) have helped bring in over a million dollars in assistance for Ingham County homeowners.

The Michigan Supreme Court's Rafaeli decision has resulted in a completely new process leading up to and following tax auctions by which prior owners may claim and receive a portion of the proceeds from tax auction sales. Some of this new process may be altered in the near future by court decisions or additional legislation. In any event, we have devoted substantial resources to learning the process and explaining it to potential claimants and to exploring new ways to simplify the process for those who deserve compensation.

These and other changes in the process continue to lead to constant expansions of our efforts to head off foreclosures at the earliest possible stage in the process. The newly created position of Community Outreach Coordinator has evolved from having an additional person in the office. Through that position we will continue to add to our ability to find resources outside the county and to publicize those resources so property owners can get help.

The Ingham County Foreclosure Prevention Office remains the standard for this work across the state. Our Prepublication Hearing each fall, which is not required by statute, brings other agencies in to help Ingham County taxpayers and also brings staff from other counties to see what we do. Our use of local libraries and other locations with good internet availability to help people apply for MIHAF funds is unique, but may soon be followed in other counties. We plan soon to offer on line fillable forms for former owners to use to apply for tax sale proceeds.

All of these are possible because we can hire and retain staff with the commitment to serve the public, the skills to do what is legally required even as those requirements change, and the initiative to find new ways to reach people in need. The reorganization recognizes the value of what this office does for the county and for some of our most vulnerable residents.

TO: Allen Fox, County Treasurer

FROM: Joan Clous, Human Resources Specialist – Labor & Employee Specialist

DATE: November 2, 2022

RE: Memo of Analysis for reorganization within the Treasurer's Office.

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In order to better serve the residents of Ingham County the Treasurer's Office seeks to reorganize the Treasurer's Office as follows:

1. *Foreclose Prevention Specialist (#253014) currently an ICEA County Pro 02 (\$40,149.93 to \$48,210.15) will now be an ICEA County Pro 7 (\$58,458.33 to \$70,195.50)*
2. *Property Tax Coordinator (#253008) currently an ICEA County Pro 08 (\$63,763.66 to \$76,564.20) will now be an ICEA County Pro 10 (\$75,319.30 to \$90,436.70)*
3. *Tax Forfeiture/Foreclosure Coordinator (#253013 & #253017) currently an ICEA County Pro 4 (\$45,795.90 to \$54,992.39) will now be an ICEA County Pro 8 (\$63,763.66 to \$76,564.20)*
4. *Newly created position Foreclosure Prevention Community Outreach Coordinator has a community of interest with the ICEA County Pro and will be placed at ICEA County 08 (\$63,763.66 to \$76,564.20)*

*Please use this memo as acknowledgement of Human Resources' participation and analysis of your reorganization proposal. You are now ready to move forward as a discussion item and contact budget for a budget analysis.*

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

**INGHAM COUNTY  
JOB DESCRIPTION  
PROPERTY TAX COORDINATOR**

**General Summary:**

Under the general direction of the Treasurer and Chief Deputy Treasurer, the Property Tax Coordinator will take on responsibility for the Foreclosing Governmental Unit (FGU) for delinquent property taxes as outlined in PA 123 of 1999 and MCL 211.78a-t, as amended. The Property Tax Coordinator will interpret and apply the statute, as well as perform multiple technical duties in the coordination and implementation of the statute and foreclosure prevention. Act as an administrator of Delinquent BS&A tax system and LexisNexis Accurant account. Will work with many stakeholders including taxpayer/property owners, local elected officials, contractors, County and Treasurer's attorneys, mortgage and other interest holders, and various social services' providers. The Property Tax Coordinator will administer and oversee the statutory foreclosure process as well as foreclosure prevention services and community outreach, while supervising three fulltime staff.

The Foreclosure Prevention Office (FPO), under which this position falls, is instrumental in the collection of over \$18,000,000 in delinquent real property taxes for Ingham County (2021 data). This figure does not include the additional statutory interest and fees collected throughout the twenty-five (25) month statutory process. The Property Tax Coordinator oversees balancing the statutory collection process defined by PA123 of 1999 and MCL 211.78a-t, with the need for assistance to property owners experiencing hardship to help them save and protect their financial assets. Working with homeowners and their families to prevent loss of often their greatest asset(s), helps keep families safely housed, prevents homelessness and mitigates blight in Ingham County. Proficiency in all processes of this office is required as all FPO staff must work collaboratively to meet statutory deadlines.

~~Under the general direction of the Chief Deputy Treasurer, the Property Tax Coordinator will take on responsibility for the Foreclosing Governmental Unit (FGU) for delinquent property taxes as outlined in PA 123 of 1999. The Property Tax Coordinator will interpret and apply the statute, as well as perform technical duties in the coordination and implementation of the statute. He/She will work with many stakeholders including taxpayer/property owners, local elected officials, mortgage and other interest holders, and various social services' providers.~~

**Essential Functions:**

- ~~1.~~ 1. Coordinate all aspects of PA 123 of 1999 and MCL211.78a-t under the general supervision of the Treasurer and Deputy Treasurer, including operation of BS&A tax software and coordination of a very large project. ~~including high understanding/operation of BS&A tax software and coordination of a very large project.~~
- ~~2.~~ 2. Understand and track all PA123 of 1999 and MCL 211.78a-t statutory updates, changes and pending court cases and class action lawsuits against MCL 211.78a-t that will ultimately affect our foreclosure process. Includes preparing for expected changes to MCL 211.78a-t that could ultimately affect past foreclosures and auction sales going back to 2013. Apprise, train and disseminate all processes and changes relating to forfeiture/foreclosure activities to all Ingham County Treasurer staff. ~~Work with taxpayers and social services' provider networks to avoid foreclosure, and provide financial counseling to achieve best resolution in chronic delinquency situations.~~

3. 3. Act as administrator of Delinquent BS&A tax software system for Ingham County Treasurer and community partner agencies with Delinquent BS&A tax software access. Run Delinquent BS&A utilities to add fees, set up Show Cause and Judicial Foreclosure Hearing docket information. ~~Coordinate and maintain accurate computer records for all parcels in forfeiture / foreclosure. Obtain data on property owners from various sources including Register of Deeds and internet searches. File data for retrieval during Court process.~~
4. 4. Evaluate and update multiple reports in BS&A tax software. Trouble shoot with technical support to address issues. ~~Document all actions with checklist, memorandums, and photographs to minimize potentially substitution financial liability to County.~~
5. 5. Audit delinquent and forfeited taxes for discrepancies and errors and communicate to appropriate persons/public offices/departments. ~~Coordinate site inspections with contractors and personally visit sites. Personal knowledge of final 2000 parcels in forfeiture is required to appropriate final resolution.~~
6. 6. Track, generate and record statutorily required documents, in the Register of Deeds. Includes recording of Certificates of Forfeiture and Notices of Judgment of Foreclosure and other necessary documents with the Register of Deeds. ~~Work with local Treasurers, Assessors, Register of Deeds, Neighborhood Organization and community activists to gather information about properties and property owners.~~
1. 7. Produce monthly reports of delinquent, forfeited parcels, interest/fees and base taxes owing to County. ~~Oversee BS&A Utilities and recording of Certificates of Forfeiture with the Register of Deeds; coordinate title searches with title companies and others; Process title work; oversee Publication, Foreclosure Petition with the Circuit Court; Hearings, record proof of service; record of foreclosure judgment; Provide depositions, supporting documents and/or testify in Court in contested cases. Monitor properties granted additional time to pay their taxes. Oversee and supervise Property Tax Forfeiture/Foreclosure Coordinator and Foreclosure Prevention Assistant. Oversee coordination and tracking of property maintenance.~~
7. 8. Produce all legal supporting documentation for and oversee filing of Judicial Foreclosure Petition throughout the foreclosure cycle. Work in coordination with Ingham County Treasurer's Attorneys on same. ~~Develop ways to strengthen foreclosure prevention. Provide information to other counties interested in Ingham County Treasurer's foreclosure prevention programs/procedures/forms.~~
8. 9. Coordinate and maintain accurate computer records for all parcels in delinquency/ forfeiture / foreclosure (about 10,000 parcels). Document all actions with checklist, memorandums, and photographs to minimize liability to County. Obtain data on all parties of interest in forfeited properties from various sources including local assessors and treasurers, Register of Deeds and internet searches. File data for retrieval during and after Court processes. ~~Assist in planning and organizing work, assigning and checking work of, and/or assisting and instructing an assistant. Must have a thorough understanding of the accounting practices as they relate to delinquent taxes.~~
9. 10. Create and maintain long term record keeping systems for all associated records in accordance with State of Michigan GS-27, County Retention Schedule. Maintain originals and oversee electronic retention system as well. This helps safeguard risk to the county. Includes scanned completed foreclosure process files to facilitate future accessibility. (All foreclosed files have a GS-27 retention schedule of Active + 40 years.) Electronic files are also used to aid proof of service for title companies, which can strengthen real property assessed values in Ingham County, and insurability of the properties

by underwriters. Administer all bankruptcy cases, file claims where petitioners have tax delinquent real property and maintain/monitor large bankruptcy database. Proficiency of PACER bankruptcy website. File release of claims when pertinent. Communicate with bankruptcy trustees, attorneys and protect County's interests. File objections where necessary. Financial risk to county and other tax collecting entities is significant if this is not done in timely fashion.

- ~~10.~~ 11. Create and edit statutory publication of Show Cause and Judicial Foreclosure Hearing Notice of all parties identified in 40 year title search; parcels and amounts owing for at risk of judicial foreclosure for forfeited taxes. Coordinate with local newspaper to be published in accordance with statute. Disseminate to local units, agencies, non-profits and elected officials. Posted on Ingham County Treasurer's website. ~~Oversees contracts and agreements related to Property Tax Statute and Foreclosure Prevention efforts. Monitors for expiration and renewal dates.~~

11. 12. Produce and provide figures pertaining to PA123 of 1999 required by the State of Michigan. Detailed review of foreclosure process related invoices for accuracy and approval for payment.

- ~~11.~~ 13. Manage all vender/Ingham County Treasurer contracts and agreements relating to PA123 of 1999. Includes arranging: RFP's with Ingham County Purchasing, contracts with County Attorney and vendors. Oversee assigned work and accuracy of invoices. Familiarity and knowledge using MUNIS program. ~~Must be able to read and understand statutes and legal documents and monitor for changes to statute as they relate to filings. Review legal documents, such as petitions, for accuracy.~~

- ~~12.~~ 14. Supervise, train and oversee work of three (3) full time employees: Tax Forfeiture/Foreclosure Coordinator and Foreclosure Prevention Community Outreach Coordinator and Foreclosure Prevention Specialist. Assist in planning and organizing work, assigning and checking work of. Fill in and perform those job duties as needed. Oversee continuing education and cross training of FPO staff to ensure statutory compliance and safeguard county liability. ~~Work with and coordinate services of out-side legal counsel for foreclosure process and post foreclosure evictions.~~

13. 15. Have knowledge of community partners and programs to coordinate services and refer Ingham County residents. Compassionately, work with taxpayers and social services provider networks to avoid foreclosure, and provide financial counseling to achieve best resolution in chronic delinquency situations. Be able to explain property taxes; timeline and process clearly and patiently to individuals from diverse backgrounds and unknown life circumstances. Critically analyze unique situations to identify mistakes and effect resolutions. Must maintain a level head and have strong de-escalation skills. ~~Provides work direction to the Tax Forfeiture/Foreclosure Coordinator and Foreclosure Prevention Specialist in the conduct of their duties, reviews assigned work and ensures completion of assigned tasks.~~

14. 16. Act as administrator and oversee state and federal foreclosure relief programs. Act as an information resource for the Treasurer, Chief Deputy Treasurer and other office staff on all issues related to delinquent property taxes.

1. Develop ways to strengthen foreclosure prevention.
2. Work with local Treasurers, Assessors, Ingham County Register of Deeds, Ingham County Clerk, Ingham County Courts, Neighborhood Organization and community activists; state and county departments, and LexisNexis Accurint database to gather information about properties and all interested parties identified in 40 year title search.



3. Provide testimony, affidavits and depositions when necessary in Circuit Court cases relating to PA123 of 1999 foreclosure process. Coordinate and oversee Pre-Publication Hearing and Resource Fair, Show-Cause Hearing and Judicial Foreclosure Hearing.
4. Act as Freedom of Information Act administrator for all requests relating to Forfeiture/Foreclosure.
5. Oversee coordination of title search orders with vender(s) for statutory title work of forfeited parcels. Ensure accuracy of invoices.
6. Be knowledgeable of process and do 40 year title searches on 2000 forfeited parcels. This includes using Register of Deeds, IC Clerk death records, IC Probate Court, other sources of information needed to track and locate best addresses for interested parties identified in title work. Be able to instruct other staff of the same, and address questions/issues as they arise.
7. Be knowledgeable of and able to create Show Cause and Judicial Foreclosure Hearing packets for statutory personal service for forfeited parcel occupants. Be able to instruct Foreclosure Prevention Specialist and other staff of the same and address questions/issues as they arise.
8. Coordinate site inspections with contractors and personally visit sites. Personal knowledge of over 2000 parcels in forfeiture is required to appropriate final resolution.
9. Assist Tax Forfeiture/Foreclosure Coordinator administer MCL 211.78m and t; auction process of foreclosed properties and all related tasks. Includes assisting the Treasurer and accounting staff with calculating auction excess proceeds to claimants and addressing calls and questions. Calculates and provides delinquent taxes payoff amounts to attorney/court during contested/court cases on foreclosed parcels.
10. Create and maintain policy and procedure manual for PA123 of 1999; Ingham County Opt-in Foreclosing Governmental Unit (FGU) through to foreclosure MCL 211.78a-t with the assistance of Tax Forfeiture/Foreclosure Coordinator as relates to MCL 211.78m-t.

Be knowledgeable of US bankruptcy laws and Michigan State Tax Commission opinions on withholding and other actions as they relate to real property taxes and statute. Create, maintain and track all bankruptcy filings for debtors who hold property interest on real property in Ingham County to protect Ingham County Treasurer's interest as creditor. File claims as necessary with appropriate US bankruptcy court. Correspond with Bankruptcy courts, debtor's attorneys as needed to represent Ingham County Treasurer's interest as creditor. Communicate and involve Ingham County's and Ingham County Treasurer's Attorneys when necessary

1. Oversee all statutory delinquent tax mailings and notices to ensure due process. Includes producing additional notification to Internal Revenue Service whose first refusal rights extend 120 days post foreclosure. Oversees non-statutory delinquent property tax mailings as well. Coordinate communication on all mailings with all IC Treasurer staff and venders.
2. Represent Ingham County Treasurer at events. Present about the PA123 of 1999 and MCL 211.78a-t and foreclosure prevention at local events, community action agency conferences and municipal meetings and Board of Commissioner meetings. Attend conferences and provide information to other Opt-In FGUs. Collaborate with Community Action Agencies to educate State and local social service agencies and programs; advocating for policy changes to better assist delinquent property tax homeowners. Includes disabled veterans, low income families, aging population as examples.

### **Other Functions:**

18. Provide backup to main office as needed, to answer general phones, accept tax payments, sell dog licenses and tax certification of deeds. ~~Helps cover main office, answer phones, accept payments, bank deposit runs, Oversees all delinquent tax mailings, both statutory/non statutory.~~  
 Performs other duties as assigned.  
 Operate office machinery such as folders and printers.  
 Must adhere to departmental standards in regards to confidentiality, HIPAA and other privacy issues.

During a public health emergency, the employee may be required to perform duties similar, but not limited, to those in his/her job description.

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

### **Employment Qualifications**

**Education:** Bachelor's Degree in social science, business or a related field.

**Experience:** 3-5 years of experience. Experience should be in social work, law, community planning and/or economic development demonstrating a wide range of skills in dealing with people and the ability to manage large projects. Established ability to work independently. Familiarity with the legal process for property transfer preferred. ~~One to two years of experience. Experience could be in social work, law, community planning and/or economic development demonstrating a wide range of skills in dealing with people and the ability to manage large projects. Familiarity with the legal process for property transfer preferred.~~

### **Other Requirements:**

- Valid Michigan Driver's license.
- Must be proficient in, or able to be successfully trained in utilizing, BS&A tax software.
- Must possess high integrity and trustworthiness as has access to search database, LexisNexis Accurint, to locate/notify parties/heirs identified by title work as having interest in tax delinquent property.

Ability to work independently without continuous supervision and hold oneself accountable to statutory deadlines.

Must possess a high degree of integrity and trustworthiness due to access to databases that contain confidential and personal information, including Accurint LexisNexis, court records, County Clerk records and the Register of Deeds.

High accuracy and attention to detail is necessary to limit financial liability to county from lawsuits.

Excellent written and verbal communication skills.

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

### **Working Conditions:**

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
3. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require regular stamina in walking, traversing, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, carrying, pushing, pulling, reaching, grasping, handing, pinching and typing
- This position's physical requirements require continuous stamina in sitting, standing 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 medium visual acuity to perform tasks at arm's reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

~~February 12, 2019~~  
9-22-2022  
ICEA PRO 8

**INGHAM COUNTY  
JOB DESCRIPTION  
TAX FORFEITURE / FORECLOSURE COORDINATOR**

**General Summary:**

Under the supervision of the Property Tax Coordinator, assist in the administration of all aspects of PA 123 of 1999 and MCL 211.78a-t to ensure all statutory requirements are met. Act as main coordinator for the statutory processes of MCL 211.78m and 211.78t. Proficiently use BS&A Software for record keeping, mailings, and reports. Coordinate large projects (statutory requirements of process, vendor contact, personal service, title work, preventative services, auction coordination, and long term data collection for research purposes). Assist in the training and supervision of the Foreclosure Prevention Specialist and Foreclosure Prevention Community Outreach Coordinator.

Assists Property Tax Coordinator with the networking of taxpayers to social service providers and other efforts to avoid foreclosure. Maintains exacting paper and computer records for all parcels in delinquency, forfeiture and foreclosure. Obtain data on property owner from various sources including Register of Deeds, internet searches, and other government databases to correct for bad address and determine if deceased. Track the progress of homeowners who are actively working with the Foreclosure Prevention Office. File data for recording during Court process. Organize and coordinate foreclosed properties through the auction process. Performs a variety of other tasks related to the administration of statute and communication between non-profit, community agencies and government organizations.

The Foreclosure Prevention Office (FPO), under which this position falls, is to aid in the collection of over \$18,000,000 in delinquent real property taxes for Ingham County (data as of 2021). This figure does not include the additional statutory interest and fees collected throughout the twenty-five month statutory process. The Foreclosure Prevention Office is entrusted with balancing this statutory collection process as defined by PA 123 of 1999 and MCL 211.78a-t, with the need for assistance to property owners experiencing hardship to help them save and protect their financial assets. Working with homeowners and their families to prevent loss of often their greatest asset(s), helps keep families safely housed, prevents homelessness and mitigates blight in Ingham County. Proficiency in all processes of this office is required as all FPO staff must work collaboratively to meet statutory deadlines.

~~Under the work direction of the Property Tax Coordinator, assist in all aspects of PA 123 of 1999 to assure all statutory requirements are met. Proficiently use BS&A Software for most record keeping, mailings, and reports. Coordinate large projects (statutory requirements of process, vendor contact, personal service, title work, preventative services, auction coordination, and long term data collection for research purposes). Assists Property Tax Coordinator with the networking of taxpayers to social service providers and other efforts to avoid foreclosure. Maintains exacting paper and computer records for all parcels in forfeiture/foreclosure. Obtain data on property owner from various sources including Register of Deeds, internet searches, and other government databases to correct for bad address and determine if deceased. Track the progress of homeowners who are actively working with us, as well as those on judicial payment plans. File data for recording during Court process. Organize and coordinate foreclosed properties through the auction process. Performs a variety of other tasks related to the administration of statute and communication between government organizations.~~

**Essential Functions:**

1. Understand and interpret statute and proposed amendments (PA 123 of 1999) and MCL 211.78a-t for successful administration of county requirements. Including researching legal opinions, state requirements, and other opt-in county operations. Engage and consult attorney for issues that require legal counsel.

2. . Effectively communicate the PA 123 of 1999 and MCL 211.78a-t process and legal requirements through ongoing training with staff. Must also be able to effectively communicate the statutes with the constituents to whom it affects. Includes written, electronic, and in person communication with at risk property owners. ~~Process title work by effectively searching through recorded documents, understand what the documents mean, and understanding the weight in holds against a 40 year chain of title. Data extraction from title work of critical importance to statutory process.~~
3. Enact all statutory aspects of PA 123 of 1999 from the point of foreclosure, specifically MCL 211.78t (as amended in 2020). Includes tracking and notification of potential claimants for excess proceeds. Drafting and filing required legal forms in compliance of the associated court process. Tracking the progress of these court cases in association with our legal counsel. Communicate the process and expectations with claimants and claimant's legal representation across the 14+ month post-foreclosure process. ~~Maintain accurate computer records for all parcels of Forfeiture/Foreclosure, including name and address information, payment information, conversation history and document history.~~
4. Plan, coordinate and manage the Auction process as stipulated in MCL 211.78m (as amended in 2020) which brings in over a million dollars in sales annually. Includes tracking the county expense associated to each foreclosed parcel and the associated spending that takes place on that parcel from the point of foreclosure. Creating an auction list and calculating the opening bids for auction to recover the outstanding county expense. Involves pulling data from multiple sources including local municipalities, code enforcement agencies, and the Ingham County Land Bank to accurately calculate the minimum bids as per MCL 211.78m(5). ~~Develop personal knowledge of habitually forfeited parcels to seek long term solutions, including communication with taxpayers and advocacy and coordination on the taxpayer's behalf with social service provider.~~
5. Coordinate evictions of foreclosed properties in association with legal counsel. Compassionately and effectively communicate with homeowners and property occupants regarding their foreclosed properties. Communicate timelines and expectations of both the County and their multiple representatives that will be acting at foreclosed properties over the required period of time. ~~Work with the Land Bank and City Code Compliance on the care and maintenance of foreclosed properties from the point of foreclosure through the auction or transfer to the Land Bank, including site visits, contractor coordination, and general upkeep based on municipal code. Assist in the interpretation and analysis of individual parcel situations for disposition potential. Coordinate scheduling among staff for the pre-auction open houses. Work with local units of government on disposition of post auction unsold properties.~~
6. Work with the Land Bank and City Code Compliance on the care and maintenance of foreclosed properties from the point of foreclosure through transfer to an auction buyer or to the Land Bank. Act as coordinator between the Land Bank, their contractors and the properties owned by the Ingham County Treasurer. This includes doing physical inspections of each property, contractor coordination, and general upkeep based on municipal code. Assist in the interpretation and analysis of individual parcel conditions for disposition. Coordinate scheduling among staff for the pre-auction open houses. Foreclosed houses tend to be blighted or abandoned and in significant levels of disrepair, this does create potential hazardous conditions when making physical inspections of the properties and doing open houses. ~~Plan and manage two or more annual auctions of foreclosed property. Assist the Treasurer with reviews of properties. Prepare open houses, lists of foreclosed properties subject to auction and opening bid amounts as prescribed by law.~~
7. Oversee the Right of First Refusal and Rejection Process as stipulated by MCL 211.78m(1) and (6). Involves direct communication with local government officials in all municipalities in Ingham County and the ability to effectively communicate the statutory process with local government officials who might be new to their position. ~~Maintain accurate records and track auction properties that are subject to the Reverter Clause, including additional mailing to potential reverters, and the execution of property transfer affidavits, affidavits of reversions and deeds should the clause be violated.~~

8. Draft deeds, affidavits, releases, discharges, covenants, and other documents related to the sale, transfer, or involvement of the Ingham County Treasurer with property acquired and sold through the statutory foreclosure process. Involves knowledge of deeds, legal documents, and exemptions as related to the transfer of real estate. ~~Assist in the preparation and processing of all statutory mailings (5), as well as the preparation and processing of the additional non-statutory mailings used to ensure due process and proper notice.~~
9. Plan, schedule, and coordinate community events on behalf of the Ingham County Treasurer to publicize and prepare the public for the upcoming auction. Includes preparing documentation to be shared with attendees as well as effectively answering questions in relation to the auction process. Media forms used for publication and advertisement include: written media, television, radio, and social media. ~~Maintain accurate electronic and hard copy filings of all legal documents that accrue during the statutory process. This includes understanding and interpreting legal documents, as well as reviewing for accuracy and communicating with our attorney on situations that arise from them. Working with attorney, prepare deeds to convey all tax foreclosed property.~~
10. Process title work by effectively searching through recorded documents, understand what the documents mean, and understanding the weight it holds against a 40 year chain of title. Accurate data extraction from title work is of critical importance to the statutory process as it ensures legal due process in compliance with MCL 211.78a-t. Requires proficiency in the use of Laredo Software and governmental record search program Accurant. Act as back up to the Foreclosure Prevention Specialist for communication with our title search vendors. ~~Create and maintain exacting long term records for all properties that have gone through the statutory process (42 year record retention schedule), includes tracking down missing past information, as well as maintaining several large databases.~~
11. Maintain accurate computer records for over 10,000 tax delinquent parcels in Ingham County. Including name and up to date address information for all interest parties, payment information, conversation history, and document history. ~~Track the monthly payments of taxpayers who are on judicially mandated payment plans and respond to and advise on problems.~~
12. Develop personal knowledge of over 2,000 habitually forfeited parcels to seek long term solutions. Effectively and empathetically communicate the situation and rehabilitation options to clients. Includes communication with taxpayers, and advocacy and coordination on the taxpayer's behalf with social service providers. Must be able to navigate sensitive topics including health issues, death, and financial hardships. As well as navigate difficult and complicated family dynamics. The risk of failing to pay taxes is foreclosure and homelessness, making these situations high stakes and leaving homeowners vulnerable. De-escalation skills are imperative. ~~Assist in the training and providing of work direction to the foreclosure prevention specialist.~~
13. Research and understand eligibility requirements for assistance programs that could help property tax delinquent citizens. Requires ongoing education as programs change and evolve, as well as good record keeping and communication while working in partnership with these different assistance programs (federal, state and private). ~~Edit, maintain and organize the Treasurer's page on the county website, this includes designing page layouts, creating fillable PDFs, and updating all aspects of the page at the request of other staff members. Requires having specific knowledge relating to the function of the website in order to accurately meet staff and public needs.~~
14. Critically analyze delinquent and forfeited property taxes to better explain to homeowners the itemization of a delinquent tax bill and suggest programs and exemptions that might help lower their property tax bills. Be able to identify errors and discrepancies within a tax bill and communicate for review with the relevant parties, specifically local assessors and treasurers. ~~Maintain and edit the Treasurer's sponsored website "Hold on To Your Home", this includes updating dates when applicable and updating PDF timelines and brochures and checking the website message board monthly and responding to peoples request for help to the best of our ability.~~

15. Maintain open lines of communications with all local units of government to assist residents when issues relating to homeownership and property taxes arise. ~~Assist Property Tax Coordinator with services by outside legal counsel for foreclosure process and post foreclosure evictions.~~
16. Prepare and process the February mailings sent in response to the Judicial Foreclosure Hearing. These are specific and specialized per property based on the results of the hearing. Prepare and process the mailing sent pre and post foreclosure relating to the rights to excess proceeds from auction.
17. 17. Maintain accurate electronic and hard copy filings of all legal documents that accrue during the statutory process. This includes understanding and interpreting legal documents, as well as reviewing for accuracy and communicating with our attorney on situations that arise from them. Requires understanding of state and court mandated document retention schedules per the State of Michigan general retention schedule #27 for county treasurers. This helps protect Ingham County from potential liability and litigation.
18. 18. Create and maintain exacting long term record keeping for all properties that have gone through the statutory process (42 year retention schedule). Includes locating missing historical information, as well as maintaining several large databases.
19. 19. Track and understand pending court cases and class action lawsuits against MCL 211.78a-t that will ultimately affect our foreclosure process. Includes preparing for expected changes to MCL 211.78a-t that could ultimately affect past foreclosures and auction sales going back to 2013.
20. 20. Assist the Treasurer and accounting staff in the tracking, calculation and payout of excess proceeds claims both in line with current statute as stated in MCL 211.78t and any future court mandated claims processes.
21. 21. Assist the Treasurer and accounting staff in the tracking, calculation and payout of governmental property tax assistance programs.
22. 22. Represent the Ingham County Treasurer's Office on its official social media accounts. Used to provide up to date information regarding tax deadlines, auction information, open houses, dog license events and information, and support other county organizations and community agencies. Must uphold professionalism and decorum when communicating on the Ingham County Treasurer's behalf in an online presence.
23. 23. Create, maintain, and regularly update the Ingham County Treasurer's office website. Involves understanding of the Revise webpage program and continuing education of the functions and options available. Includes designing page layouts, creating useable online documents to increase accessibility and ease of access to our constituents, and updating any and all aspects of the page at the request of other staff members. As well as creating and designing graphics to be used across the Ingham County Treasurer's website and social media in support of foreclosure prevention campaigns or other community programs and events the Ingham County Treasurer's Office is taking part in.
24. 24. Act as trainer and back up to the Foreclosure Prevention Specialist and Foreclosure Prevention Community Outreach Coordinator. Must be knowledgeable on their job duties and day to day functions in order to offer guidance and assume their roles to ensure compliance with statutory deadlines.

25. 25. Act as the Property Tax Coordinator in their absence. Must be knowledgeable of their job duties and day to day functions in order to ensure compliance with statutory deadlines.

### **Other Functions:**

- Assist main office as needed for absences and vacations by answering the phone and providing customer service. Perform tax certifications on deeds, accept delinquent tax payments and issue dog licenses as needed.
- Utilize office machinery such as folders and printers and have confidence to trouble shoot as needed.
- Must adhere to departmental standards in regards to HIPAA and other privacy issues
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.
- Perform a variety of other functions related to administrative operations of the office, including backup for the Property Tax Coordinator.

~~16. Perform a variety of other functions related to administrative operations of the office, including backup for the forfeiture team process.~~

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

### **Employment Qualifications**

**Education:** Bachelor's degree in political science, social work, urban planning, economics, or a related field. Requires title work, real estate knowledge, legislation, social service work and collaboration with other governmental entities which demands a high degree of critical thinking skills and high attention to detail. ~~Bachelor's Degree. Requires title work, property status, legislation, social service provider network and Land Bank tool demands a high degree of critical thinking skills and high attention to detail.~~

**Experience:** 3 to 5 years' experience working with social service agencies or in a customer service field is a plus. Experience with law, legal documents, and interpreting legal writings is a plus.

~~Performance of the job requires essentially no work experience. With the advance education, the incumbent would be expected to reach proficiency after a year of going through the forfeiture cycle, coaching and basic familiarization.~~

### **Other Requirements:**

- ~~▪ Must possess the integrity and trustworthiness to use government search databases to locate and notify parties who have been identified as having an interest in a property.~~
- ~~▪ Valid Michigan Driver's License and reliable transportation.~~
- ~~▪ At times will work inspecting, preparing and showing foreclosed properties that may have unknown safety and/or environmental hazards.~~
- Ability to work independently without continuous supervision and hold oneself accountable to statutory deadlines.



- Must possess a high degree of integrity and trustworthiness due to access to databases that contain people's confidential and personal information, including Accurant/Lexis Nexis, court records, County Clerk records and the Register of Deeds.
- High accuracy and quality are necessary to limit financial liability from law suits.
- Excellent written and oral communication skills.
- Valid Michigan Driver's License and reliable transportation.

*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:**

4. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
5. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
6. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.
7. May be required to travel to various blighted property sites throughout the County.
8. Works with individuals in various emotional states and highly stressful situations that may result in verbally abusive or volatile outburst.
9. May be required to work at events outside the office.
10. May be required to work remotely, particularly in emergent situations.
11. May be required to work outside in various weather conditions.
12. May be required to work in buildings or offices that deal with emotional and sensitive topics that may result in hostile or volatile outburst.

#### **Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling and crawling,
- This position's physical requirements require regular stamina in walking, traversing, lifting, carrying, pushing, pulling, reaching, handling, pinching and typing.
- This position's physical requirements require continuous stamina in sitting, standing 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 medium visual acuity to perform tasks at arm's reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, 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.
  - Ability to visit various blighted properties to inspect and/or post notices. May involve hazardous conditions.
  - 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 entail continuous stamina in sitting, standing, typing, and enduring repetitive movements of the wrists, hands or fingers.
  - 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 operate a PC/Laptop and to enter & retrieve information from a computer.
  - This position requires the ability to communicate and respond to inquiries both in person and over the phone.
  - 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.)*

***October 16, 2018***  
***9/22/2022***  
***ICEA PRO 04***

## **INGHAM COUNTY JOB DESCRIPTION**

### **FORECLOSURE PREVENTION COMMUNITY OUTREACH COORDINATOR**

#### **General Summary:**

Under the supervision of the Property Tax Coordinator, assist in all aspects of PA 123 of 1999 MCL 211.78a-t to ensure all statutory requirements are met. Proficiently use BS&A Software for most record keeping, mailings, and reports. Coordinate large projects (statutory requirements of process, community outreach, vendor contact, personal service, title work, preventative services, auction coordination, and long term data collection for research purposes). Assist in the training of the Foreclosure Prevention Specialist as needed.

Assists Property Tax Coordinator with the networking of taxpayers to social service providers and other efforts to avoid foreclosure. Maintains accurate computer records for all parcels with delinquent property taxes and in forfeiture/foreclosure. Obtain data on property owners from various sources including Register of Deeds, internet searches, and other government databases to correct for bad address and determine if deceased. Track the progress of homeowners who are actively working with us. File data for recording during Court process. Organize and coordinate community outreach to clients with delinquent property taxes. Perform a variety of other tasks related to the administration of statute and communication between non-profit, community agencies, and government organizations.

The main purpose of the Foreclosure Prevention Office (FPO), to which this position falls under, is to aid in the collection of over \$18,000,000 in delinquent real property taxes for Ingham County (2021 data). This figure does not include the additional statutory interest and fees collected throughout the twenty-five (25) month statutory process. The FPO is entrusted with balancing this statutory collection process as defined by PA 123 of 1999 and MCL 211.78a-t, with the need for intervention and assistance to our residents who are experiencing difficulty in meeting their property tax responsibility. This assistance to homeowners and their families prevents loss of financial assets, homelessness, and mitigates blight in Ingham County. Proficiency in all processes of this office is required as all FPO staff must work collaboratively to meet statutory deadlines.

#### **Essential Functions :**

1. Understand and interpret statute PA 123 of 1999 and MCL 211.78a-t for successful administration of statutory requirements. Including researching legal opinions, state requirements, and other opt-in county operations. Cross-training of other FPO positions (Foreclosure Prevention Specialist, Tax Forfeiture/Foreclosure Coordinator, Property Tax Coordinator) to ensure statutory obligations are met.
2. Effectively communicate the PA 123 of 1999 and MCL 211.78a-t process and legal requirements through ongoing training with staff. Must also be able to effectively communicate the statutes with the constituents to whom it affects. Includes written, electronic, and in person communication with at-risk property owners.
3. Maintain accurate computer records for over 10,000 tax delinquent parcels in Ingham County. Includes name and address information of all interested parties, payment information, conversation history, and document history.

4. Develop personal knowledge of over 2,000 habitually forfeited parcels to seek long term solutions. Includes communication with taxpayers, and advocacy and coordination on the taxpayer's behalf with social service providers.
5. Effectively and compassionately communicate the details of tax delinquency to properties owners looking for information and assistance; in-person, over the phone, and online correspondence. Must be able to navigate sensitive topics including health issues, death, and financial hardships. As well as navigate difficult or complicated family dynamics. The risk of failing to pay taxes is foreclosure and homelessness, making these situations high stakes and leaving homeowners vulnerable. De-escalation skills are imperative.
6. Maintain open lines of communications with all local units of government to assist constituents when issues relating to homeownership and taxes arise.
7. Critically analyze delinquent and forfeited property taxes to better explain to homeowners the itemization of a delinquent tax bill and suggest programs and exemptions that might help lower their tax bills. Be able to identify errors and discrepancies within a tax bill and communicate for review with the relevant parties, specifically local assessors and treasurers.
8. Assist the Treasurer and accounting staff in the tracking, calculation and payout of governmental property tax assistance programs.
9. Organize the yearly September, non-statutory Pre-Publication Hearing in collaboration with area agencies to provide a resource fair for clients with property taxes in forfeiture. Mail notices of the hearing, field questions from clients, purchase necessary items, design printed materials for event, coordinate with Capital Area Community Services (CACS) to plan event, and communicate with the agencies and vendors that attend.
10. Develop and maintain relationships with community organizations, credit unions and various governmental agencies that provide assistance to distressed homeowners. Network and partner with organizations in the Housing Helpers group (CACS, CAHP, TCOA, CMH, LPD, MDHHS, etc.) attend monthly meetings and maintain an open exchange of information.
11. Act as main coordinator for community outreach, both events and daily outreach. Maintaining a knowledge of federal, state, county, and local programs available to clients and who can qualify. Develop relationships with clients and assess their needs. This will often entail needs beyond property tax assistance. Connect clients with these programs; getting them the correct materials, contact information, or contacting the agency directly on their behalf.
12. Conceptualize and plan new long-term cyclical outreach programs. Collaborate with other organizations regarding these programs, make needed purchases, design or write promotional materials, work with local media, advertisers, and community groups to publicize events. Attend events as a representative of the Ingham County Treasurer, may include presenting foreclosure prevention information/materials at said events.
13. Research and understand eligibility requirements for grant assistance programs that could help property tax delinquent citizens. Requires ongoing education as programs change and evolve, as well as good record keeping and communication while working in partnership with these different assistance programs (federal, state and private). Communicate information about all programs and any changes made to these programs to the Ingham County Treasurer's Office staff outside of the FPO.

14. Create, test, and enact legal assistance programs, with a specific focus on probate and estate planning for seniors. Research and maintain a knowledge of probate court policies, procedures, and timeline. Coordinate with attorneys, as well as the Ingham County Probate Court, to create and maintain these programs.
15. Prepare title search orders for title search vendors. Requires effective communication with contracted vendors regarding the specifics of weekly orders. Thoroughly review invoices for title search orders when returned by vendors to ensure accurate results and payments.
16. Process title work by effectively searching through recorded documents, understand what the documents mean, and understanding the weight it holds against a chain of title. Accurate data extraction from title work is of critical importance to the statutory process as it ensures legal due process in compliance with MCL 211.78a-t. Requires proficiency in the use of Laredo Software and governmental record search program Accurint.
17. Assist in the preparation and processing of all statutory mailings. As well as the preparation and processing of the additional non-statutory mailings used to ensure proper notice and due process. Includes identifying bad addresses and finding updated addresses and contact information to ensure all interested parties in a process are successfully noticed of pending foreclosure in accordance with statute.
18. Maintain accurate electronic and hard copy filings of all legal documents that accrue during the statutory process. This includes understanding and interpreting legal documents, as well as reviewing for accuracy. Requires understanding of state and court mandated document retention schedule #27 for County Treasurers. This protects Ingham County from potential liability and litigation.
19. Create and maintain long term record keeping for all properties that have gone through the statutory process. Includes locating missing historical information, as well as maintaining several large databases.
20. Assist in coordinating evictions of foreclosed properties. Including effectively and compassionately communicating with homeowners regarding their foreclosed properties. Communicate timelines and expectations of both the County and their multiple representatives that will be acting at foreclosed properties over the required period of time. This position will be responsible for future programs increasing the FPO evection transitional housing outreach.
21. Assist the Tax Forfeiture/Foreclosure Coordinator with planning, scheduling, and coordinating community events related to the auction on behalf of the Ingham County Treasurer to publicize and prepare the public for the upcoming auction. Includes preparing documentation to be shared with attendees as well as effectively answering questions in relation to the auction process.
22. Assist the Tax Forfeiture/Foreclosure Coordinator with the Auction preparation and on the days of the auction sales as stipulated in MCL 211.78m (as amended in 2020) which brings in over a million dollars in sales annually.

**Other Functions:**

- Assist main office as needed for absences and vacations by answering the phone and providing customer service. Perform tax certifications on deeds, accept delinquent tax payments, and issue dog licenses as needed.
- Utilize office machinery such as folders and printers and have confidence to trouble shoot as needed.
- Must adhere to departmental standards in regards to HIPAA and other privacy issues

- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.
- Perform a variety of other functions related to administrative operations of the office.

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

## **Employment Qualifications**

**Education:** Bachelor's Degree. Required title work, property status, legislation, and social service provider networks demand a high degree of critical thinking skills and a high attention to detail.

**Experience:** 3 to 5 years' experience working with social service agencies or in a customer service field is a plus.

### **Other Requirements:**

- Ability to work independently without continuous supervision and hold oneself accountable to statutory deadlines.
- Possess a high degree of integrity and trustworthiness due to access to database that contain people's personal and confidential information – including Accurint/Lexis Nexis, County Clerk Records, Court Records, and the Register of Deeds.
- High accuracy and quality are necessary to limit financial liability from law suits.
- Excellent written and oral communication skills.
- Valid Michigan Driver's License and reliable transportation.

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

### **Physical Requirements**

- Ability to visit various blighted properties to inspect and/or post notices. May involve hazardous conditions.
- 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 entail periodic stamina in traversing, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, handling and pinching.
- This position's physical requirements entail stamina in walking, lifting, carrying, pushing, pulling, reaching, and grasping.
- This position's physical requirements entail continuous stamina in sitting, standing, 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 operate a PC/Laptop and to enter & retrieve information from a computer.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- 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 following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

**Working Conditions:**

- Works with individuals in various emotional states and highly stressful situations that may result in verbally abusive or volatile outbursts.
- May be required to travel to various blighted property sites throughout the County.
- May be required to work at events outside the office.
- May be required to work remotely, particularly in emergent situations.
- May be required to work outside in various weather conditions.

**INGHAM COUNTY  
JOB DESCRIPTION  
FORECLOSURE PREVENTION SPECIALIST**

**General Summary:**

Under the general direction of the Property Tax Coordinator, the Foreclosure Prevention Specialist will perform a variety of functions supporting the Foreclosing Governmental Unit (FGU) for delinquent property taxes collection as outlined in PA 123 of 1999 and MCL 211.78a-t. The Foreclosure Prevention Specialist will aid the Property Tax Coordinator with the coordination and implementation of statute, and will work with property owners in order to provide delinquent tax assistance and help facilitate foreclosure prevention through community outreach.

The main purpose of the Foreclosure Prevention Office (FPO), to which this position falls under, is to aid in the collection of over \$18,000,000 in delinquent taxes for Ingham County (data as of 2021). This figure does not include the additional statutory interest and fees collected throughout the twenty-five month statutory process. The Foreclosure Prevention Office is entrusted with balancing this statutory collection process as defined by PA 123 of 1999 and MCL 211.78a-t, with the need for assistance to homeowners and their families who are experiencing difficulty in meeting their property tax responsibility. This assistance to homeowners works to prevent loss of financial assets, prevent homelessness, and mitigates blight in Ingham County. Proficiency in all processes of this office is required as all FPO staff must work collaboratively to meet statutory deadlines.

**Essential Functions:**

1. Work with clients in a professional and compassionate manner. Severe and chronic property tax delinquency is often accompanied by other issues like health problems, mental health issues, and the stress of financial peril. Maintaining poise, day in and day out, for a challenged population requires strength, professionalism and sensitivity.
2. Become knowledgeable of PA 123 of 1999 and MCL 211.78a-t. Must be able to read and understand statutes and legal documents. Proficiency of the statutory process we are overseeing helps offset significant liability to the County that could arise through gross error of the process. Cross training amongst all FPO positions ( Foreclosure Prevention Specialist, Foreclosure Prevention Community Outreach Coordinator, Tax Forfeiture and Foreclosure Coordinator, and Property Tax Coordinator) ensure all statutory obligations of the FPO are met. ~~Works with PA 123 of 1999, which requires the ability to read and understand statutes and legal documents.~~
3. Become knowledgeable of state and local property tax laws and ordinances. This includes exemptions and assessing information that can change based on municipality and are frequently updated and altered from year to year. Identify PRE (principle residence exemption) suspects and candidates through the use of Accurint, Register of Deeds and the Ingham County Clerk's office qualified voter file and forward them to the local assessor. This process can result in cost savings for homeowners, but also can result in financial gain for the county and local municipalities by identifying fraudulent PRE recipients. ~~Prepare title search lists for title search vendors and process title searches from title companies, this includes reviewing returned title work, as well as following up on mortgages, land contracts, and other liens against the property, updating alternate addresses in BS&A, and sending delinquent tax notices to interested parties.~~
4. Research and understand eligibility requirements for assistance programs that could help property tax delinquent citizens. Requires ongoing education as programs change and evolve, as well as meticulous record keeping and communication skills while working in partnership with these different assistance programs (federal, state, and private)  
~~Update and perform title searches using such resources as: Register of Deeds, County Clerk's Office (including Certificates of Death and Qualified Voter file), Equalization and Tax Mapping (both online and through the office), and internet resources (including Accurint, Department of Labor and Economic Growth and White Pages Web).~~



5. Prepare title search orders for title search vendors and process title searches by effectively searching through recorded documents, understand what the documents mean, and understanding the weight it holds against a chain of title. Accurate data extraction from title work is of critical importance to the statutory process as it ensures legal due process in compliance with MCL 211.78a-t. Requires effective communication with contracted vendors regarding the specifics of weekly orders. ~~Prepare Personal Service packets, including information for Sheriff's Civil Division Deputies and property owners utilizing BS&A online, GIS mapping, BS&A reports and Google mapping.~~
6. Possess proficiency and understanding of regularly used search programs including: Laredo, County Clerk's Office (incl. Certificates of Death and Qualified Voter File), Equalization and Tax Mapping, and internet resources (incl. Accurint, Department of Labor and Economic Growth, and online court resources.)

~~Update relevant information in office databases, including BS&A and Microsoft Excel spreadsheets, mail recording and tracking, contact information for interested parties, title searches, local hardship information, and returned title work.~~

7. Prepare Personal Service packets, including information for contracted process servers and property owners utilizing BS&A Online and GIS mapping. This is one of the key assurances of notice as required in the statutory process. Diligence and attention to detail is required to ensure that all properties are correctly served. ~~Assume responsibility for parcel folders, including using software to create labels, organizing folders and updating with relevant information (title searches, contact information for interested parties, letters, etc.) Annually clear out files and organize.~~
8. Process returned personal service packets (as referenced in section 6). Transcribe and interpret information provided by the contracted process servers relating to the state of a property as well as any information provided by the occupant. Correctly file images of each parcel and affidavits of service.
9. ~~Print and prepare for mailing annually, delinquent tax notices, and 60 Foreclosure notices and other first class mail notices as required through the year. Utilize BS&A address proofing utilities to ensure quality, non-repetitive mailings.~~
10. Maintain accurate computer records for all parcels in delinquency and forfeiture/foreclosure. Including name and address information, payment information, conversation history, and document history. ~~Work with local units when issues arise with specific parcels for quick resolutions either by email or phones.~~

Maintain order and accessibility of parcel folders for over 2,000 active properties in the forfeiture/foreclosure process. Including using software to create labels, organizing folders, and updating with relevant information (title searches, contact information for interested parties, letters, etc.). As well as annually clearing out retired files and reorganizing per the State of Michigan general retention schedule #27 for county treasurers. ~~Use BS&A to run specific utilities such as small balance inquires, forfeiture lists, foreclosure lists, personal service reports, title search reports, duplicate address reports to ensure proper adherence to statute and to provide proper notification to parcels.~~

11. Assist in the preparation and processing of all statutory mailings. Assist in the preparation and processing of the additional non-statutory mailings used to ensure proper notice and due process. ~~Process all returned mail by inputting the data into BS&A mail tracking and use databases such as LARA, Melissa, BS&A online, Accurint, Clerk's Office, Register of Deeds, and other online search options including social media platforms to ensure that; 1) The person still has interest in property and 2) To identify the most accurate address for the person or company and correct for bad address. Essentially performing skip tracing.~~
12. Process returned mail by inputting the data into Delinquent BS&A mail tracking and use databases such as LARA, Melissa Data, BS&A online, Accurint, Clerk Records, Register of Deeds, Circuit Court records and other online search options including social media platforms to correct for bad addresses and ensure that the proper parties are being noticed of their delinquent tax obligation at the most up to date address. ~~Assist in the main office as needed for absences and vacations by answering the phone and providing customer service. Perform tax certifications on deeds as needed.~~
13. Prepare mailing of the annual publication to community organizations, places of worship, non-profits, and government agencies by updating addresses in the database, removing returned addresses and

adding new organizations to receive the publication. ~~Identify PRE suspects and candidates through the use of Accurint, Register of Deeds, and the Clerk's Office and forward them to the appropriate person or local assessor for Board of Review.~~

14. Utilize BS&A address proofing utilities to ensure quality, non-repetitive mailings and decrease county cost due to excessive and unnecessary mailings. Use BS&A to run specific utilities such as small balance inquiries, forfeiture lists, foreclosure lists, personal service reports, title search reports to ensure proper adherence to statute and to provide proper notification to all delinquent parcels.
- ~~15. Process and add weekly case notes to parcels for owners working with Financial Literacy.~~
- ~~16. Critically analyze delinquent and forfeited taxes to better explain to homeowners the itemization of a delinquent property tax bill and suggest programs and exemptions that might help lower their tax bills. Be able to identify errors and discrepancies within a property tax bill and communicate for review with the relevant parties, specifically local assessors and treasurers. Prepare mailing of the annual publication to community organizations by updating addresses in the database, removing returned addresses and adding new organizations to receive the publication.~~
17. Maintain open lines of communications with all local units of government to assist citizens when issues relating to homeownership and property taxes arise. Refer property owners to partnering agencies as needed.
- ~~18. Develop and maintain relationships with community organizations, credit unions and various governmental agencies that provide assistance to distressed owners of property.~~
19. Develop and maintain relationships with community organizations, credit unions and various governmental agencies that provide assistance to distressed property owners.
20. Represent the Ingham County Treasurer and Foreclosure Prevention Office at various community events, workshops, and resource fairs. Prepare and provide informational materials to hand out. Be prepared and knowledgeable on the services and options available to delinquent homeowners as well as the other services offered by the county Treasurer's office and within the community.
- ~~21. Provides critical analysis of delinquent and forfeited taxes.~~
- ~~22. Effectively and compassionately communicate the details of tax delinquency to properties owners looking for information and assistance, both in person and over the phone. Must be able to navigate sensitive topics including health issues, death, and financial hardships. As well as navigate difficult or complicated family dynamics. De-escalation skills are imperative. Provides detailed information in BS&A regarding client interactions.~~
23. 21. Process and add weekly case notes to parcels for owners working with the Financial Literacy Program. Includes staying up to date on what clients are working towards and offering suggestions where applicable. Involves communication with housing counselors at different organizations as well as with the clients directly.
24. 22. Assist with open houses and other aspects of the statutory auction process for tax foreclosed properties. Involves knowledge of the auction rules and regulations as stipulated by the FGU.

### **Other Functions:**

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.
- Assist main office as needed for absences and vacations by answering the phone and providing customer service. Perform tax certifications on deeds, accept delinquent tax payments, and issue dog licenses as needed.
- Utilize office machinery such as folders and printers and have confidence to trouble shoot as needed.

Assist Treasurer, Chief Deputy and Land Bank Director with projects as time permits.

*(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:** Bachelor's degree in political science, social work, urban planning, economics or a related field

**Experience:** 1 to 3 years' experience working with social service agencies or in a customer service field a plus  
~~Experience working with social service agencies or in a customer service field a plus~~

## **Other Requirements:**

- Must possess a high degree of integrity and trustworthiness due to access to databases that contain people's private and personal information, specifically Accurint/Lexis Nexis.
- High accuracy and quality are necessary to limit financial liability from law suits.
  - Ability to work independently without continuous supervision and hold oneself accountable to statutory deadlines.
  - Must possess a high degree of integrity and trustworthiness due to access to databases that contain people's confidential and personal information, including Accurint/Lexis Nexis, court records, County Clerk records and the Register of Deeds.
  - Excellent written and oral communication skills.
  - High accuracy and quality are necessary to limit financial liability from law suits.
  - Proficiency with Microsoft Excel, Microsoft Word, Outlook, and mail merge.
  - Must be able to be successfully trained in utilizing BS&A, Register of Deeds Laredo program, and Equalization and Tax Mapping Online Viewer.
  - Be able to use multi-line telephone
  - Interest in working in government or social service agencies a plus.

*(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:**

13. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
14. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.

## **Physical Requirements:**

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

***October 18, 2018  
ICEA Pro 02***

Alan,

Here is the union's approval.

Joan

**From:** Desiree Cook <[DCook@ingham.org](mailto:DCook@ingham.org)>  
**Sent:** Thursday, October 20, 2022 2:32 PM  
**To:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Subject:** RE: Treasurer's Office Reorganization

Everyone is very pleased! Approved.

**From:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Sent:** Thursday, October 20, 2022 11:46 AM  
**To:** Desiree Cook <[DCook@ingham.org](mailto:DCook@ingham.org)>  
**Subject:** FW: Treasurer's Office Reorganization

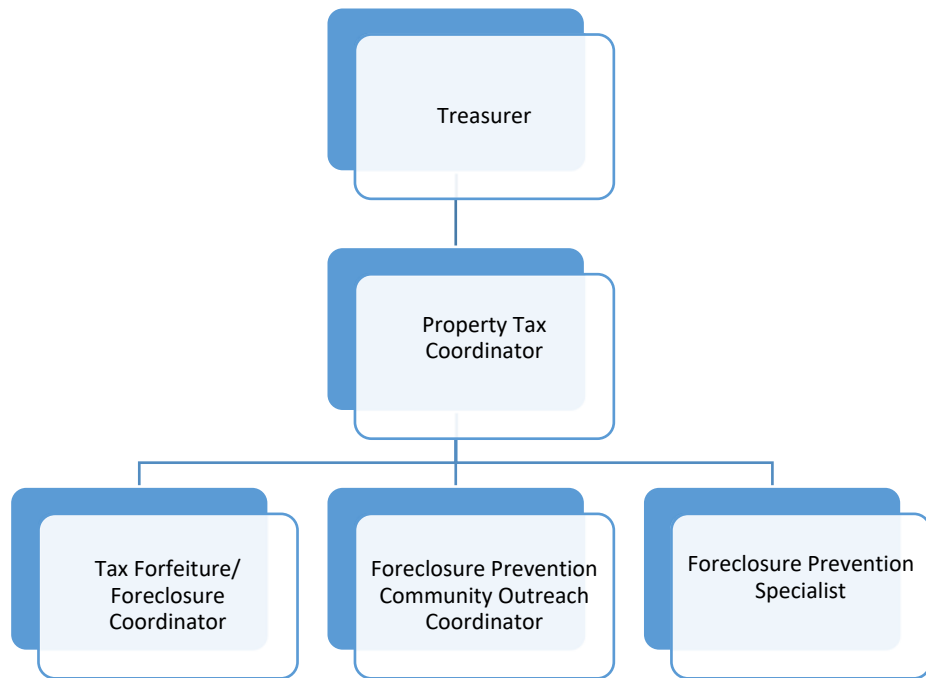
Desiree,

Have you had an opportunity to review these yet?

Thanks,  
Joan

## PERSONNEL COST PROJECTION

GENERAL FUND		previous	proposed	net
Eliminate 2nd Tax Forfeiture/Foreclosure Coordinator funded by ARP				
	ICEA PRO 4	\$109,820.00	\$0.00	(\$109,820.00)
DELINQUENT TAX FUNDS				
Foreclosure Prevention Specialist	ICEA PRO 2 to ICEA PRO 7	\$99,208.00	\$133,807.00	\$34,599.00
	ICEA PRO 8 to ICEA PRO 10	\$143,572.00	\$165,277.00	\$21,705.00
Property Tax Coordinator				
Tax Forfeiture/Foreclosure Coordinator	ICEA PRO 4 to ICEA PRO 8	\$109,820.00	\$143,572.00	\$33,752.00
New Foreclosure Prevention Community Outreach Coordinator	ICEA PRO 8		\$143,572.00	\$143,572.00
				\$233,628.00



## Agenda Item 2

**TO:** County Services Committee of the Ingham County Board of Commissioners  
**FROM:** Darin J. Southworth, Chief Deputy, Sheriff's Office  
**DATE:** November 1, 2022  
**SUBJECT:** Step 4 Pay Rate for Exceptional Applicant  
For the meeting agenda of November 15, 2022

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### **BACKGROUND**

The Sheriff's Office, like other law enforcement agencies, struggles to find qualified and interested applicants. We have an interested applicant retiring from the East Lansing Police Department with a desired start date, with Ingham County, of November 28, 2022. The Sheriff seeks to solidify this prospect's commitment to accepting a full-time job by offering a starting pay of Step 4 within the CCLP-LE Collective Bargaining Agreement. This move would also be commensurate with the applicant's work experience and performance.

### **ALTERNATIVES**

If this heightened starting pay is not extended, the applicant may still accept the position but he may also be inclined to seek or accept employment elsewhere. We may be more likely to miss out on this staffing opportunity.

### **FINANCIAL IMPACT**

The position being filled has been open and is fully funded at top pay and benefits. The Sheriff is not requesting any additional funding to fulfill this request.

### **STRATEGIC PLANNING IMPACT**

We believe this is both favorable for this and future applicants of comparable employment/experience history and necessary for the Sheriff to remain competitive in these challenging times. It is probable that additional like requests will come before this committee.

### **OTHER CONSIDERATIONS**

The Sheriff has several current and projected vacancies to fill. We will maintain our high employment standards but must capitalize on opportunities like those presented by this prospect. The applicant we are recruiting, comes with 15 years of police experience and the training/professional development that comes with him. We have sought and received support of this move by the CCLP-LE Unit and Director Graham of Human Resources.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend this committee approve the Sheriff's request to move forward with a Step 4 starting pay of \$64,878.37, for this specific applicant.



### Agenda Item 3

TO: Ingham County Board of Commissioners

FROM: Chief Deputy County Clerk, Scott Hendrickson

DATE: November 4, 2022

SUBJECT: Resolution to Authorize a Three Year contract with US Archives, Inc. for the Transport, Storage, and Retrieval of Certain Vital Records of the Ingham County Clerk's Office

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#### **BACKGROUND**

In her role as custodian of the Vital Records of Ingham County, Clerk Byrum is charged with ensuring the safety of all Birth Records, Death Certificates, Marriage Licenses, Military Discharge orders, and other records.

Because the Clerk has reached the limits of available space in the vaults made available and because the County cannot provide the required climate-controlled, water-damage free environment for these records to be stored, an off-site vendor is needed. US Archives, Inc. (formerly File Safe, Inc.) currently holds the records and, aside from a slight price increase with the new contract, has been consistent in their contracted services.

#### **FINANCIAL IMPACT**

This service comes with a \$7,404 annual cost assuming no additional records are sent to be filed or retrieved. Additional services may be requested from a menu of services at set prices. The Clerk's office occasionally needs access to the records in storage, and so an additional \$2,596 is budgeted to cover the cost of these incidental expenditures.

#### **OTHER CONSIDERATIONS**

Flooding in County records storage facilities this past spring underscores the need for this contracted service as the County does not have adequate facilities to keep these records safe, as statutorily required.

#### **RECOMMENDATIONS**

I respectfully recommend approval of the attached resolution.

### Agenda Item 3

TO: Barb Byrum, Ingham County Clerk

FROM: James Hudgins, Director of Purchasing

DATE: October 25, 2022

RE: Memorandum of Performance for RFP No. 205-22 Records Storage Services  
for the Ingham County Clerk's Office

Per your request, the Purchasing Department sought proposals from firms qualified and experienced in records storage management for the purpose of entering into a contract for off-site, climate- and security-controlled storing and storage management of historical vital records for the Ingham County Clerk's Office.

Storage shall comply with all State of Michigan requirements as necessary, including HIPAA/HITECH (Health Insurance Portability and Accountability Act and Health Information Technology for Economic and Clinical Health Act) requirements for patient/medical records.

The scope of work includes, but is not limited to, transferring of records from existing storage facility to another County facility, providing regular annual pick-up/delivery services, access to records in one business week without additional fees, providing 24 hour record withdrawal plus delivery services in emergencies. Record storage area shall maintain an environmental temperature not exceeding 74° F with a relative humidity not exceeding 50% in addition to 4-hour fire resistant rating with a non-combustible and leak proof roof, equipped with a dry fire suppression system as well as pest controlled.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	13	1
Vendors responding	1	0

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

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

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

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

## SUMMARY OF VENDORS' COSTS

Vendor Name	US Archives Inc.
Local Pref	No, Saginaw, MI
Addendum (1)	Yes
Time Stamp	10/25/2022
Total Cost Year 1	\$3,600.00
Total Cost Year 2	\$3,750.00
Total Cost Year 3	\$3,900.00
Combined Total Cost - Years 1-3	\$11,250.00
Record Storage Cost	-
Temporary Record Withdrawal Cost	-
Emergency Withdrawal Cost	-
Permanent Record Withdrawal Cost	-
Record Transfer Cost	-
Other Fees: Pick up or Delivery	\$500.00 Per Round Trip
Other Fees: New 15" x 12" x 10" Double Wall Storage Box	\$6.00 Per Box
Other Fees: New Inventory: Key Contents into Inventory & Barcoding	\$5.00 Each
Other Fees: Retrieval of File or Box	\$3.00 Each
Other Fees: Refile of File or Box	\$3.00 Each
Other Fees: Emergency Retrieval Service (within 30 minutes, 8a - 2p)	\$25.00 Each
Other Fees: Emergency Retrieval Service (within 90 minutes, 2p - 7a)	\$75.00 Each
Other Fees: Scan on Demand	\$0.50 Per Page

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A THREE-YEAR CONTRACT WITH US ARCHIVES, INC. FOR THE TRANSPORT, STORAGE, AND RETRIEVAL OF CERTAIN VITAL RECORDS OF THE INGHAM COUNTY CLERK'S OFFICE**

WHEREAS, pursuant to Resolution #16-220, the Ingham County Clerk's Office and Ingham County entered into a contract not to exceed \$5,400 per year with File Safe, Inc. for the transport, storage, and retrieval of certain vital records of the Ingham County Clerk's Office; and

WHEREAS, pursuant to Resolution #19-135, the Ingham County Clerk's Office and Ingham County extended that contract for a further three years in an amount not to exceed \$7,450 per year; and

WHEREAS, pursuant to Resolution #22-158, the Ingham County Clerk's Office and Ingham County extended that contract for a further one year not to exceed \$10,000 per year; and

WHEREAS, the contract is scheduled to expire after May 31, 2023; and

WHEREAS, the Ingham County Clerk has expressed an interest in continuing to contract for these services; and

WHEREAS, funding for a contract is currently budgeted for in the 2023 County Clerk's Office Budget (line item 101-21500-818000 Contractual Services) and the remainder of the contract extension term would be handled through the normal annual budget process; and

WHEREAS, US Archives, Inc (formerly known as File Safe, Inc) was the only respondent to RFP #205-22 seeking bids for these services.

THEREFORE BE IT RESOLVED, that the Ingham County Clerk and Ingham County are hereby authorized to enter into a contract not to exceed \$10,000.00 per year with US Archives, Inc. for the transport, storage, and retrieval of certain vital records of the Ingham County Clerk's Office with a new expiration date of May 31, 2026.

BE IT FURTHER RESOLVED, that this agreement shall be funded by the Ingham County Clerk's Contractual Services line item (101-21500-818000).

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

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

## Agenda Item 4

**TO:** Board of Commissioners Human Services, County Services, and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** October 11, 2022  
**SUBJECT:** Authorization to Convert Positions #601534, #601542 and #601531 to a Primary Care Physician Position at New Hope Community Health Center.  
For the Meeting Agendas of October 31, November 1, and November 2, 2022.

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### **BACKGROUND**

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wishes to convert a 1.0 FTE Dental Manager position #601534, 0.5 FTE Physician Assistant position #601542, and 1.0 FTE Program Assistant position #601531 into a 1.0 FTE Primary Care Physician position at New Hope Community Health Center effective upon approval. These three positions have remained vacant for several fiscal years and, after an operational assessment, can be repurposed. Currently, New Hope CHC's provider staffing model comprises of a Nurse Practitioner. However, homeless and transient patients served by New Hope CHC often present with highly complex medical conditions. Many of these medical conditions are well beyond the scope of a Nurse Practitioner and require the medical attention of a physician. In addition, best practice warrants on-site physician supervision to minimize medical errors associated with providing care beyond one's scope of practice and mitigate liability risks.

### **ALTERNATIVES**

Choosing not to convert these positions into a Primary Care Physician could jeopardize ICHD's continuing efforts to ensure that our delivery model is aligned with best practices and the highest standards of care at New Hope CHC. This conversion will also allow patients with more complex care needs to be seen at New Hope as opposed to being referred to another Health Center, and will allow for more efficient patient tracking.

### **FINANCIAL IMPACT**

The financial impact converting three positions to a primary care physician position is a slight increase of \$25,595. The cost increase will be offset by revenue generated from reimbursable visits generated by the primary care physician.

	Eliminate .50 FTE Position # 601542 Physician Assistant	Eliminate 1.0 FTE Position #601534 Dental Manager	Eliminate 1.0 FTE Position #601531 Program Assistant	Eliminated Position Savings	Add 1.0 FTE Position # TBD MC Grade F Step 5	Cost Difference
704000 SALARY	\$ 58,986	\$ 71,262	\$ 51,244	\$ 181,492	\$ 230,364	\$ 48,872
714000 UNEMPLYMT	\$ 295	\$ 357	\$ 257	\$ 909	\$ 1,161	\$ 252
715000 FICA/MEDICARE	\$ 4,514	\$ 5,453	\$ 3,922	\$ 13,889	\$ 17,622	\$ 3,733
716100 DENTAL	\$ 936	\$ 936	\$ 936	\$ 2,808	\$ 936	-1,872
716200 VISION	\$ 135	\$ 135	\$ 135	\$ 405	\$ 135	-270
716020 HLTH INSURANCE	\$ 19,003	\$ 19,003	\$ 19,003	\$ 57,009	\$ 19,003	-38,006
718000 MERS 0101H	\$ 21,696	\$ 22,477	\$ 18,849	\$ 63,022	\$ 79,890	\$ 16,868
716035 RTEE CHG B	\$ 3,586	\$ 3,586	\$ 3,586	\$ 10,758	\$ 3,586	-7,172
716450 SEPARATE	\$ 1,180	\$ 1,426	\$ 1,025	\$ 3,631	\$ 4,644	\$ 1,013
716040 RET/HLTH/T	\$ 2,655	\$ 3,207	\$ 2,306	\$ 8,168	\$ 10,366	\$ 2,198
717000 LIFE 30K	\$ -	\$ 120	\$ 120	\$ 240	\$ 150	-90
722000 WORKERS' COMP	\$ 53	\$ 65	\$ 21	\$ 139	\$ 207	\$ 68
	\$ 113,039	\$ 128,027	\$ 101,404	\$ 342,470	\$ 368,065	\$ 25,595
Salary	\$ 58,986	\$ 71,262	\$ 51,244	\$ 181,492	\$ 230,364	\$ 48,872
Fringes	\$ <u>54,053</u>	\$ <u>56,765</u>	\$ <u>50,160</u>	\$ <u>160,978</u>	\$ <u>137,701</u>	\$ <u>-23,277</u>
	\$ 113,039	\$ 128,027	\$ 101,404	\$ 342,470	\$ 368,065	\$ 25,595

**Notes:** Calculation based on FY '23 wages and fringe documents PHP Med costs is based on a 2 person rate.

## **STRATEGIC PLANNING IMPACT**

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

## **OTHER CONSIDERATIONS**

There are no other considerations.

## **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval to convert a 1.0 FTE Dental Manager position #601534, 0.5 FTE Physician Assistant position #601542, and 1.0 FTE Program Assistant position #601531 into a 1.0 FTE Primary Care Physician position at New Hope Community Health Center effective upon approval.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO CONVERT POSITIONS #601534, #601542 AND #601531 TO PRIMARY CARE PHYSICIAN POSITION AT NEW HOPE COMMUNITY HEALTH CENTER**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to convert a 1.0 FTE Dental Manager position #601534, 0.5 FTE Physician Assistant position #601542, and 1.0 FTE Program Assistant position #601531 into a 1.0 FTE Primary Care Physician position at New Hope Community Health Center effective upon approval; and

WHEREAS, these three positions have remained vacant for several fiscal years and, after an operational assessment, can be repurposed; and

WHEREAS, currently, New Hope CHC's provider staffing model comprises of a Nurse Practitioner; and

WHEREAS, however, homeless and transient patients served by New Hope often present with highly complex medical conditions; and

WHEREAS, many of these medical conditions are well beyond the scope of a Nurse Practitioner and require the medical attention of a physician; and

WHEREAS, in addition, best practice warrants on-site physician supervision to minimize medical errors associated with providing care beyond one's scope of practice and mitigate liability risks; and

WHEREAS, the financial impact converting three positions to a primary care physician position is a slight increase of \$25,595; and

WHEREAS, the cost increase will be offset by revenue generated from reimbursable visits generated by the primary care physician; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Health Officer recommend that Ingham County Board of Commissioners authorize converting a 1.0 FTE Dental Manager position #601534, 0.5 FTE Physician Assistant position #601542, and 1.0 FTE Program Assistant position #601531 into a 1.0 FTE Primary Care Physician position at New Hope CHC effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes converting a 1.0 FTE Dental Manager position #601534, 0.5 FTE Physician Assistant position #601542, and 1.0 FTE Program Assistant position #601531 into a 1.0 FTE Primary Care Physician position at New Hope CHC effective upon approval.

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

## Agenda Item 5a

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

FROM: Deb Fett, CIO

DATE: November 1, 2022

SUBJECT: Renewal of the ImageSoft and OnBase Annual Support  
For the meeting agendas of November 15<sup>th</sup>, 16<sup>th</sup> and 22<sup>nd</sup>, 2022

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### **BACKGROUND**

OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments. It is key to our document management and streamlining of our processes. Our support contract expires on December 31<sup>st</sup>, 2022. In 2016, we did a split of our support model to using Hyland under the General Services Administration (GSA) contract for our licensing support and ImageSoft for our direct support of the application. This resulted in a net savings of \$41,342.92. 2020 included an increase for full-year Circuit Court support and the increased usage by Prosecuting Attorney for the Paperless Warrant system which increased support costs. Last year's invoices were slightly less due to the optimization of some scanning equipment which reduced support costs. This year's invoices increase is for the additional support needs of the Probate and Family Division projects as well as slight increases in licensing due to inflation.

### **ALTERNATIVES**

By working through ImageSoft and Hyland for our support, we have the following results:

2019 support costs paid	\$182,288.30
2020 Actual invoice total	\$207,663.43
2021 Actual invoice total	\$203,650.17
2022 Actual invoice total	\$215,963.69

### **FINANCIAL IMPACT**

The funding for the \$100,411.72 invoice for ImageSoft and the \$115,551.97 invoices from Hyland (total of \$215,963.69) is budgeted and will come from the County's Innovation and Technology Department Network Maintenance – Imaging Fund #636-25870 932050.

### **STRATEGIC PLANNING IMPACT**

This resolution supports Goal D – Information Technology, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

### **OTHER CONSIDERATIONS**

None.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution for Hyland and ImageSoft support renewals in the amount not to exceed \$216,500 which includes a small contingency.



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE RENEWAL OF THE  
IMAGESOFT AND ONBASE ANNUAL SUPPORT**

WHEREAS, OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments; and

WHEREAS, utilization of the OnBase application by the County is key to our document management and several new projects will increase its streamlining of our processes; and

WHEREAS, the current licensing subscription agreement will expire on December 31<sup>st</sup>, 2022; and

WHEREAS, the annual contract amount is in the approved 2023 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners do hereby authorize the renewal of the OnBase and ImageSoft annual support by paying invoices in the amount not to exceed \$216,500.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Imaging Fund (636-25870-932050).

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

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

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

FROM: Deb Fett, CIO

DATE: November 1, 2022

SUBJECT: Renewal of the Microsoft Enterprise Agreement through CDWG

For the meeting agendas of November 15<sup>th</sup>, November 16<sup>th</sup> and November 22<sup>nd</sup>, 2022

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### **BACKGROUND**

Ingham County changed over to a Microsoft Enterprise Agreement (EA) in 2014 in order to better manage our licensing costs, ensure that we are legally compliant, and able to use the most current software available (Resolution #14-025). This current agreement which was renewed in 2017 (Resolution #16-522) expires on January 30<sup>th</sup>, 2020.

With the last renewal, Ingham County moved to the Office 365 (O365) offering. By doing so at that time, we realized a significant perpetual discount versus phasing it in or changing mid-contract. The cost savings was approximately 20% over other approaches to the switchover. In order to continue using O365, we will need to renew our agreement every three years. This current renewal will take us to January 30<sup>th</sup> of 2026.

### **ALTERNATIVES**

One option would be to no longer do an Enterprise Agreement for our user applications, only keeping our servers covered. This could save us a small amount initially but would increase our outlay for every additional computer and user added in future years. It would also subject us to an extremely large cost when it is time to upgrade to a newer version in the future as every computer would have a charge. Estimating at today's cost, this could be close to \$1,000,000 to upgrade every computer in Ingham County thus more than negating any savings and requiring a single large payment.

Another option would be to switch to a different platform for our office applications and email. The closest competitor is Google. The drawbacks to this approach are not only the time to transition and learning the new application, but also the hefty increases in costs that Google has done in the recent years. Those seem posed to continue and would essentially negate any savings over the long-term.

### **FINANCIAL IMPACT**

The funding for the not to exceed \$450,000 annual cost is budgeted and will come from the County's Network Software Fund #636-25810-932033. CDWG has been awarded the State of Michigan's Michigan Master Computing Program (MMCP) contract and therefore has quoted this renewal under the State of Michigan MiDeal contract to provide the County with the highest discount possible.

### **STRATEGIC PLANNING IMPACT**

This resolution supports Goal D – Information Technology, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

**OTHER CONSIDERATIONS**

Ingham County is heavily reliant on Microsoft servers and applications for our daily work. It is critical that we keep these systems up to date and operating effectively.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution for Microsoft Renewal through CDWG in the amount not to exceed \$450,000 per year for the next 3 years.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE RENEWAL OF THE MICROSOFT ENTERPRISE  
AGREEMENT THROUGH CDWG**

WHEREAS, Ingham County currently utilizes Microsoft products for our workstation, server, email, and office productivity applications; and

WHEREAS, the Innovation and Technology Department has audited and researched Ingham County licensing to ensure that the County is legally compliant while having the lowest cost possible; and

WHEREAS, the current licensing agreement will expire on January 30<sup>th</sup>, 2023 unless renewed; and

WHEREAS, the annual contract amount is in the 2023 budget; and

WHEREAS, CDWG has been awarded the co-operatively bid contract with the State of Michigan that provides the best pricing available to Ingham County and is the vendor of choice for providing the Microsoft Enterprise Agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners do hereby authorize the renewal of the Enterprise Agreement from Microsoft in the amount not to exceed \$450,000 per year for three years with the option to add additional years.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Contract Maintenance Fund (636-25810-932033).

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

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

## Agenda Item 6a

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** November 1, 2022

**RE:** Resolution to Authorize a Purchase Order to Seelye Group to Replace Carpet in Courtroom 7 and Judge's Suite at the Veterans Memorial Courthouse

For the meeting agendas of: November 15 & 16

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### **BACKGROUND**

The carpet in Courtroom 7 and the Judges Suite is worn, stained, faded, stretched, and past its useful life. There are wrinkles in the carpet in the Judges suite that could pose a tripping hazard. Seelye Group LTD, who is on the MiDeals contract and, therefore, three quotes are not required per the Ingham County Purchasing Policy, submitted a proposal of \$42,706.78 to replace the carpet. We are requesting a \$3,000 contingency for any uncovered conditions, for a total not to exceed amount of \$45,706.78.

### **ALTERNATIVES**

The alternative would be to forego replacing the carpet allowing the carpet to further deteriorate and become a trip hazard for staff and the public.

### **FINANCIAL IMPACT**

Funds are available in the approved 2022 CIP line item #245-26710-976000-22F18 and approved 2020 CIP line item #245-26710-976000-22F06.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
245-26710-96000-22F18	\$80,000	\$35,541.65	\$35,541.65	\$0
General Fund				
245-26710-976000-20F06	\$78,000	\$39,789	\$10,165.13	\$29,623.87
General Fund				

### **OTHER CONSIDERATIONS**

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

### **RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to Seelye Group LTD to replace the carpet in Courtroom 7 and Judge's suite at the Veterans Memorial Courthouse.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO SEELYE GROUP LTD.,  
TO REPLACE CARPET IN COURTROOM 7 AND JUDGE'S SUITE AT THE  
VETERANS MEMORIAL COURTHOUSE**

WHEREAS, the carpet in Courtroom 7 and Judge's suite is worn, faded, stained, has outlived its useful life, and has stretched creating wrinkles that could pose a tripping hazard; and

WHEREAS, the carpet needs to be replaced; and

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

WHEREAS, Seelye Group is on the MiDeals contract; and

WHEREAS, the Facilities Department recommends a purchase order to Seelye Group LTD, who submitted a proposal of \$42,706.78 to replace the carpet in Courtroom 7 and Judge's suite at the Veterans Memorial Courthouse; and

WHEREAS, the Facilities Department is requesting a contingency of \$3,000 for uncovered conditions; and

WHEREAS, funds are available in the 2022 approved CIP General Fund line item #245-26710-976000-22F18 which has a balance of \$35,541.65 and 2020 approved CIP General Fund lien item #245-26710-976000-20F06 which has a balance of \$39,789.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Seelye Group LTD, 1411 Lake Lansing Road, Lansing, Michigan 48912, to replace the carpet in Courtroom 7 and Judge's suite for an amount not to exceed \$45,706.78 which includes a \$3,000 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 6b

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** November 1, 2022

**RE:** Resolution to Authorize an Agreement with LJ Trumble Builders, LLC., to Renovate the Families Forward Space at the Human Services Building

For the meeting agendas of: November 14, 15 & 16

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### **BACKGROUND**

The Families Forward Program through Community Mental Health (CMH), located at the Human Services Building (HSB), is expanding and needs the current space the program occupies renovated to accommodate. The renovations include but are not limited to: demo and modification to first floor reception, upgrading the first and second floor with wall and floor furnishings, ceiling panels, lighting, modifications to the heating, ventilation, and air conditioning system (HVAC), fire alarm, and fire suppression systems as necessary, remodel four restrooms to comply with Michigan Barrier Free Design Rules and addressing Americans with Disabilities Act (ADA) compliance with the ramp and handrail to door 2.

LJ Trumble Builders, LLC., a local vendor, submitted the lowest responsive and responsible proposal of \$1,097,000. We are requesting a contingency of \$50,000 for any uncovered conditions.

### **ALTERNATIVES**

The alternative would be to leave the space as is, risking higher costs as well as diminishing Families Forward's ability to effectively serve their clients.

### **FINANCIAL IMPACT**

Ingham County and CMH have tentatively agreed to the following terms for funding this renovation project pending Board approval:

Ingham CIP carpet: \$200,000  
Ingham CIP CMH renovations: \$500,000  
Ingham General Fund reserves: \$147,000  
CMH building revolving fund: \$300,000

TOTAL cost: \$1,147,000

CMH will pay back the \$300,000 to Ingham County to replenish the CMH Building revolving fund within one year of the completion of the project. CMH will then enter into a new lease with Ingham County to pay back the \$647,000 covering the Ingham CIP CMH renovations: \$500,000 and the Ingham General Fund reserves: \$147,000. Payback of the new lease is expected to be over a 10-year term with payments likely around \$6,000 per month.

**OTHER CONSIDERATIONS**

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

**RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with LJ Trumble Builders, LLC., to renovate the Families Forward space at the Human Services Building.



TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: August 31, 2022

RE: Memorandum of Performance for RFP No. 86-22: Renovating the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Families Forward Space at the Human Services Building

Per your request, the Ingham County Purchasing Department sought proposals, on behalf of the Community Mental Health Authority of Clinton, Eaton, Ingham Counties (CMHA-CEI), from experienced and qualified general contractors for the purpose of entering into a contract for renovating a portion of the Human Services Building (HSB). Renovating the HSB will allow CMHA-CEI to expand its Families Forward program (which is currently located on the first and second floors of the HSB).

The scope of work includes, but is not limited to, working at two different areas (7,500± SF per floor) of the HSB; demolishing/removing portions of gypsum board walls, vinyl wall coverings, ceiling panels, flooring, casework, accessories, plumbing fixtures, and electrical lights as may be necessary; remodeling four toilet rooms to comply with Michigan Barrier Free Design Rules; providing new steel stud and gypsum board walls, doors, frames, hardware, acoustical ceiling panels, flooring, casework, lighting, power, and HVAC; modifying HVAC, fire alarm, and fire suppression system as may be necessary; and, painting all walls, doors, and frames in the project areas.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	75	14
Vendors attending pre-bid/proposal meeting	14	10
Vendors responding	3	3
Vendors unresponsive	1	1

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

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

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

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

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

## SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Base Bid #1 (First Floor)	Base Bid # 2 (Second Floor )	Alternate #1	Alternate #2	TOTAL BID	Substitutions (Optional)
		Provide Total Cost for Work Related to the First Floor and Exterior Work	Provide Total Costs for Work Related to the Second Floor	Provide and Install Door Operators for HSB Doors 001, 001A	Provide and Install Door Operators for HSB Doors 100, 100A	Base Bid # 1 & 2 Plus Alternate #1 & 2	
Laux Construction	Yes, Mason MI	\$607,900.00	\$479,500.00	\$18,700.00	\$18,500.00	<b>\$1,124,600.00</b>	
LJ Trumble	Yes, Lansing MI	\$588,800.00	\$468,200.00	\$20,000.00	\$20,000.00	<b>\$1,097,000.00</b>	Deduct: \$21,000 for nimbus tile over existing floor and wall tile.
Moore Trosper Construction	Yes, Holt MI	\$591,000.00	\$472,000.00	\$19,800.00	\$19,600.00	<b>\$1,102,400.00</b>	
Wolverine Building Group	Yes, Lansing MI	Unresponsive - no bid bond					

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AGREEMENTS WITH LJ TRUMBLE BUILDERS, LLC.,  
AND COMMUNITY MENTAL HEALTH TO RENOVATE THE FAMILIES FORWARD SPACE  
AT THE HUMAN SERVICES BUILDING**

WHEREAS, the Families Forward Program through Community Mental Health (CMH) located at the Human Services Building is expanding and needs the current space the program occupies renovated to accommodate; and

WHEREAS, these renovations will include but are not limited to: demo and modification to first floor reception, upgrading the first and second floor with wall and floor furnishings, ceiling panels, lighting and modifications to the heating, ventilation, and air conditioning system (HVAC), fire alarm, and fire suppression systems as needed; and

WHEREAS, the renovation includes the remodel of four restrooms to comply with Michigan Barrier Free Design Rules; and

WHEREAS, the renovations will address Americans with Disabilities Act (ADA) compliance with the ramp and handrail to door 2; and

WHEREAS, the Facilities Department recommends an agreement with LJ Trumble Builders, LLC., a local vendor, who submitted the lowest responsive and responsible proposal of \$1,097,000 to renovate the Families Forward space at the Human Services Building ; and

WHEREAS, the Facilities Department is requesting a \$50,000 contingency for any uncovered conditions; and

WHEREAS, CMH will repay up to \$647,000 of the costs for this renovation through a new lease agreement; and

WHEREAS, funds for this project are available as follows:

Ingham CIP carpet: \$200,000  
Ingham CIP CMH renovations: \$500,000  
Ingham General Fund reserves: \$147,000  
CMH building revolving fund: \$300,000

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with LJ Trumble Builders, LLC., 6850 Aurelius Road, Lansing, Michigan 48911, to renovate the Families Forward space at the Human Services Building for an amount not to exceed \$1,147,000 which includes a \$50,000 contingency.

BE IT FURTHER RESOLVED, that Ingham County Board of Commissioners authorizes a ten-year lease agreement with CMH for the Families Forward space at the Human Services Building, effective the date of execution and in a total amount not to exceed \$647,000 over the term of the agreement.

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

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

TO: County Services and Finance Committees

FROM: Andrew Dunn, Director of Operations ICRD

DATE: October 20, 2022

SUBJECT: Proposed Resolution Authorizing Contracts for the purchase of Smooth-lined Polyethylene Pipe and Helically Corrugated Steel Pipe for the Road Department

For the agendas on November 15 and 16

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**BACKGROUND**

The purpose of this memorandum is to request approval to purchase polyethylene pipe from Advance Drainage Systems and corrugated steel pipe from Contech Engineered Solutions LLC.

Bids for pipe were solicited and evaluated by the Ingham County Purchasing Department for Invitation to Bid (ITB) #208-22 as shown per the Memorandum of Performance. Advance Drainage Systems is willing to hold pricing for the contract term and was also the only vendor to submit bids for plastic pipe. Contech Engineered Solutions LLC was the lowest bid on steel pipe and is also a local vendor.

**ALTERNATIVES**

N/A

**FINANCIAL IMPACT**

The Road Department budget includes sufficient funds to cover the cost associated with this contract. The 2023 bid unit prices are within three percent of 2022 unit prices and the estimated total cost is less than \$150,000.

**OTHER CONSIDERATIONS**

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

**RECOMMENDATION**

I recommend that the Committees approve the attached resolution to authorize a contract with Advanced Drainage Systems for smooth-lined polyethylene pipe and Contech Engineered Solutions, LLC for helically corrugated steel pipe.

## Agenda Item 7a

TO: Andrew Dunn, Director of Operations, Ingham County Road Department

FROM: James Hudgins, Director of Purchasing

DATE: October 11, 2022

RE: Memorandum of Performance for IFB No. 208-22 Smooth-lined Polyethylene Pipe and Helically Corrugated Steel Pipe

The Ingham County Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing smooth-lined polyethylene pipe and helically corrugated steel pipe for the Ingham County Road Department, for a period of one (1) year with an option for a one-year renewal. Prices will remain constant with no price increases for the initial one-year term of the contract.

Plastic pipe material is to conform to Section 909.06 of the Michigan Department of Transportation's 2020 Standard Specifications and Construction for Corrugated Steel Pipe is to conform to Section 909.05 of the Michigan Department of Transportation 2020 Standard Specifications.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	14	1
Vendors responding	4	1

A summary of the vendors' costs is on the following pages:

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

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

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

## ***VENDOR COSTS***

Vendor Name: St. Regis Culvert Inc.	Local Preference:	No, Charlotte MI
Vendor Name: Jensen Bridge & Supply Co.	Local Preference:	No, Sandusky OH
Vendor Name: Contech Enginered Solutions LLC	Local Preference:	Yes, Mason MI
Vendor Name: ADS	Local Preference:	No, Owosso MI (Shiawassee County)

[illegible]

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE CONTRACTS FOR THE PURCHASE OF SMOOTH-LINED  
POLYETHYLENE PIPE AND HELICALLY CORRUGATED STEEL PIPE**

WHEREAS, the Road Department annually purchases approximately 4,000 feet of smooth-lined polyethylene pipe and corrugated steel pipe for use as drainage culverts and storm sewer construction; and

WHEREAS, the Purchasing Department recently released bid packet #208-22 and received competitive bid proposals for furnishing smooth-lined polyethylene pipe and helically corrugated steel pipe for a period of one (1) year with an option for a one-year renewal, beginning from date of January 1, 2023; and

WHEREAS, bids for both smooth-lined polyethylene pipe and helically corrugated steel pipe were solicited and evaluated by the Purchasing Department, and it is their recommendation, together with the concurrence of Road Department staff, to award the contract to the lowest qualified bidder, Advanced Drainage Systems for furnishing smooth-lined polyethylene pipe, and Contech Engineered Solutions, LLC for furnishing corrugated steel pipe; and

WHEREAS, the Road Department 2023 budget includes sufficient funds to cover the cost associated with this contract.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bid, and authorizes entering into a contract with Contech Engineered Solutions, LLC located at 661 Jerico Dr, Mason, Michigan for furnishing helically corrugated steel pipe and also authorizes entering into a contract with Advanced Drainage Systems located at 770 S Chestnut St, Owosso, Michigan for furnishing smooth-lined polyethylene pipe to the Road Department per bid packet #208-22 for a one-year period, with a one-year renewal option, beginning the date of January 1, 2023.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute purchase orders with Advanced Drainage Systems and Contech Engineered Solutions, LLC to purchase pipe as needed and budgeted, on behalf of the Road Department.

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



## Agenda Item 7b

TO: County Services and Finance Committees

FROM: Andrew Dunn, Director of Operations ICRD

DATE: October 20, 2022

SUBJECT: Proposed Resolution Authorizing a Contract for the purchase of Single Tungsten Carbide Insert Grader Blades and Jr. Wing Plow Shoes for the Road Department.

For the agendas on November 15 and 16

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### **BACKGROUND**

The purpose of this memorandum is to request the approval to purchase single tungsten carbide grader blades and 7-foot junior para wing plow shoes from Shults Equipment LLC, which will be supplied and delivered to Road Department district garages. The contract will be effective for one-year beginning on January 1, 2023. The Road Department annually purchases approximately 250 grader blades and approximately 50 wing plow shoes.

Bids were sought per Invitation to Bid (ITB) #209-22 from experienced and qualified vendors for the purpose of furnishing single tungsten carbide insert grader blades and Jr. wing plow shoes to all three Road Department district garages for a period of one year. The bids were received and evaluated by the Purchasing Department as detailed in the attached Memo of Performance. The Purchasing Department and Road Department are in concurrence to award the contract to the Shults Equipment, LLC. While other vendors supplied bids, they were either incomplete, had unreasonably long delivery timeframes or had greater overall contract cost. Of the vendors able to supply both materials, Shults Equipment, LLC had the lowest contract cost and the ability to deliver within three days of ordering, which is critical to maintain winter operations. Additionally, the Road Department purchased items from Shults Equipment, LLC in the past and are satisfied with the quality of the materials and the timeliness of the product delivery.

### **ALTERNATIVES**

N/A

### **FINANCIAL IMPACT**

The 2023 Road Department budget includes sufficient funds for this contract.

### **OTHER CONSIDERATIONS**

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

### **RECOMMENDATION**

I recommend that the committees approve the attached resolution to authorize a contract with Shults Equipment, LLC for the purchase of single tungsten carbide insert grader blades and Jr. Wing plow shoes.

**Agenda Item 7b**

TO: Andrew Dunn, Director of Operations, Ingham County Road Department

FROM: James Hudgins, Director of Purchasing

DATE: September 17, 2021

RE: Memorandum of Performance for IFB No. 209-22 Single Tungsten Carbide Insert Grader Blades and Jr. Wing Plow Shoes

Per your request, the Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing the Ingham County Road Department with single tungsten carbide grader blades and junior wing plow shoes for its plow trucks for the 2022-2023 winter season.

The scope of work includes, but is not limited to, delivering single tungsten carbide insert grader blades and 7-foot junior para wing plow shoes according to specifications outlined in the invitation to bid.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	22	4
Vendors responding	7	0

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

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

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

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

## SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Single Tungsten Carbide Insert Grader Blade  Price/Blade	Single Tungsten Carbide Insert Grader Blade (250±)  Total Price	Junior Wing Plow Shoe  Price/Blade	Junior Wing Plow Shoe (50±)  Total Price	Total Purchase Price	Notes on Pricing Form
St. Regis Culvert Inc.	No, Charlotte MI	\$235.00	\$58,875.00	\$0.00	\$0.00	\$58,875. Blades only	Prices firm 30 days for bid date. Lead time 8-10 weeks / ARO
Valk Manufacturing Co.	No, New Kingstown, PA	\$244.84	\$61,210.00	\$0.00	\$0.00	\$61,210. Blades Only	No comments
Wear Parts Co.	No, Aurora CO	\$310.00	\$77,500.00	\$0.00	\$0.00	\$77,500. Blades Only	Pricing valid for 60 days from bid date. Mfg. lead time 6-8 weeks depending on quantity ordered
Shults Equipment LLC	No, Ithica MI	\$259.00	\$64,750.00	\$156.00	\$7,800.00	\$72,550. Blades & Shoes	Price for blades is based on maximum order of 250 pieces. These blades are in stock here at Shults Equip. We would deliver within 3 days of order. Prices valid until November 31, 2022.
Heights Truck Equipment	No, Williamsburg MI	\$274.62	\$68,655.00	\$148.00	\$7,400.00	\$76,055. Blades & Shoes	No comments
Winter Equipment Co.	No, Willoughby, OH	\$279.89	\$69,972.50	\$125.48	\$6,274.00	\$76,246.50 Blades & Shoes	Lead Time Shoes - 10-14 days ARO; Lead Time Carbide Blades - 6 weeks ARO ; Pricing valid on blades - 60 days through January 11, 2023; Pricing valid on shoes 1 year; No charge freight - one time purchase.
		Black Cat C1CT745844		Winter Equip Co. MB 70301C			
Truck & Trailer Specialities Inc.	No, Dutton MI	\$268.56	\$67,140.00	\$188.98	\$9,449.00	\$76,589. Blades & Shoes	No comments

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT FOR THE PURCHASE OF SINGLE TUNGSTEN CARBIDE INSERT GRADER BLADES AND JR. WING PLOW SHOES**

WHEREAS, the Road Department annually purchases approximately 250 grader blades and approximately 50 plow shoes for use in winter maintenance operations; and

WHEREAS, the Purchasing Department recently released bid packet #209-22 and received competitive bid proposals for single tungsten carbide insert grader blades and Jr. wing plow shoes; and

WHEREAS, bids for single tungsten carbide insert grader blades and Jr. wing plow shoes were solicited and evaluated by the Purchasing Department, and it is their recommendation, together with the concurrence of the Road Department staff, to award this contract to Shults Equipment, LLC; and

WHEREAS, the 2023 Road Department budget includes sufficient funds for this contract.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the bid and authorizes a contract with Shults Equipment, LLC, located at 1532 S. State Rd, Ithaca, MI 48847 for the purchase of single tungsten carbide insert grader blades and Jr. wing plow shoes on a unit price basis of \$259 for grader blades and \$156 for wing plow shoes for a one-year period, beginning on January 1, 2023.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute purchase orders with Shults Equipment, LLC to purchase single tungsten carbide insert grader blades and Jr. wing plow shoes as needed and budgeted, on behalf of the Road Department.

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

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

**FROM:** Kelly R. Jones, Managing Director  
Road Department

**DATE:** October 31, 2022

**SUBJECT:** Proposed Resolution for Final Plat Approval for Phase 8 of Meadow Ridge Subdivision and Public County Road Acceptance of Skylar Drive

For the Meeting Agendas of November 15 and 16

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### **BACKGROUND**

The process by which plats are developed follows state statute (Act 288 of 1967). The platting process essentially starts with development of a Preliminary Plat showing the overall configuration, how it fits into the lands surrounding it, public utilities serving the lots, and the phases of construction planned to complete the development. Once a Preliminary Plat is approved by the stakeholders (Township, Road Department, Drain Commissioner, etc.), construction plans are developed, reviewed, and approved by the same stakeholders. After construction is completed, the Final Plat acceptance process can be initiated to make the roads, drains, and utilities part of the public domain.

The Meadow Ridge Phase 8 development is part of a 222-unit residential subdivision located south of Holt Road, between Kahres Road and Onondaga Road, in the Northeast ¼ of Section 20, Delhi Township, Ingham County, Michigan. The development has followed the platting process described above for eight of the ten phases illustrated on the previously approved Preliminary Plats dating back to July 2000. The proprietor, Delhi Inc., constructed Phase 8 throughout 2020-2022 and is now requesting the Final Platting process to commence, which would allow the developer to begin selling the lots and constructing new homes.

Final Plat approval can be accomplished in a two-step process. The first step allows for the proprietor to request approval and signature of a “True Copy” of the actual plat document from all of the half dozen or so agencies that must certify approval of the plat document. Once the signed true copies are collected from each agency, the proprietor can then request the plat review at the state level. If accepted by the state, the plat can proceed to the second step of the process – signature of the mylar final plat document.

The proprietor has asked for approval of the Final Plat for Meadow Ridge Phase 8 and a public road named Skylar Drive, pursuant to state statute. Skylar Drive has been constructed up to, but not including, the top layer of asphalt in accordance with the approved road and drainage plans. The work completed to date meets 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 caused by construction traffic, allows time to reveal weaknesses within the newly constructed roadway, and provides a better end product for area users. The Road Department has required a bituminous pavement agreement and a deposit for uncompleted work as an assurance that the proprietor will place the final layer of asphalt on the public road within 5 years.

**ALTERNATIVES**

N/A

**FINANCIAL IMPACT**

There is no specific financial impact to approving and signing the Final Plat document and accepting the roadway constructed in the development as a public road. The new subdivision road will be added to the Road Department's maintenance burden and will slightly increase the certified roadway length used for Michigan Transportation Funding under Act 51 of 1951.

**OTHER CONSIDERATIONS**

N/A

**RECOMMENDATION**

Based on the information provided, I respectfully recommend approval of the final plat for Meadow Ridge Phase 8, acceptance of Skylar Drive into the county road system and to authorize the Chairperson to sign the required plat documents.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION FOR FINAL PLAT APPROVAL FOR PHASE 8 OF MEADOW RIDGE SUBDIVISION  
AND PUBLIC COUNTY ROAD ACCEPTANCE OF SKYLAR DRIVE**

WHEREAS, the process by which a platted subdivision is developed follows state statute (Act 288 of 1967); and

WHEREAS, on October 13, 2020, per Resolution #20-419, the Board of Commissioners approved the Preliminary Plat for Phases 7-10 of the Meadow Ridge Subdivision, which specifically included 42 lots on 37.32 acres, part of a 222-unit residential subdivision located south of Holt Road, between Kahres Road and Onondaga Road, in the Northeast  $\frac{1}{4}$  of Section 20, Delhi Township, Ingham County, Michigan; and

WHEREAS, the subdivision's development has followed the Final Plat requirements of PA 288 of 1967 for eight of the ten phases illustrated on the Preliminary Plat; and

WHEREAS, the proprietor is requesting approval of the Final Plat for Phase 8 of Meadow Ridge, which contains 14 total lots, designated as Lots 188-201; and

WHEREAS, the proprietor is requesting the acceptance of Skylar Drive as a public road, commencing at the intersection of Nightingale Drive and extending through Lot 196 for a total length of 832 feet (0.16 miles); and

WHEREAS, the Skylar Drive road construction met Ingham County Road Department procedures and guidelines and all construction was in accordance with the approved road and drainage plans; and

WHEREAS, the proprietor has submitted all the required fees, insurance, testing results, and certifications; and

WHEREAS, Skylar Drive is located within right-of-way under county control, intended for public road purposes, and is currently open to automobile traffic; and

WHEREAS, a bituminous paving agreement will be executed between the County and the Proprietor, per Resolution #22-474, to ensure the proprietor places the top course of pavement on Skylar Drive prior to October 25, 2027; and

WHEREAS, the Road Department recommends approval of the Final Plat of Meadow Ridge Phase 8 and for the Chairperson to sign any necessary plat documents; and

WHEREAS, the Road Department recommends acceptance of Skylar Drive as a public road, effective upon the adoption of this resolution and prior to the annual Act 51 certification deadline of December 31, 2022.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Final Plat of Meadow Ridge Phase 8, consisting of Lots 188-201, and authorizes the Board Chairperson to accept the 832 feet (0.16 mile) of Skylar Drive as a county local public road, commencing at the intersection of Nightingale Drive and extending through Lot 196.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners acknowledges that Skylar Drive, located in Section 20 of Delhi Township, is located within right-of-way under county control for public road use and was open to automobile traffic prior to December 31, 2022.

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



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

**FROM:** Kelly R. Jones, Managing Director  
Road Department

**DATE:** November 3, 2022

**SUBJECT:** Proposed Resolution to Enter into a Second Party Agreement with the Michigan Department of Transportation for a Federally Funded Project on Meridian Road at Grand River Avenue (M-43)

For the Meeting Agendas of November 15 and 16

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**BACKGROUND**

The Ingham County Road Department (ICRD) has received federal Highway Safety Improvement Program (HSIP) funding for the north segment of Meridian Road at Grand River Avenue (M-43) in Section 25 of Meridian Township. The scope of work includes hot mix asphalt intersection widening, concrete curb and gutter, earthwork, tree removal, storm sewer, and pavement markings. The ICRD has coordinated this project with the Michigan Department of Transportation (MDOT) project which will install a traffic signal at this location. Both projects have been designed pursuant to applicable federal, state, and local design specifications.

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

**ALTERNATIVES**

N/A

**FINANCIAL IMPACT**

The HSIP funding pays for 80% of construction costs up to the capped amount of \$376,000. The remaining costs are the responsibility of the Local Agency. Per the MDOT agreement, the estimated construction funding responsibilities are as follows:

Highway Safety Improvement Program (HSIP):	\$ 376,000
Local Participation:	<u>\$ 131,000</u>
Total Project Cost =	\$ 507,000

Additionally, due to the nature of construction and the higher than average bid results over the past couple years, a 20% contingency is being requested for this project, equating to a total project cost of \$610,000. Due to the capped HSIP funding, the local participation for this project will increase to \$234,000. This has been included in the 2023 Road Fund Budget.

**RECOMMENDATION**

Based on the information provided, I respectfully recommend approval of the attached resolution to enter into a second party agreement with MDOT as described in Contract 22-5492, plus a 20% contingency for additional construction costs.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A SECOND-PARTY AGREEMENT WITH THE  
MICHIGAN DEPARTMENT OF TRANSPORTATION FOR A FEDERALLY FUNDED PROJECT ON  
MERIDIAN ROAD AT GRAND RIVER AVENUE (M-43)**

WHEREAS, the Road Department received federal Highway Safety Improvement Program (HSIP) funding for the north segment of Meridian Road at Grand River Avenue (M-43) in Section 25 of Meridian Township; and

WHEREAS, the Road Department coordinated this intersection widening project with a Michigan Department of Transportation (MDOT) project which will install a traffic signal at the same intersection; and

WHEREAS, MDOT Contract #22-5492 states that the HSIP funding ratio is 80% of the construction costs up to the capped amount of \$376,000 and the remaining local participation costs are the responsibility of the Road Department; and

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

Highway Safety Improvement Program (HSIP):	\$ 376,000
Local Participation (Road Department):	<u>\$ 131,000</u>
Total Estimated Project Cost:	\$ 507,000; and

WHEREAS, a contingency is being requested in the amount of 20% of the total estimated project costs to account for unexpected construction costs, totaling \$610,000; and

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

Highway Safety Improvement Program (HSIP):	\$ 376,000
Local Participation (Road Department):	<u>\$ 234,000</u>
Total Estimated Project Cost:	\$ 610,000; and

WHEREAS, the Road Department's local participation costs detailed above have been included in the 2023 Road Fund Budget; and

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

WHEREAS, the County, on behalf of the Road Department, must enter into an associated second-party agreement with MDOT consistent with federal funding requirements and as detailed in MDOT Contract #22-5492.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Contract #22-5492 with the Michigan Department of Transportation to construct the intersection widening project at the north segment of Meridian Road at Grand River Avenue (M-43) in Section 25 of Meridian Township, for a total estimated cost of \$507,000 consisting of \$376,000 in federal Highway Safety Improvement Program funds and \$131,000 in Road Department funds.

BE IT FURTHER RESOLVED, that the project shall include a contingency in the amount of 20% of the estimated project costs, equating to a total budgeted project cost of \$610,000 of which the Road Department's funding responsibility shall be \$234,000, which has been included in the 2023 Road Fund Budget.

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

## Agenda Item 8

**TO:** Board of Commissioners County Services & Finance Committees  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** November 3, 2022, 2022  
**SUBJECT:** Resolution to Approve Reclassification Requests

For the meeting agendas of November 15 and November 16

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### **BACKGROUND**

The Managerial and Confidential Personnel Group Manual effective January 1, 2022 through December 31, 2024 includes a process for employee submission of reclassification requests. The Human Resources Department has executed the process for reclassification requests for employees in this group. The reclassification requests were processed in a manner consistent with the approved process by the Human Resources Department. Accordingly, it is proposed that the Ingham County Board of Commissioners approve the changes as set forth in the attached resolution.

### **ALTERNATIVES**

None.

### **FINANCIAL IMPACT**

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

### **STRATEGIC PLAN CONSIDERATIONS**

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

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached Resolution to Approve Reclassification Requests.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE RECLASSIFICATION REQUESTS**

WHEREAS, the Managerial and Confidential Personnel Group Manual effective January 1, 2022 through December 31, 2024 includes a process for employee submission of reclassification requests; and

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

WHEREAS, the reclassification requests were processed in a manner consistent with the approved process by the Human Resources Department.

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

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
421001	Animal Control Director	Move from MC 12 to MC 14
421002	Animal Control Deputy Director	Move from MC 10 to MC 12
421021	Veterinarian – Animal Control	Move from MC 11 to MC 13
142026	Exec. Asst. to Office Coordinator – FOC	Move from MC 5 to MC 7
144002	Exec. Asst. to Office Coordinator - PD	Move from MC 5 to MC 7

The financial impact associated with the proposed reclassifications is as follows:

<u>Position Title</u>	<u>2022</u> <u>Current Grade, Step 5</u>	<u>2022</u> <u>Proposed Grade, Step 5</u>	<u>Difference</u>
Animal Control Director	MC 12: 97,177.46	MC 14: 112,006.15	14,828.69
Animal Control Dep. Dir.	MC 10: 83,808.51	MC 12: 97,177.46	13,368.95
Veterinarian – Animal Contr.	MC 11: 90,511.37	MC 13: 103,959.67	13,448.30
Office Coord. - FOC	MC 5: 55,057.56	MC 7: 64,204.34	9,146.78
Office Coord. - PD	MC 5: 55,057.56	MC 7: 64,204.34	9,146.78
TOTAL:			59,939.50

BE IT FURTHER RESOLVED, that these reclassifications are effective the first full pay period following the date of submission to the Human Resources Department.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING COMMISSIONER COMPENSATION  
FOR 2023 AND 2024**

WHEREAS, the Board of Commissioners is authorized to establish the compensation for the Board of Commissioners; and

WHEREAS, the Board of Commissioners cannot make changes in compensation which affect the Board during the current term, but can make changes to be effective for the next term; and

WHEREAS, the Board of Commissioners wishes to establish the Commissioners' Compensation for the period of January 1, 2023 through December 31, 2024

THEREFORE BE IT RESOLVED, that effective on the date indicated, the salaries for the Ingham County Board of Commissioners shall be as follows:

	<b>Current Compensation</b>	<b>January 1, 2023</b>	<b>January 1, 2024</b>
Board Chair	\$17,774	\$18,129	\$18,492
Vice Chair, Vice Chair Pro Tem and all Standing Committee Chairs	\$12,958	\$13,217	\$13,482
Other Commissioners	\$11,880	\$12,118	\$12,360

BE IT FURTHER RESOLVED, that each Commissioner shall continue to be paid a \$75.00 per diem for attending each officially called Standing Committee and Board Meeting of which the Commissioner is a member, including Committee of the Whole and Board Leadership to a maximum of eighty (80) per year, provided, however, that a Commissioner shall not be entitled to a payment for more than two (2) meetings per day; and provided further that Commissioners shall not be eligible for payment for a committee meeting which occurs on the same day as a board meeting.

BE IT FURTHER RESOLVED, that the above-stated salaries for Ingham County Commissioners shall not preclude a Commissioner from receiving a per diem payment when he/she is appointed to a statutory board and/or agency by the County Board of Commissioners. Commissioners shall receive the same per diem as non-Commissioner members appointed by the Board of Commissioners to statutory boards and/or agencies, in addition to the above stated salary, provided that a per diem Commissioner payment is not prohibited by the specific statute in question.

BE IT FURTHER RESOLVED, that the Director of the Board of Commissioner's Office shall be responsible for periodically preparing appropriate vouchers for the payment of per diem for each Commissioner, based on the approved minutes of each Standing Committee, Committee of the Whole, and Board Leadership meeting,

and that said voucher shall be approved and signed by the individual Commissioners prior to its submission for payment.

BE IT FURTHER RESOLVED, that each Commissioner may, at his/her own expense, purchase health insurance, including dental and vision, as now or in the future provided by the County to its Managers.

BE IT FURTHER RESOLVED, that the retirement benefit for Commissioners who began serving prior to January 1, 2013 shall be MERS plan C-2 with B-1 base, 55F with 15 years; V6, FAC5, with Commissioners paying 4.76% of salary; which includes a 1.2% increase in Commissioner contributions, provided, however, that each Commissioner at the beginning of his/her term has the option of choosing to participate in the retirement plan.

BE IT FURTHER RESOLVED, that effective January 1, 2013 Commissioners shall be covered under a MERS Hybrid Plan.

BE IT FURTHER RESOLVED, that Commissioners shall receive reimbursement for travel outside Ingham County only for actual miles traveled on county business, at the rate established by the Internal Revenue Service, provided, however, that said mileage reimbursement is not more than that set for State Officers as determined by the State Officers Compensation Commission. In the event that the above stated mileage reimbursement exceeds the mileage rate established by the State Officers Compensation Commission, then under such circumstances that rate established by the State Officers Compensation Commission shall supersede the above stated rates. This paragraph shall apply to out-of-county travel only. Commissioners shall not receive mileage reimbursement for intra-county travel, except when in the process of traveling in the County as stated above and as otherwise provided hereunder.

BE IT FURTHER RESOLVED, that the reimbursement for expenses associated with conferences and conventions shall continue to be provided for Commissioners in the attached Travel Policy and Procedures for Ingham County Commissioners.

## **TRAVEL POLICY AND PROCEDURES FOR INGHAM COUNTY COMMISSIONERS**

1. Each Commissioner may be reimbursed up to \$1,500 annually for costs of transportation, meals, and lodging associated with attending conferences or conventions in his/her capacity as a County Commissioner. Expenses for incidental travel and alcoholic beverages while at such conferences and conventions will not be reimbursed. Expenses must be reimbursed in the year in which they are incurred.
2. The cost of registration not exceeding \$1,000 per Commissioner for in-state and out-of state conferences or conventions may be paid from the Board of Commissioners budget and will not be counted as part of the Commissioners annual \$1,500 travel reimbursement allowance.
3. In the event that a Commissioner is appointed or elected to an office by a state or national association, the Board may, by resolution, recognize the position and allocate up to an additional \$1,500 annually within the County's fiscal year to cover increased expenses of attending necessary functions associated with the office.
4. Expenses incurred by a Commissioner in excess of the above limits which are billed to the County will be recovered through payroll deduction unless reimbursed by the Commissioner within 10 working days of receipt of the statement by the Board Office.
5. Original receipts or credit card records must be submitted to obtain reimbursement for travel and lodging expenses.
6. Any funds authorized pursuant to this policy, but unexpended within the fiscal year, cannot be carried over for use in succeeding fiscal years.
7. A Commissioner shall not be reimbursed more than \$3,000 for travel expenses within the County's fiscal year, excluding registration fees.