

CHAIRPERSON
RYAN SEBOLT

VICE-CHAIRPERSON
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE
VICTOR CELENTINO, CHAIR
ROBERT PEÑA
MARK GREBNER
RYAN SEBOLT
GABRIELLE LAWRENCE
RANDY MAIVILLE
KARLA RUEST

INGHAM COUNTY BOARD OF COMMISSIONERS
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THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, APRIL 18, 2023 AT 6:00 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 [April 4, 2023 Minutes](#) and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Interviews – Equal Opportunity Committee
2. Drain Commissioner
 - a. Resolution to Authorize an Agreement for the Construction of Part of the [Gardens Drain](#) by the Ingham County Road Department while Constructing Its Project on Cedar Street from Holbrook Drive to College Road
 - b. Resolution Pledging Full Faith and Credit to 2023 [Drainage District Notes](#)
3. 55th District Court – Resolution to Authorize the Addition of a 0.5 FTE [Court Officer](#) Position in the 55th District Court
4. Health Department – Resolution to [Reorganize](#) the Billing & Reporting Unit within Ingham County Health Department (*Discussion*)
5. Facilities Department – Resolution to Authorize an Agreement with [Wolverine Building Group](#) for the Historical Mason Courthouse Clock Tower and Tunnel Restoration and Repairs and to Authorize an Agreement with RedGuard Fire & Security for the Fire Panel Replacement at the Veterans Memorial Courthouse and Grady Porter Building
6. Road Department
 - a. Resolution to Authorize an Engineering Design Services Contract with [DLZ Michigan, Inc.](#) for the Columbia Road and Eifert Road Intersection Project
 - b. Resolution to Authorize an Engineering Consultant Services Agreement with [RS Engineering, LLC](#) for Bridge Design Services of the Waldo Road Bridge Over Deer Creek Drain (SN 3918) and Hoxie Road Bridge Over Wolf Creek (SN 3907)
 - c. Resolution to Authorize an Engineering Consultant Services Agreement with [C2AE](#) for the Lake Lansing Road Project

7. Controller's Office
 - a. Resolution to [Reorganize](#) Financial Services and Controller's Office
 - b. County Services [County Fees](#) (*Discussion*)
8. Board of Commissioners – Resolution Proclaiming April 28 as “[Workers Memorial Day](#)” in Ingham County

Announcements
Public Comment
Adjournment

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

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

COUNTY SERVICES COMMITTEE

April 4, 2023

Draft Minutes

Members Present: Celentino, Peña, Grebner, Sebolt, Lawrence, Maiville and Ruest (Arrived 6:01 p.m.).

Members Absent: None.

Others Present: Becky Bennett, Gregg Todd, Sue Graham, Bradley Richman, David Stoker, Kaitlyn Hetfield, and others.

The meeting was called to order by Chairperson Celentino at 6:00 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual Public participation was offered via Zoom at <https://ingham.zoom.us/j/87805478336>.

Approval of the March 21, 2023 Minutes

CHAIRPERSON CELENTINO STATED, WITHOUT OBJECTION, THE MINUTES OF THE MARCH 21, 2023 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN. Absent: Commissioner Ruest.

Additions to the Agenda

5. Road Department
 - g. Overview on Local Road Program Implementation and Process
8. Sheriff's Office – Authorization to Start an Employee Above Step 2

Chairperson Celentino stated that the current Agenda Items 8a and 8b would become Agenda Items 9a and 9b.

Additional Material –

7. Controller's Office
 - a. Financial Services Department/Controller's Office Reorganization (Discussion)

Commissioner Ruest arrived at 6:01 p.m.

Substitute -

9. Board of Commissioners
 - a. Resolution to Revise the Ingham County Contract Procedures as Established in Resolution #19-169

Limited Public Comment

Alan Fox, Ingham County Treasurer, stated Friday, March 31, 2023 was the deadline for people to pay property taxes that were owed for 2020 and earlier to avoid foreclosure. He further stated he was happy to report the number of foreclosures was at a record low.

Treasurer Fox stated there were 70 parcels that would be foreclosed, but felt there would be fewer than 65 once they attempted to knock on doors and get people to apply for the assistance that was available to them. He further stated there were only a handful of properties that were being temporarily withheld from foreclosure that he thought would end up in foreclosure.

Treasurer Fox stated of the 70 properties, 25 were vacant land and about 17 were abandoned, blighted and otherwise not occupied. He further stated fewer than 15 of those properties were owner occupied and those were the doors they would be knocking on.

Treasurer Fox stated another 15 properties or so may or may not be occupied but certainly were not owner occupied and may be pulled back on foreclosure depending on the status. He further stated those properties were in pretty rough shape.

Treasurer Fox stated 25 parcels that had 60 day extensions that had conditions that needed to be met by May 31, 2023. He further stated some of those involved pending sales, were more complicated and needing assistance, or helping people apply for Principal Residence Exemptions (PRE).

Treasurer Fox stated there were another 125 properties withheld from foreclosure for the entire year and about 120 of those were known to be eligible for assistance and had applied for state assistance. He further stated it was a successful season and was pleased with what they were able to accomplish.

Bradley Richman, Capitol City Labor Program Executive Director, provided a statement. The statement has been included in the minutes as Attachment A.

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

1. Drain Commissioner – Resolution to Authorize an Agreement for the Replacement of the Red Cedar Manor Drain in the Meridian Road at M-43 Signal Project
2. 9-1-1 Dispatch Center
 - a. Resolution of Appreciation to the Ingham County 9-1-1 Central Dispatch Center Telecommunicators during National Telecommunicators Week April 9-15, 2023
 - b. Resolution to Honor 9-1-1 Dispatcher Cheryl Parody of the Ingham County 9-1-1 Central Dispatch Center
3. Purchasing Department

- a. Resolution to Authorize an Agreement with Extend Your Reach, Inc. for Countywide Full-Service Mailing Services
 - b. Resolution to Approve the Disposal of County-Owned Surplus
- 4. Facilities Department – Resolution to Authorize a Purchase Order to Seelye Group Ltd., to Replace the Carpet in Courtroom 8 and Judge’s Suite at the Veterans Memorial Courthouse
- 5. Road Department
 - a. Resolution to Authorize Agreements with Aurelius, Leslie, Locke, Onondaga, Wheatfield, and Williamstown Townships for the 2023 Local Road Program
 - b. Resolution to Authorize a Second-Party Agreement with the Michigan Department of Transportation and a Third-Party Agreement with the City of East Lansing for the Lake Lansing Road Project from Abbot Road to Hagadorn Road
 - c. Resolution to Authorize As-Needed Electrical Services for the Ingham County Road Department
 - d. Resolution to Authorize As-Needed HVAC Services for the Ingham County Road Department
 - e. Resolution to Authorize a Contract for 2023-2025 As-Needed Real Estate Services
 - f. Resolution to Authorize A Second Party Agreement with the Michigan Department of Transportation and a Third-Party Agreement with Delhi Township for a Federally Funded Project on Cedar Street from Holbrook Drive to College Road
- 6. Financial Services Department – Resolution Establishing Public Hearing for Michigan Community Development Block Grant Funding for Homeowner Rehabilitation Grant Closeout
- 7. Controller’s Office
 - b. Emergency Purchase Order for Accounting Services with Maner Costerisan
 - c. Resolution to Approve an Agreement with Maner Costerisan for Accounting Services
- 8. Sheriff’s Office – Authorization to Start an Employee Above Step 2

THE MOTION CARRIED UNANIMOUSLY.

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

- 5. Road Department
 - g. Overview on Local Road Program Implementation and Process

Kelly Jones, Road Department Managing Director, stated she was asked to describe what the local Road Department Program was and provided the 2023 Local Road Program policy for Alaiedon Township that provided further information on the program. The 2023 Local Road Program policy for Alaiedon Township has been included in the minutes as Attachment B.

Ms. Jones stated she met with the Townships in January of 2023 to go over the Local Road Program. She further stated the program had been revamped after receiving the 2020 Census results and the Road Department received money from the State of Michigan primarily through the gas tax, but also through vehicle registrations, and some from the marijuana tax.

Ms. Jones stated there was a formula regarding how the funding was distributed to each County and that formula criteria were used to distribute the funding to the Townships. She further stated that had not been done in a long time and when she received the 2020 Census data, she found there was an inequity between the Townships on how much some were receiving compared to others.

Ms. Jones stated it was found after redoing the formula that Townships that were underfunded, like Meridian Township, and other Townships that were overfunded, like Lansing Township. She further stated she had to balance out the funding to ensure there was equal distribution for Townships and came up with a new funding amount.

Ms. Jones stated the local road program was set up because, by law, the Road Department was not allowed to spend more than 50% of the cost on a local road for improvements. She further stated the other 50% or more had to come from other various sources.

Ms. Jones stated the local road program takes a portion of the money and redistributes it to the local road program with the Townships. She further stated for reference, about \$3,000 per mile, per year was received for a local road.

Ms. Jones stated that \$3,000 would not even cover the amount of effort it took to remove snow from the local roads. She further stated it was not possible to make road improvements on local roads with that amount of money, so it was necessary to take money from the primary road program and redistribute it.

Ms. Jones stated what used to be an \$800,000 budget had been increased to \$1.2 million in 2023. She further the Road Department met with the Townships annually, notified them of what their allocation was and provided a list of project suggestions based on Pavement Surface Evaluation and Rating (PASER) and suggestions from the Supervisors.

Ms. Jones stated the PASER rating was a uniform system used to determine the condition of the roads. She further explained the scoring definitions.

Ms. Jones stated they provided the Townships suggestions as a starting point and the Townships take the information and discuss where they would like to spend that money. She further stated the Townships have the information on what roads residents were complaining about and where the hot topics were.

Ms. Jones stated that the Townships sometimes come back with roads that were not on the list provided to them.

Chairperson Celentino asked how they identified the roads that needed repair to provide to the Townships.

Ms. Jones stated the Operations Director was in charge of three garages that each had a Supervisor. She further stated the District Supervisor was in charge of preparing the short list with information on road conditions and are in the field on the roads to gather the information.

Chairperson Celentino stated his understanding was that they find the roads that need repair by being on them. He asked how a lay-person could obtain the list.

Ms. Jones stated they could call the Road Department or the local Township office.

Commissioner Sebolt stated he had a working knowledge of Public Act 51. He asked if the breakdown of each Township using the same formula was required of the Road Department or if it was done that way to appear fair.

Ms. Jones stated that it was not required on how the money was distributed. She further stated there was no local road program included in Public Act 51.

Ms. Jones stated the reason she was using the formula to mirror Public Act 51 was because they were receiving money for each road mile based on the population in that Township and is only fair that Township receive their share of the money they were bringing in.

Commissioner Peña stated the ratings were assessed with a rate of degeneration of the pavement. He further stated the rate at which a road degenerated was a factor when selecting roads for repair.

Chairperson Celentino stated they had received specific information at the Board of Commissioners meeting on March 28, 2023 from a resident who provided a couple of recommendations to the Board of Commissioners to adopt policies related to road projects and referenced a statement made during public comment at that meeting. He further asked if residents within the jurisdiction of a road project were currently notified of an impending project, as one of the suggestions would require notice be provided to all affected residents and allow for a public hearing before a vote on the project.

Ms. Jones stated normally for local road program projects, it is just an overlay and did not impact residents. She further stated the project typically would be putting a layer of asphalt on the road and they did not hold public meetings for those projects but did for Federal Aid Projects that would impact residents' access to their driveways or road closures and detouring.

Ms. Jones stated, in this particular case, the road the resident was concerned about was Dobie Road. She further stated the Township Supervisor met with her and told her there were three projects they wanted to complete in 2023 and Dobie Road was the number one request.

Ms. Jones stated there were raised concerns about tree removals that needed to occur and if there was Federal Aid being received on a project. She further stated the trees were supposed to be removed by March 31, 2023, though there was some flexibility, but hold the same deadline for all projects to remain consistent.

Ms. Jones stated the Road Department found out March 16, 2023 that the Township wanted the Dobie Road project and they had raised the concern about tree removals. She further stated that the Township told them they would assist on concerns for tree removal.

Ms. Jones stated at that point they moved forward and provided tree slips and met with homeowners about what trees would be removed. She further stated trees being in their right of way were not technically the property of the property owner, but they did give them permission to keep the wood if the tree was cut down.

Ms. Jones stated they received a number of tree slips saying people did or did not want trees removed and proceeded along that route. She further stated this particular resident had a tree that was currently in the ditch which was blocking drainage and the proposed project, at the Townships request, included widening the road footprint which put the particular tree in the road bed and required it to be removed.

Ms. Jones stated at this point they had cut all the trees they had received tree slips on. She further stated they had held off on the project as they had many other trees that needed to be cut down and other needs such as filling pot holes.

Ms. Jones stated they had not cut down any trees since the end of last week. She further stated they were in a holding pattern until meeting with the County Services Committee and to discuss it further.

Commissioner Lawrence asked if funds allocated to the Townships were divided equally or if it was based on population.

Ms. Jones stated the funds were prorated based on mileage and population.

Commissioner Lawrence asked if Ms. Jones knew if any of the Townships had special assessments for roads.

Ms. Jones stated Meridian Township had a millage they used and administered on their own with a consultant. She further stated Lansing Township had a sidewalk millage which was somewhat related but not directly related for roads.

Commissioner Lawrence stated the Groesbeck portion of Lansing Township was part of her District. She further stated she recently received information from a constituent regarding Chester Road and Woodruff Avenue.

Commissioner Lawrence stated she drove on Chester Road every day and described the condition of the road as spicy. She further stated she recognized that part of the road was the City and part of the road was the County.

Commissioner Lawrence stated her constituent indicated that the Ingham County Road Department was repairing potholes on Chester Road and stopped short and wondered why. Ms. Jones stated she was not able to answer that but was happy to look into it.

Commissioner Maiville stated they were given the impression with the tree cutting notices that the Road Department would show up one day to provide notice and cut down trees the next day. He asked what the typical notification timeline was.

Ms. Jones stated, in this particular case, they had not received much notice from the Township and the Road Department acted right away knowing there could be controversy with cutting down trees of this volume. She further stated they were directed by the Township Supervisor to proceed and issued tree slips and resident communications.

Commissioner Maiville asked what the ideal timeframe might be for notification and tree cutting.

Ms. Jones stated it depended on the situation but was usually a couple of weeks. She further stated they provided residents time to digest and make a decision but a lot of times residents made decisions on the spot.

Ms. Jones stated they would not cut down a tree unless they had a decision on whether the resident wanted to keep the wood from the tree or not.

Commissioner Grebner stated the slips were not about whether or not the resident wanted the tree removed, but were about whether or not they wanted to keep the wood. He further stated anyone interpreting the slip as being a decision on whether they wanted the tree removed or not was like adding their own part to the form.

Ms. Jones stated confirmation. She further stated it was to give the resident the opportunity to keep the wood if they desired.

Commissioner Grebner asked if the Road Department was stuck not cutting the tree down if the slip was not received back.

Ms. Jones stated, eventually, no response would be assumed as the property owner did not want the wood and the tree would still be cut down. She further stated, if safety was a concern, they did not bother with the tree slip because safety took priority over someone obtaining the wood.

Commissioner Grebner asked if there was a procedure for someone that had not returned a slip and did not want the tree removed.

Ms. Jones stated on the tree slip there was an email and phone number inviting those with questions or concerns to contact them. She further stated when staff speaks with the residents, they explain the reason a tree needs to come down.

Ms. Jones stated occasionally there were trees in a grey area, but for the most part, when they said a tree needed to be removed, there was a justified reason.

Commissioner Grebner asked what the procedure was if a resident did not want the tree removed but the Road Department deemed it necessary to remove.

Ms. Jones stated they would explain the need for removal and reason with the resident. She further stated in the past they had asked the resident to sign a liability waiver stating if the tree were to fall and injure someone, the resident would take on the liability.

Commissioner Grebner asked if it was correct that in that particular case the tree was in a ditch and the tree would be removed even if a tree slip was not received.

Ms. Jones stated the tree was in a ditch and should be removed due to the current location. She further stated it had been allowed to stay there due to oversight by the Road Department.

Ms. Jones stated the Road Department did not go around to pick out trees to cut down. She further stated with the request to widen the road, it was now in the road bed.

Commissioner Grebner asked what the process was when the tree required removal but the resident did not want it removed.

Ms. Jones stated they had not gotten to the point where someone did not understand the need for a project and the removal of a tree. She further stated people are reasonable and once you explain the need, a lot of times people wanted to know their concerns were taken into consideration.

Ms. Jones stated in cases where they would be unable to reason with someone they would refer the situation to legal counsel.

Commissioner Peña stated the right of ways were the responsibility of the County and the County was obligated to make sure the roadway was safe. He further stated the trees being discussed were trees that if hit at high velocity could be fatal, creating a liability issue.

Commissioner Peña stated in reference to the Groesbeck area, the tell-tale difference between Lansing and Lansing Township are the street lights. He further stated the street light configuration and formation are different.

Chairperson Celentino asked if Commissioner Lawrence previously asked why the potholes were not completed in the County area on Chester Road.

Commissioner Lawrence stated confirmation.

Chairperson Celentino asked Ms. Jones to follow up with Commissioner Lawrence with an answer.

Commissioner Lawrence stated in a neighborhood in the City of Lansing, trees had been cut down for what felt like all of the Fall and Winter months. She further stated she did not receive notice and did not have a problem with the removal because she understood those trees were on city property and they had to come down.

Commissioner Lawrence stated she did not want a repeat of the ice storm from nine years ago where power lines were compromised because of the trees. She further stated she felt Commissioner Grebner wanted Ms. Jones to say that if it came down to it, the County would take the tree but understood that Ms. Jones did not want to say that, but of course that would be what would happen.

Commissioner Lawrence stated that if it was a County tree and was hazardous, but the homeowner did not like it, it was the County's responsibility to take the tree and make sure it was safe.

Chairperson Celentino stated he felt it was regarding how to go about doing that. He further stated he felt that Ms. Jones was stating they made an effort to communicate with the homeowner instead of just cutting down the tree.

Commissioner Grebner stated it sounded like the Road Department had not gotten to the end of the road yet with those situations. He further stated he felt they had an answer to the concerned resident's question which was that there was going to be more conversations regarding the tree from the Road Department.

Commissioner Maiville stated to Commissioner Grebner's point, he had a constituent reach out to him a week or two prior asking about a tree and after he engaged with them he found the way the homeowner described the tree was not how the homeowner had described. He further stated the tree was much closer to the road than the homeowner had described.

Commissioner Maiville stated Ms. Jones had advised him that the Road Department had worked with the homeowner and he had received a thank you from the homeowner for his assistance. He further stated, as Ms. Jones had stated, they had been successful in working out these situations with homeowners but in this case the window was very short.

Chairperson Celentino stated it sounded to him that there was a process in place. He further stated he did not see a need to make any changes at this time.

Commissioner Sebolt stated he appreciated the concerned resident's desire for more communication and transparency and felt there probably was a little work that could be done in that regard. He further stated if the Townships were receiving a list of project suggestions from the Road Department for 2024, that gave the Townships plenty of time to work with constituents under their jurisdiction.

Commissioner Sebolt stated requiring that much leave time with a public hearing and public feedback for a local road program would be nice, but the reality of construction with cost overruns would make the Road Department's job impossible.

Commissioner Peña stated for clarification that Commissioner Grebner's use of the phrase "end of the road" should be thought of as "end of the process" to reduce confusion. He further stated if we reviewed the minutes one year from now it may be confusing.

Commissioner Grebner stated nobody on this Committee had stated there would be a public hearing. He further stated it did amount to continued communication and the Road Department was exceeding his expectations in regards to communication.

Commissioner Maiville stated the concerned resident did have several smaller trees cut down by a brush hog with an arm. He asked Ms. Jones if there was a normal limitation on the size of the tree and what method was used for clean-up.

Ms. Jones stated the Road Department would go back with a chainsaw. She further stated in the past it was the practice to use the arm mower and do some brush trimming that way.

Ms. Jones stated Neal Galehouse, Ingham County Road Department Director of Engineering, had an Engineering Technician background and was changing procedures regarding how the Road Department did certain operations. She further stated they had put their staff through considerable chainsaw training, purchased chainsaws and protective gear and would be expecting staff to utilize chainsaws more often than using the arm mower.

Commissioner Maiville asked if the Road Department would go back and clean up after utilizing the arm mower like they had in the concerned resident's situation.

Ms. Jones confirmed that it was communicated with the homeowner that it would be cleaned up with chainsaws.

7. Controller's Office

a. Financial Services Department/Controller's Office Reorganization (Discussion)

Gregg Todd, Ingham County Controller, provided an overview of the reorganization request for the Financial Services Department and the Controller's Office due to staffing changes. He further stated the Financial Services Department would be combined with the Budget Department, which was the traditional government structure.

Mr. Todd stated the Deputy Controller position would become a Budget Analyst position and the Financial Services Director would become the Finance and Budget Director. He further stated the Budget Director position would be red-lined and hopefully become a Budget Manager position when it becomes vacant and the Financial Services Deputy Director position would be red-lined and become a Finance Manager, when it becomes vacant.

Mr. Todd stated that a Public Information Officer position had been requested and the approximate \$51,000 savings from this change could be utilized for the new position. He further stated that he believed a part-time Public Information Officer could be beneficial, as he did not believe he had enough work for a full-time position, or the office could utilize an intern for this purpose.

Commissioner Peña asked what the expected timeline would be.

Mr. Todd stated it would happen soon and there would be a formal resolution provided for the next County Services Committee.

Chairperson Celentino stated that it would be adopted at the Board of Commissioners meeting on April 25, 2023.

Mr. Todd stated confirmation.

Commissioner Sebolt stated he appreciated Mr. Todd considering what a Public Information Officer might look like. He further stated that this was an important position to himself and other Commissioners for many reasons.

Commissioner Sebolt stated that one reason was because many great things happen in Ingham County with very little notice, but neighboring Counties would do similar actions that receive more attention. He further stated this position would allow Ingham County constituents to know what the Commissioners were providing to the County.

Commissioner Sebolt stated there was an instance where the Board of Commissioners Office put out a press release regarding the empty Boards and Commissions and received many applicants because of it. He further stated more interest could be generated for those positions in the future if there was a position to provide the notice more frequently.

Commissioner Sebolt stated he understood the reluctance to have a full-time position, but he believed there was great value to provide the constituents the information regarding what was happening in the County. He further stated that he had been pushing for this position, but the \$52,000 would not be enough for a full-time communication position.

Commissioner Lawrence stated that she had asked Commissioner Sebolt prior to being elected if there was a position like this and was surprised when he answered no. She further stated that having some kind of communication officer or having a contractual agreement with an agency or individual could be a useful and beneficial thing to Ingham County.

Chairperson Celentino stated there would be a resolution provided at the next County Services Committee meeting.

9. Board of Commissioners

- a. Resolution to Revise the Ingham County Contract Procedures as Established in Resolution #19-169

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

Commissioner Grebner stated that he wished to note that when the Board of Commissioners had originally adopted this change, he tried to state that all of the contracts were being treated as simple ideas that were being lumped together. He further stated that there was a Commissioner at the time that stated a contract was a contract and that was how the resolution was passed.

Commissioner Grebner stated real experience had showed that all contracts were not the same and it made more sense to handle Board resolution contracts in some way and not try to define all contracts that Ingham County was involved in. He further stated his agreement with this resolution.

THE MOTION CARRIED UNANIMOUSLY.

9. Board of Commissioners

- b. Closed Session to Discuss a Written Attorney Client Privileged Legal Opinion from the County's Corporation Counsel as Permitted by MCL 15.268 (h) and Resolution Authorizing the Release of an Attorney Client Privileged Communication

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. GREBNER, AT 6:57 P.M., TO ENTER CLOSED SESSION TO DISCUSS A WRITTEN ATTORNEY/CLIENT PRIVILEGED LEGAL OPINION FROM THE COUNTY'S CORPORATION COUNSEL AS PERMITTED BY MCL.15.268(H).

THE MOTION CARRIED UNANIMOUSLY BY A ROLL CALL VOTE.

CHAIRPERSON CELENTINO DECLARED, WITHOUT OBJECTION, THE MEETING RETURN TO OPEN SESSION AT 7:27 P.M.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. SEBOLT, TO APPROVE THE RESOLUTION AND AMEND THE DATE FROM FEBRUARY 15, 2023 TO MARCH 30, 2023.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

Mr. Todd stated he wanted to clarify that the public comment that was made by Mr. Richman with regard to lack of allowing the sick leave it was not clarified that the leave time was changed to personal leave. He further stated the employee was allowed to take the leave time as personal time and was not disciplined.

Mr. Todd stated he wanted to provide clarity as Mr. Richman indicated there was difficulty with hiring and retention at the 911 Center. He further stated when Barb Davidson, Ingham County 911 Center Director, had come on board there were 22 Dispatcher vacancies and at this time there were only five Dispatcher vacancies which was less than 10% vacant.

Chairperson Celentino asked if there was a grievance in progress.

Mr. Todd stated confirmation. He further stated arbitration was set for August 2023.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:31 p.m.

Attachment A: Mr. Richman's Public Comment Statement

CCLP/Ingham County 9-1-1 Dispatch Bargaining Unit
Tuesday, April 4, 2023 – Ingham County Human Services Building. Conf. Rm. A

COMMENTS TO COUNTY SERVICES COMMITTEE ON
CCLP GRIEVANCE 26-NS-001-22-008

Thank you, Mr. Chair, members of the Committee. My name is Brad Richman. I am the Director of the Capitol City Labor Program—the labor union that represents the County's 9-1-1 Dispatchers.

I'd like to begin by acknowledging that speaking publicly about a grievance is not a decision I take lightly. In fact, in the years I've held this position, I've never before done so. After months of consideration however, I've decided to address the Committee this evening because, after significant contemplation and discussion with the membership, I think it important for you—the body ultimately responsible for the direction of the County as an employer—to be aware of the sort of decisions like the one I'm about to summarize.

On July 31, 2022, a member, a 22-year veteran of the 9-1-1 Center, called in sick to work. Specifically, she timely notified the on-duty supervisor that her family pet—a dog—had an emergency in the middle of the night that landed him in the 24-hour veterinary emergency room. Physically and emotionally exhausted, she was unfit to report for work in just a few short hours in any condition necessary to safely and dutifully perform her job. The supervisor who answered her call approved the absence request and she went to bed. Fast forward more than a week later, the member was advised by 9-1-1 Center Administration that she would not be permitted to use sick time as the circumstances giving rise to her absence were not within the contractually permissible uses of sick time.

[31.2 Sick time will be used for absence due to personal illness, personal injury, exposure to contagious disease, or doctors' appointments.]

Now, if your reaction is anything like mine was after hearing this for the first time, I suspect you're thinking 'there has to be more to this story.' But there isn't, and it's why I'm before you tonight. 9-1-1 Center Administration, with support from the Human Resources Department and Controller's Office, has decided that physical, mental, and emotional exhaustion as a result of an unforeseen emergency situation beyond an employee's control is not a personal illness—that it is not an appropriate use of sick leave time.

Admittedly, that determination, in addition, in my opinion, to being irreconcilable, is puzzling to me. It's puzzling to me as an employee advocate. It's puzzling to me based on my every-day exposure to countless other employers. And it's puzzling to me as expenditure of time and resources. But perhaps above all else, it's puzzling to me logically. It's no secret. Employee recruitment and retention at the 9-1-1 Center over the past decade has been challenging. Yet, as the entire world moves towards a more flexible, more employee centered and friendly scheduling, policies, and workplaces; you can't make the sort of decision I've just described and then wonder why you struggle to attract and retain qualified and committed employees.

We can't—and shouldn't—accept an employment culture where after an employee has an unfortunate experience, the response from the County—from your administrators—isn't 'is everything okay?', 'How can we help?',

'What do you need?'. Instead, the response is 'you can't use your contractually entitled benefit.' We owe it to our members, and you to your employees, to do better.

I'm mindful of the fact that, although in this instance well-deserved, it doesn't do our members or the County much good for me to come here and tell you we disagree with this decision. Doing so won't solve this problem. Neither does arbitrarily denying the grievance. I'd ask the committee to direct administration to engage in meaningful conversations with the Union focused on not only resolving the grievance but addressing the underlying concern, whatever it may be. Because I refuse to accept that this sort of decision reflects the County's or this Board's values as an employer.

Thank you.



2023 LOCAL ROAD PROGRAM

Alaiedon Township

Ingham County Road Department

301 Bush Street, PO Box 38

Mason, MI 48854

Email: roads@ingham.org

Website: roads.ingham.org

Introduction

The following packet was assembled for both seasoned officials who are very familiar with the process and for officials new to their positions to help them better understand the intricacies of local road funding.

Each year, the Ingham County Road Department (ICRD) and Township Boards partner to provide local road improvements to the residents of Ingham County. While road funding is limited, these parties work hard to spend this precious limited funding efficiently and effectively. In the 2022 Local Road Program, the ICRD performed \$4.2M in local road improvements, \$2.5M of which was contributed by the Townships.

Funding for Local Roads

Roads in Michigan have been chronically underfunded for decades. There are numerous reasons behind this fact, but no matter the cause, Michiganders see the results – many miles of poor roads.

This is especially true for local roads, which connect people from the primary road system to the homes and businesses. Local roads can be further divided into local collector roads and subdivision roads. Local collector roads are those that connect residential and business areas to the primary road system. Local subdivision roads mostly service residents or businesses within subdivisions and business parks.

Ingham County has 432.76 miles of primary roads and 822.27 miles of local roads. See below for a chart breaking down the mileage per Township.

Township	Primary Roads (miles)	Local Roads (miles)
Alaiedon	34.20	41.66
Aurelius	26.11	45.98
Bunkerhill	30.00	30.50
Delhi	43.33	97.91
Ingham	19.54	35.65
Lansing	15.93	26.99
Leroy	22.30	45.02
Leslie	27.13	49.97
Locke	20.84	49.79
Meridian	51.65	158.15
Onondaga	23.50	41.01
Stockbridge	21.80	29.84
Vevay	29.39	47.53
Wheatfield	27.63	29.50
White Oak	10.80	45.70
Williamstown	28.61	47.07

The primary and local designations play an important role in how much the ICRD receives from the Michigan Transportation Fund (MTF). According to the 2023 MTF formula, the ICRD will receive \$3,209 for each mile of rural local road and \$2,784 for each mile of urban local road.

Unfortunately, the MTF allocated for local roads barely covers the ICRD's cost for routine maintenance such as snow plowing and pothole patching. In addition, under current state law (Act 51 of 1951), any improvements to a local road must have at least 50% of its funding come from a source other than the road agency. This alternate source of funding often comes from the Township, but it can also come from a millage, special assessment district, developments or other outside sources.

Funding Options for Townships

Townships are not legally required to contribute to the maintenance, construction or reconstruction of county roads. However, Act 51 of 1951 does restrict how much a road agency can spend on improvements to local roads as noted above. While road agencies do not have any legal taxing authority, Townships have three options to help raise revenue to fund road improvements: a millage through Act 51, a Township-wide millage or a special assessment district. Additionally, the use of American Recovery Plan Act (ARPA) funds can be used to fund local road improvements, of which most of the Townships took advantage of this option for the 2022 Local Road Program.

1. Act 51 Millage

Act 51 of 1951 outlines two options for Townships to raise revenue for the maintenance and improvement of local roads.

- Township Boards can levy a property tax of no more than three mills in any year, without a vote of the people, for the maintenance or improvement of county roads within the Township.
- With voter approval, Township Boards may levy a property tax of no more than six mills in any year for the maintenance or improvement of county roads within the Township.

2. Township-Wide Millage

Section 6 of Article IX of the Constitution of Michigan of 1963 authorizes Townships to levy millages with a majority vote of the people.

3. Special Assessment Districts

Public Act 188 of 1954 allows Townships to pay for road improvements through a special assessment district (SAD). An SAD is an area where the majority of property owners agree to allow a governmental agency to levy a property tax in exchange for a specific service such as road improvements. The area can be limited to a neighborhood or can be Township-wide. Act 188 outlines the process for levying a Township SAD.

Alaiedon Township Summary

The following is a summary of the roads located in Alaiedon Township. A map showing the road network within the Township is included in Appendix A.

Primary Roads

- 34.20 miles of primary roads
 - 15.19 miles are located within the urban boundary

Local Roads

- 41.66 miles of local roads
 - 7.81 miles are located within the urban boundary

Historic Township Local Road Contributions

The chart below includes all contributions made by the Township to ICRD for local road improvements over the last five years.

Township	2018	2019	2020	2021	2022
Alaiedon	\$48,120.20	\$20,400.23	\$56,244.69	\$97,695.67	\$269,135.38

2023 Local Road Matching Program

In 2023, the ICRD re-calculated the allocation amounts for each Township based on the MTF formula used by the State to distribute funding to each County. The formula uses population and road mileage to determine funding amounts, so as a result of the 2020 Census, the Township allocation amounts were adjusted accordingly.

Unfortunately, this resulted in several Townships receiving less allocation than in previous years. In an effort to maintain the same level of allocation (at a minimum) to each Township, the overall Local Road Program funding was increased from an annual allocation of \$802,200 to \$1,173,200.

Another change that was discussed during the 2022 Local Road Program meetings and has since been implemented for the 2023 Local Road Program, is the limitation on the rollover of the annual allocation. Starting in 2023, each Township can choose to rollover their annual allocation for one year, in an effort to work on a larger project.

The chart below shows the 2023 allocation made by the ICRD for local roads in Alaiedon Township. Notification of the intent to use the matching funds is due to the ICRD by **Friday, March 3, 2023**.

Township	2023 Allocation	Total Allocation Available for 2023
Alaiedon	\$45,000.00	\$45,000.00

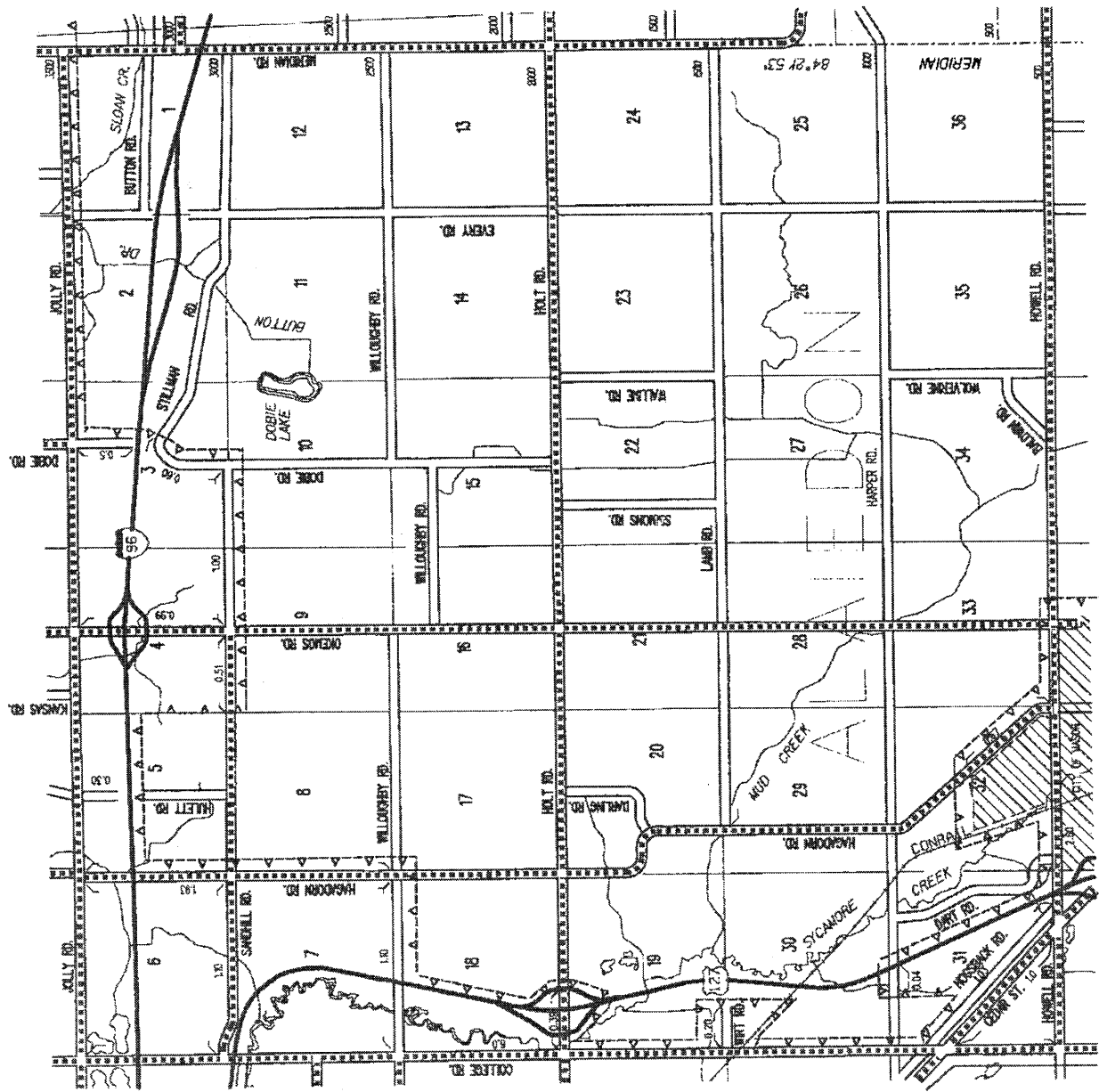
Project Selection

The ICRD staff has put together a small selection of project candidates with anticipated costs as shown in Appendix B. Additionally, the roads completed as part of the 2022 Local Road Program are included in Appendix B. Typically, the road segments paved within the current year Local Road Program will be chipsealed the following year at the ICRD's cost.

Contact Information

Managing Director	Director of Operations	District Supervisor
Kelly Jones kjones2@ingham.org (517) 676-9722 x 2336	Andy Dunn adunn@ingham.org (517) 676-9722 x 2355	Angel Benavides jbenavides@ingham.org (517) 719-3858

Appendix A

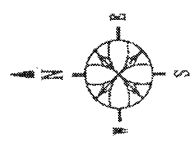


COUNTY/TWP. LINE
 CORPORATE LIMIT
 STATE TOWNSHIP LINE
 COUNTY PRIMARY
 COUNTY LOCAL
 ADJACENT COUNTY
 CITY OR VILLAGE
 STREET

PRIMARY ROAD SYSTEM IS : 15.9 MILES
 LOCAL ROAD SYSTEM IS : 4.77 MILES

I HEREBY CERTIFY THAT THE ROADS SHOWN
 HEREON BY SYMBOL AS PRIMARY ROADS AND
 THOSE SHOWN HEREON BY SYMBOL AS LOCAL
 ROADS ARE IN USE AND ARE UNDER THE JURIS-
 DICTION OF THE COUNTY ROAD COMMISSION.

CERTIFIER DATE



SCALE 0 1/2 1 MILE
 One inch equals 3000 feet.

TOWNSHIP : ALAMEDA
 T.3 N. R.1 W.
 SECTION AND CORNER

URBAN AREA
 ALAMEDA

2023 Local Road Program

Alaiedon Twp

Proposed

Road Segment	Length (')	Width (')	HMA (Tons)	Cost/Ton	HMA Total Cost	Scope of Work	Rating
Willoughby - College to Hagadorn	5280	21	1694.00	70	\$118,580.00	HMA, Shldrs, Culv, Trees, Ditch, Chip 2024	2
Willoughby - Dobie to Meridian (Pads)	13200	21	2541.00	70	\$177,870.00	HMA, Shldrs, Culv, Trees, Ditch, Chip 2024	3
Stillman - Every to Meridian	5280	21	1694.00	70	\$118,580.00	HMA, Shldrs, Culv, Trees, Ditch, Chip 2024	3
Stillman - Every to Meridian	7920	21	2541.00	70	\$177,870.00	HMA, Shldrs, Culv, Trees, Ditch, Chip 2024	3
Dobie - Sandhill to Stillman	2650	21	850.21	70	\$59,514.58	HMA, Shldrs, Culv, Trees, Ditch, Chip 2024	3
Dobie - E Willoughby to Sandhill	6600	21	2117.50	70	\$148,225.00	HMA, Shldrs, Culv, Trees, Ditch, Chip 2024	3
Dobie - South of Jolly	1,700	21	545.42	70	\$38,179.17	HMA, Shldrs, Culv, Trees, Ditch, Chip 2024	3
Lamb - Hagadorn to Okemos	6,600	21	2117.50	70	\$148,225.00	HMA, Shldrs, Culv, Trees, Ditch, Chip 2024	3
Harper - Wolverine to Every	5,000	21	1604.17	70	\$112,291.67	HMA, Shldrs, Culv, Trees, Ditch, Chip 2024	4
Harper - Every to Meridian	7,300	21	2342.08	70	\$163,945.83	HMA, Shldrs, Culv, Trees, Ditch, Chip 2024	4
Harper - Hagadorn to West RR	1,750	21	561.46	70	\$39,302.08	HMA, Shldrs, Culv, Trees, Ditch, Chip 2024	3
Harper - College to RR 1.5"	5,280	21	1694.00	70	\$118,580.00	HMA, Shldrs, Culv, Trees, Ditch, Chip 2024	4
Harper - Hagadorn to Okemos	6,441	21	2066.49	70	\$144,654.13	HMA, Shldrs, Culv, Trees, Ditch, Chip 2024	3
Sandhill - Okemos to Hagadorn	7,000	21	2245.83	70	\$157,208.33	HMA, Shldrs, Culv, Trees, Ditch, Chip 2024	4
Sandhill - College to Hagadorn	5,280	21	1694.00	70	\$118,580.00	HMA, Shldrs, Culv, Trees, Ditch, Chip 2024	4

Anticipated Chip Seal Cost for 2023 = \$1.50/Syd

Anticipated Fog Seal Cost for 2023 = \$0.27/Syd

Completed 2022

Harper - Okemos to Wolverine
Wolverine - long pad
Baldwin - Pads for chip
Sandhill - with 1.5 shoulder added
Willoughby - pads for chip Meridian to Dobie

**APRIL 18, 2023 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

2a. Drain Commissioner – Resolution to Authorize an Agreement for the Construction of Part of the Gardens Drain by the Ingham County Road Department while Constructing Its Project on Cedar Street from Holbrook Drive to College Road

This resolution authorizes an agreement between the Drain Commissioner and the County (Road Department) for the Road Department to construct the Gardens Drain as part of the Cedar Street Road Department Project. The Gardens Drain Drainage District will be responsible for the cost of the drain construction.

See memo for details.

2b. Drain Commissioner – Resolution Pledging Full Faith and Credit to 2023 Drainage District Notes

This resolution provides the full faith and credit of the County for the 2023 Drainage District notes, which have historically been borrowed from local banks, without the full faith and credit of the County. The recent failures of Silicon Valley Bank and Signature Bank have resulted in banks being unwilling to purchase these notes without the full faith and credit of the County being pledged as backup security for the payment of the notes. As the notes are paid for either through the bond issuance for a full project or maintenance assessments, there is no financial impact to the County.

See memo for details.

3. 55th District Court Resolution to Authorize the Addition of a 0.5 FTE Court Officer Position in the 55th District Court

This resolution authorizes an additional .5 FTE Court Officer for the 55th District Court. The new Justice Complex layout, with courts on two floors instead of one, has created a need for additional court security. The additional cost associated with this position is \$43,660.

See memo for details.

5. Facilities Department – Resolution to Authorize an Agreement with Wolverine Building Group for the Historical Mason Courthouse Clock Tower and Tunnel Restoration and Repairs and to Authorize an Agreement with RedGuard Fire & Security for the Fire Panel Replacement at the Veterans Memorial Courthouse and Grady Porter Building

This resolution approves agreements with Wolverine Building Group for the Mason Courthouse Tower and Tunnel restoration and RedGuard Fire & Security for the fire panel replacement at VMC/GPB. These projects were bid together as part of the 2021 Bond project.

Wolverine Building Group submitted a bid of \$2,701,426 for the courthouse tower and tunnel restoration and RedGuard submitted a bid of \$449,875 for the fire panel replacement. Facilities is requesting \$220,591.07 in contingency for a total of \$3,381,892.07. The bond currently has a balance of \$3,037,928.74 and Facilities has identified \$343,963.07 in current CIPs to close to make up the difference.

See memo for details.

6a. Road Department – Resolution to Authorize an Engineering Design Services Contract with DLZ Michigan, Inc. for the Columbia Road and Eifert Road Intersection Project

This resolution authorizes an engineering design contract with DLZ Michigan, Inc. for the design and engineering services of a proposed roundabout at Columbia Road and Eifert Road. The roundabout is funded at 90% by HSIP funds for construction and 50% for design/engineering. Total cost, including a 30% contingency is \$81,000 with 50% from HSIP funds and 50% funded through the 2024 Road Fund budget.

See memo for details.

6b. Road Department – Resolution to Authorize an Engineering Consultant Services Agreement with RS Engineering, LLC for Bridge Design Services of the Waldo Road Bridge Over Deer Creek Drain (SN 3918) and Hoxie Road Bridge Over Wolf Creek (SN 3907)

This resolution authorizes an agreement with RS Engineering, LLC for bridge design services for the Waldo Road Bridge and Hoxie Road Bridge. Both bridges have received Local Bridge Program (LBP) funding from the state, which provides funding for 95% of eligible construction costs, with the Road Department being responsible for the 5% funding match, design engineering, construction engineering, and right of way costs.

RS Engineering, LLC provided a fee proposal of \$74,902.58 to perform engineering design services, with the Road Department requests an additional 20% contingency. The total cost with contingency included is \$90,000. The cost for the engineering design services and right of way expenses are included in the Road Fund Budget.

See memo for details.

6c. Road Department – Resolution to Authorize an Engineering Consultant Services Agreement with C2AE for the Lake Lansing Road Project

This resolution authorizes an agreement with C2AE for engineering inspection services for the Lake Lansing Road resurfacing project (between Abbot and Hagadorn Roads). The project is funded by HSIP funds but construction engineering/inspection is funded wholly by the County.

C2AE provided a fee proposal of \$121,455.22 to perform construction inspection services for the project, and the Road Department requests an additional 20% contingency. The total cost with contingency included is \$146,000. The cost for the construction inspection services is included in the 2023 Road Fund Budget

See memo for details.

7a. Controller's Office – Resolution to Reorganize Financial Services and Controller's Office

This resolution authorizes the reorganization of the Financial Services and Controller's Office by combining the current Financial Services and Budget Offices into the Department of Finance and Budget and by transferring the vacant Deputy Controller position into the Budget Office as a Budget Analyst. Financial impacts are:

• Financial Services Director (MC 14) to Director of Finance & Budget (MC 16)	\$28,995
• Budget Director (MC 14 – redline) to Budget Manager (MC 13)	(\$12,532)
• Financial Services Deputy Director (MC12 – redline) to Finance Manager(MC13)	\$20,945
• Budget Analyst (MC 10) to Senior Budget Analyst (MC 11)	\$10,440
• Deputy Controller (MC 17) to Budget Analyst (MC 9)	<u>(\$99,014)</u>
Net Wage/Benefit Impact	(\$51,166)

Savings from the reorganization will be utilized to contract with a PR/Media consultant to help with promoting County initiatives.

See memo for details.

8. **Board of Commissioners – Resolution Proclaiming April 28 as “Workers Memorial Day” in Ingham County**

This resolution honors friends, family members, and colleagues who have been killed or injured on the job.

See memo for details.

ADDITIONAL ITEMS:

4. **Health Department – Resolution to Reorganize the Billing & Reporting Unit within Ingham County Health Department (Discussion)**

7b. **Controller’s Office – County Services County Fees (Discussion)**

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

FROM: Patrick E. Lindemann, Ingham County Drain Commissioner

DATE: April 4, 2023

SUBJECT: Proposed Resolution to Authorize an Agreement for the Construction of Part of the Gardens Drain by the Ingham County Road Department while Constructing its Project on Cedar Street from Holbrook Drive to College Road

For the Meeting Agendas of April 18 and 19

BACKGROUND

The Ingham County Road Department (ICRD) and Delhi Charter Township have coordinated a joint project on Cedar Street from Holbrook Drive to College Road in Delhi Charter Township, including a 4-to-3 lane conversion, concrete pavement recycling, earthwork, asphalt paving, traffic signal replacement, storm sewer installation, and pavement markings. The Board of Commissioners is considering approval of the associated MDOT Contract #23-5060 at its County Services Committee and Finance Committee meetings of April 4th and 5th, and, if approved, at its Board of Commissioners meeting on April 11th.

As part of this joint project, it is necessary that ICRD portion of the Gardens Drain storm sewer within the Cedar Street right-of-way and on certain private property in which the Gardens Drain Drainage District has obtained a drainage easement, which, upon construction, will be under the jurisdiction of the Ingham County Drain Commissioner (ICDC), on behalf of the Gardens Drain Drainage District. The Gardens Drain Drainage District will be responsible for all work and costs associated with the construction of the storm sewer detailed in the as-bid construction plans and specifications. Once the project is complete, the Gardens Drain Drainage District will be responsible for the operation and maintenance of this constructed portion of the Gardens Drain. Therefore, it is necessary for an agreement to be authorized to define the roles and responsibilities of the ICRD and the ICDC. The agreement requires final review and approval by counsel for the ICRD.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Gardens Drain Drainage District will be responsible for the costs of the construction of the storm sewer. The construction of the storm sewer is part of the Gardens Drain petition project. The project was petitioned in October 2020 and determined necessary by a Board of Determination in February 2021. Pursuant to the Michigan Drain Code, Public Act 40 of 1956, as amended, Ingham County is liable for a special assessment on the Gardens Drain petition project for benefits to county roads. The amount of the assessment is determined after the entire project is bid and apportioned. The coordination of the construction of the storm sewer with the ICRD road project will result in direct financial savings to the County and its taxpayers as the cost of the overall petitioned project will be reduced through the reduction or elimination of duplicative efforts.

Future costs associated with the operation and maintenance of the Gardens Drain will be the responsibility of the Gardens Drain Drainage District.

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to authorize an agreement for the construction of the Gardens Drain located within the limits of the Project on Cedar Street from Holbrook Drive to College Road.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT FOR THE
CONSTRUCTION OF PART OF THE GARDENS DRAIN BY THE INGHAM COUNTY ROAD
DEPARTMENT WHILE CONSTRUCTING ITS PROJECT ON CEDAR STREET FROM
HOLBROOK DRIVE TO COLLEGE ROAD**

WHEREAS, the Road Department received federal Highway Infrastructure Program (HIP) COVID funds and Surface Transportation Program (STP) funds to reconstruct Cedar Street from approximately 300ft northwest of Holbrook Drive to approximately 1500ft southeast of College Road in Sections 23, 24, 25, and 36 of Delhi Township; and

WHEREAS, Delhi Township received Ingham County Trails and Parks Millage funds to construct a non-motorized trail along Cedar Street from the Holbrook Road roundabout to College Road; and

WHEREAS, the Road Department coordinated the road reconstruction project with the Delhi Township non-motorized trail project in an effort to reduce project costs and limit the overall impact to the community; and

WHEREAS, upon the authorization of a pending Ingham County Board resolution, the County on behalf of the Road Department, is intending to enter into Contract #23-5060 with the Michigan Department of Transportation (MDOT) for the Project on Cedar Street from Holbrook Drive to College Road; and

WHEREAS, as part of the Project on Cedar Street from Holbrook Drive to College Road, it is necessary for the Road Department to construct a portion of the Gardens Drain storm sewer within the Cedar Street right-of-way and on certain private property in which the Gardens Drain Drainage District has obtained a drainage easement, which, upon construction, will be under the jurisdiction of the Ingham County Drain Commissioner, on behalf of the Gardens Drain Drainage District; and

WHEREAS, the Gardens Drain Drainage District has agreed to pay all costs associated with the construction of the Gardens Drain in accordance with the as-bid plans and specifications prepared jointly by the Road Department and the Ingham County Drain Commissioner; and

WHEREAS, upon completion of the Project on Cedar Street from Holbrook Drive to College Road, the Gardens Drain Drainage District will be responsible for all future costs associated with the operation and maintenance of the Gardens Drain; and

WHEREAS, the County on behalf of the Road Department, must enter into an agreement with the Ingham County Drain Commissioner on behalf of the Gardens Drain Drainage District, to define roles and responsibilities for the construction of the storm sewer included in the project on Cedar Street from Holbrook Drive to College Road.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with the Gardens Drain Drainage District by and through the Ingham County Drain Commissioner to construct the portion of the storm sewer for the Gardens Drain included in the Project on

Cedar Street from Holbrook Drive to College Road, located in in Sections 23, 24, 25, and 36 of Delhi Township.

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

TO: Board of Commissioners County Services and Finance Committees

FROM: Patrick E. Lindemann, Drain Commissioner

DATE: April 4, 2023

SUBJECT: Full Faith and Credit Resolution in Support of County Drain Notes
For meeting agendas of April 18 and April 19

BACKGROUND

Ingham County (the “County”) has hundreds of legally established drainage districts under Act 40, Public Acts of Michigan, 1956, as amended (the “Drain Code”). When petitions are filed and a project is found necessary by a board of determination, the drainage district is required to proceed to design, acquire, and construct a project as petitioned (a “Petition Project”). Once construction bids are received by the drainage district for the project, the drainage district often issues a bond for the long term financing of the project. Prior to the issuance of the bonds, however, the drainage districts must expend funds for the design of the Petition Projects and other preliminary expenses. In addition, the Drain Code requires that drainage districts undertake regular inspection, repair and maintenance of the drains under their jurisdiction (the “Maintenance Projects”).

Section 434 of the Drain Code gives drainage districts the power to borrow funds through the issuance of notes by which the proceeds may be used to pay the preliminary costs of a Petition Project, such as engineering fees, legal expenses and the costs of acquiring property and easements. These notes would ultimately be paid from the proceeds of bonds issued for the Petition Project. In addition, Section 434 of the Drain Code gives the drainage districts the power to borrow funds to pay the costs of the Maintenance Projects. These notes are ultimately paid from funds raised by the levy of maintenance assessments by the drainage districts against benefitted properties and public corporations in the drainage districts for the maintenance of the drains. Under Section 434, a county board of commissioners, by a two-thirds vote, may pledge the full faith and credit of the County to the payment of the principal of and interest on notes issued for Petition Projects and Maintenance Projects and other legal purposes of the drainage districts (together, the “Projects”). This pledge provides backup security to the holders of the notes.

While in the past it has been common for drainage districts to issue notes without the full faith and credit of the County, the recent failures of Silicon Valley Bank and Signature Bank have resulted in banks being unwilling to purchase these notes without the full faith and credit of the County being pledged as backup security for the payment of the notes (e.g., a note without the County’s full faith and credit pledge are illiquid should the bank need to sell it in the secondary market). The current situation in the banking sector makes it necessary to obtain the full faith and credit of the County in order for drainage districts to continue to implement Petition Projects and Maintenance Projects.

In order to continue to pay the preliminary costs of the Petition Projects and to implement the Maintenance Projects in 2023, the drainage districts will need to issue notes for these expenses. The Drain Office estimates that the drainage districts will need to issue notes in the approximate amount of \$15,000,000 in 2023. These notes will be paid from the proceeds of bonds (which have historically had the County’s full faith and credit pledged) that will be issued for the permanent financing of the Petition Projects and from special assessments levied for the Maintenance Projects.

ALTERNATIVES

The drainage districts are legally obligated to undertake the Petition Projects and the Maintenance Projects. If the County does not adopt the resolution pledging full faith and credit, the placement agent for the drainage districts reasonably believes that there is a high likelihood that the drainage districts will not be able to find a purchaser for their notes. If that were to happen, the drainage districts would not have the necessary funds to design and construct the Petition Projects and to implement the Maintenance Projects, and this critical work may not be able to proceed, exposing the drainage districts (and possibly the County) to liability and or default.

As an alternative to pledging its full faith and credit, Ingham County could loan the funds needed for the Projects to the drainage districts from available funds of the County. This could be accomplished by the County increasing funding for the Revolving Drain Fund (Fund 802). The additional funds added to Fund 802 would be loaned to the drainage districts with interest at a rate determined by the County. This approach was taken by the County previously, but is not currently being used by the County. The County could also provide funds to the drainage district by acquiring their notes directly, instead of the drainage districts selling them to a bank. This is authorized by Section 434 of the Drain Code with specifically authorizes drainage districts to borrow money from a public corporation such as the County.

FINANCIAL IMPACT

Based on analysis provided in Other Considerations below, the drainage districts have the ability to issue bonds for the Petition Projects in an amount sufficient to pay the principal of and interest on notes of the drainage districts, and in the event the Petition Projects do not move forward to completion there is significant value in the drainage districts which is sufficient to support the payment of assessments for the drainage districts' notes. Furthermore, the drainage districts also have the legal power to levy special assessments for the inspection, repair and maintenance of the drains against benefitted properties and public corporations. Therefore, the likelihood the County would have to make payment on the notes as a result of the full faith and credit pledge is remote. In the worst case scenario, were the County to have to make a payment on a note, the payment would likely be recouped by special assessments levied to cover the principal of and interest on the note in a relatively short period of time.

STRATEGIC PLANNING IMPACT

The County's strategic plan calls for the provision of quality roads and drains in the County and these Projects further the goal of providing quality drains.

OTHER CONSIDERATIONS

The Drain Code provides significant powers to drainage districts and counties to assure that funds are available to pay notes issued by drainage districts.

a) The Drain Code provides drainage districts with the power to specially assess the costs of drain projects against benefitted properties and public corporations. Section 275 of the Drain Code further provides the drainage districts with the power to issue bonds for their Petition Projects in anticipation of these special assessments. Notes issued by drainage districts for interim costs of a Petition Project are intended to be paid from the proceeds of bonds issued to provide the permanent financing for the project. Since the drainage districts have broad powers to issue bonds for Petition Projects, there is sufficient power under the Drain Code to issue the bonds needed to pay for the costs of Petition Projects, including the payment of notes for preliminary costs.

b) In rare circumstances, a Petition Project for which notes have been issued to pay for preliminary expenses does not move forward and bonds are not issued for the Petition Project. In such circumstances, Section 306 of the Drain Code provides the County Board of Commissioners with the power to authorize the drain commissioner to assess the amount of the preliminary expenditures to the drainage district. This power gives the County and the Drain Commissioner the ability to raise the funds needed to pay an interim note in such circumstances.

c) Section 196 of the Drain Code provides the drain commissioner with the power to levy special assessments for the inspection, repair and maintenance of the drains under the drain commissioner's jurisdiction. This power provides the source of revenue to the drainage districts to fund the costs of Maintenance Projects, including the payment of the principal of and interest on the notes of the drainage districts.

d) The County has never made a payment pursuant to a resolution pledging full faith and credit for drainage district debt issued by a drainage district during my 30-year tenure as drain commissioner.

e) Based on this analysis, there are significant resources available to support the payment of the notes, leading me to conclude that there is no substantial risk that a significant, long-term payment would be required from the County as a result of its pledge of full faith and credit for these notes.

RECOMMENDATIONS

Based on the information presented, I respectfully recommend approval of the attached Resolution Pledging Full Faith and Credit to 2023 Drainage District Notes.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION PLEDGING FULL FAITH AND CREDIT TO
2023 DRAINAGE DISTRICT NOTES**

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the County on _____, 2023, at _____ p.m., local time.

PRESENT: Commissioners _____

ABSENT: Commissioners _____

The following resolution was offered by Commissioner _____ and supported by Commissioner _____:

WHEREAS, pursuant to petitions filed with the Drain Commissioner of the County of Ingham, State of Michigan (the “Drain Commissioner”), proceedings have been taken under the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the “Act”) to establish drainage districts in the County of Ingham (the “County”); and

WHEREAS, in certain drainage districts petitions have been filed with the Drain Commissioner for the making of certain improvements to the drains located in the drainage districts (the “Petition Projects”), which are being undertaken by the drainage district having jurisdiction over the drain; and

WHEREAS, the drainage districts are obligated to inspect, repair, and maintain the drains under their jurisdiction (the “Maintenance Projects”); and

WHEREAS, the Petition Projects and the Maintenance Projects (together, the “Projects”) are necessary for the protection of the public health; and

WHEREAS, in order to provide funds to pay preliminary costs of the Petition Projects, to pay a portion of the costs of the Maintenance Projects, and to refinance notes previously issued to provide funds to pay costs of the Projects, it is necessary for the drainage districts to issue notes from time to time pursuant to Section 434 of the Act; and

WHEREAS, the principal of and interest on notes issued for Petition Projects will be payable from bonds to be issued by the drainage districts constructing the Petition Projects to provide the permanent financing for the Petition Projects (the “Bonds”); and

WHEREAS, the principal of and interest on notes issued for Maintenance Projects will be payable from special assessments levied against benefitted properties and public corporations for the maintenance of the drains; and

WHEREAS, the Drain Commissioner, in consultation with professionals engaged by the drainage districts, has analyzed the Petition Projects and informed the County that the drainage districts' ability to issue the Bonds and their ability to levy special assessments for the payment of interim costs of the Petition Projects provide the drainage districts with sufficient powers to raise funds to pay the principal of and interest on notes issued for Petition Projects; and

WHEREAS, the Drain Commissioner, in consultation with professionals engaged by the drainage districts, has analyzed the Maintenance Projects and informed the County that the drainage districts' ability to levy special assessments for the payment of the costs of the Maintenance Projects provide the drainage districts with sufficient powers to raise funds to pay the principal of and interest on notes issued for Maintenance Projects; and

WHEREAS, the Drain Commissioner deems it advisable and necessary to request that this Ingham County Board of Commissioners (the "Board") adopt a resolution pledging the limited tax full faith and credit of the County on notes that may be issued by drainage districts in calendar year 2023; and

WHEREAS, the Board may, by resolution adopted by a majority vote of two-thirds of the members of the Board, pledge the full faith and credit of the County for the prompt payment of the principal of and interest on notes issued pursuant to Section 434 of the Act; and

WHEREAS, the Drain Commissioner has informed the County that the pledge of the full faith and credit of the County to the notes is necessary to enable the drainage districts to continue to design, acquire and construct the Petition Projects and to pay the costs of the Maintenance Projects; and

WHEREAS, the Drain Commissioner recommends that the Board adopt a resolution to pledge the full faith and credit of the County for the prompt payment of the principal of and interest on notes issued in calendar year 2023 in an amount not to exceed \$15,000,000.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The County pledges its full faith and credit for the prompt payment of the principal of and interest on any notes issued by County drainage districts pursuant to Section 434 of the Act in calendar year 2023 in the aggregate principal amount of not to exceed \$15,000,000, and on notes issued thereafter to refinance these notes (the "Notes"). In the event that Bonds are not issued on or before the date on which the principal of and interest on the Notes are due or in the event that moneys are not available to the drainage districts on the date the principal of and interest on Notes are due, the County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Notes when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Notes when due. The ability of the County to levy taxes to pay the principal of and interest on the Notes shall be subject to constitutional and statutory limitations on the taxing power of the County. The Notes may be issued in one or more Note issues.

2. In the event that, pursuant to said pledge of full faith and credit, the County advances County funds to pay any part of the principal of and interest due on a Note, the County shall take all actions and proceedings and pursue all remedies permitted or authorized by law for the reimbursement of such sums so paid.

3. The Chairperson of the Board, the County Controller/Administrator, the County Clerk, the County Treasurer, the County Finance Director, and any other official of the County, or any one or more of them, are authorized and directed to take all actions necessary or desirable for the issuance of the Notes and to execute any documents or certificates necessary to complete the issuance of the Notes, including, but not limited to, any applications including the Michigan Department of Treasury, Application for State Treasurer's Approval to Issue Long-Term Securities, any waivers, certificates, receipts, orders, agreements, instruments, and any certificates or other documents relating to federal or state securities laws, rules, or regulations and to sign such documents and give any approvals necessary therefor.

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

YEAS: Commissioners _____

NAYS: Commissioners _____

ABSTAIN: Commissioners _____

COUNTY SERVICES:

Yeas: _____

Nays: _____ **Absent:** _____ **Approved:** _____

FINANCE:

Yeas: _____

Nays: _____ **Absent:** _____ **Approved:** _____

RESOLUTION DECLARED ADOPTED.

Barb Byrum, Clerk
County of Ingham

CERTIFICATION

I, Barb Byrum, the duly qualified and acting Clerk of Ingham County, Michigan (the “County”) do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on _____, 2023, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976, as amended.

Date: _____, 2023

Barb Byrum, Clerk
County of Ingham

Agenda Item 3

TO: Law & Courts Committee
County Services Committee
Finance Committee

FROM: Michael J. Dillon, Court Administrator

DATE: April 3, 2023

SUBJECT: Addition of 0.5 FTE Court Officer Position

The 55th District Court has been operational in the new Ingham County Justice Complex for almost two months. In many aspects, the design of the building has significantly enhanced our security measures. However, moving from a compact one-story structure to a more spacious two-story building has created an issue with adequate security coverage. In other words, our current court officer staffing level is not sufficient for the size and layout of the building.

Unlike the former courthouses, with the judges' courtrooms and the magistrate's courtroom on different floors, our court officers are now responsible for providing security coverage on two levels. Additionally, the court officers must monitor non-courtroom activity on two floors, including the court lobby, hallways, and four holding cells. Currently, we have 3.0 FTEs assigned to the court security division: a court security coordinator (CSC) and two court officers. The court security coordinator is responsible for the administration of all security operations. In addition, the CSC is available to provide extra security for high-profile/high-risk cases and, when available, fills in when a court officer is on leave. Judge Allen and Judge Hillman each have a court officer assigned to their courtrooms.

Court officers frequently leave the courtroom for the transportation of inmates. Unlike the circuit court, no deputy sheriff is assigned to the court to maintain custody and control of a jail inmate(s). In the district court, the court officer is responsible for the custody, control, and transportation of inmates. In addition, court files are delivered to the clerk's office for processing by the court officers after each hearing. These responsibilities mean that the court officers will be absent from the courtroom while court is in session, leaving the courtroom unsecured.

At times, a probation officer or district court clerk will notify the court officers when an individual is in the courthouse and has a warrant for arrest. Instead of calling for a law enforcement officer to be taken off the road to arrest and lodge the defendant in jail, our court officers will take custody of the wanted person and place them in a court-holding cell. The court officer is responsible for monitoring the wanted person until a law enforcement agency picks up the person or advises the person can be released.

Court officers must be present when a probation officer evaluates a jail inmate being considered for in-patient residential placement. For the safety and security of the probation officer, the court officer will position themselves outside the room where the assessment is being conducted. If a court officer is not available, the evaluation must be rescheduled. Rescheduling the evaluation creates additional work for the parties and, more importantly, could mean the loss of an open bed at the treatment facility, thus, delaying treatment for the inmate.

When a judge/magistrate remands a defendant to the custody of the sheriff, and the defendant becomes resistant, the defendant may have to be taken into custody by force. When force is required, a court officer will call for assistance via our court radio system. Seconds matter when an assistance call is made. If a court officer has custody of an inmate, the court officer will have to secure the inmate before responding. Hence, the time to assist will be delayed. When an assistance call is made, and a court officer leaves the courtroom while court is in session, the courtroom is left unsecured.

On Wednesdays, Sobriety Court and Mental Health Court are in session. Individuals who have violated the terms of the program may be sentenced to jail. Although the sentence may be brief, it is still a period of incarceration, which can cause some, especially mental health court participants, to become agitated and combative. Again, all available court officers are required to respond when summoned.

FISCAL IMPACT

The cost of adding a 0.5 FTE court officer position is \$43,360. The cost increase results from increasing a part-time position (137035) to a full-time position. Wages and fringes were calculated using the highest pay step for the court officer position. Ingham County's Budget Office provided the financial data.

	Full-time UAW E LEVEL 1	Full-time UAW E LEVEL 5	Part time UAW E LEVEL 1	Part time UAW E LEVEL 5
SALARY	\$39,407	\$46,972	\$19,704	\$23,486
FRINGES	\$38,966	\$41,887	\$20,258	\$21,713
TOTAL	\$78,373	\$88,859	\$39,961	\$45,199
				\$88,859
				<u>\$45,199</u>
			Total Costs	\$43,660

Adding an additional 0.5 FTE will create a safer environment for our court officers, district court staff, and the people we serve. The addition would provide necessary assistance in courtrooms, would not cause courtrooms to be unsecured, would assist with inmate transportation, and would provide for the additional monitoring of activity within the court complex.

The 55th District Court respectfully requests the addition of a 0.5 FTE court officer position.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE ADDITION OF A 0.5 FTE COURT OFFICER POSITION
IN THE 55th DISTRICT COURT**

WHEREAS, we live in a time where threats against judges and staff and acts of violence in courthouses and courtrooms are occurring throughout the country with greater frequency than ever before; and

WHEREAS, the Ingham County Board of Commissioners is committed to providing a safe workplace for the public and its employees, customers, and contractors; and

WHEREAS, the 55th District Court is committed to enhancing security measures as set forth as a goal in its strategic plan; and

WHEREAS, as of January 31, 2023, the Court moved into the new Ingham County Justice Complex; and

WHEREAS, in the Ingham County Justice Complex, Court operations now take place on two floors and in a much bigger footprint than the former 55th District Court building; and

WHEREAS, although the design of the Ingham County Justice Complex has significantly enhanced Court security measures, based on current staffing levels, the more spacious, two-story building has created issues regarding adequate security coverage for the Court; and

WHEREAS, the 55th District Court is requesting an additional 0.5 FTE Court Officer position to increase security; and

WHEREAS, the Ingham County Budget Office has calculated an increased cost of \$43,660 for this position, with funding to come from the general fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approve adding a 0.5 FTE Court Officer position in the 55th District Court.

BE IT FURTHER RESOLVED, that 55th District Court position number 137035 (Court Officer) is changed from a part-time position to a full-time position.

BE IT FURTHER RESOLVED, that the position change shall be effective immediately.

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

Agenda Item 4

TO: Board of Commissioners Human Services, County Services, and Financial Services Committee

FROM: Dr. Adenike Shoyinka, MD. Medical Health Officer

DATE: March 29th, 2023

SUBJECT: Ingham County Health Department Billing & Reporting Unit Reorganization

BACKGROUND

Ingham County Health Department (ICHHD) wishes to reorganize the Billing & Reporting Unit effective upon approval in an amount not to exceed \$46,489. As employee recruitment and retention are of paramount importance and with the increasing volume and complexity of billing for services provided by ICHHD, the proposed reorganization will allow ICHHD's Billing Unit to adapt to the ever-changing challenges associated with billing services. Additionally, many of the affected positions have not been re-evaluated for approximately ten years. These factors facilitate a review of the unit to ensure capacity is available and the flexibility to complete required duties exists. In addition, the reorganization will enable the unit to become more flexible and efficient, while providing more coverage of tasks during staff vacancies.

ALTERNATIVES

Choosing not to reorganize the Billing and Reporting unit could result in continued gaps in ICHHD's billing services and continued inefficiency of staffing coverage.

FINANCIAL IMPACT

Projected costs of this reorganization will be between \$39,069 (Step 1) and \$46,849 (Step 5). The increased costs will be funded by ICHHD operations.

STRATEGIC PLANNING IMPACT

This reorganization supports the County's goal of attracting and retaining exceptional employees.

OTHER CONSIDERATIONS

There are no other considerations

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize approval of the attached Resolution to reorganize ICHHD's Billing and Reporting Unit effective upon approval for an amount not to exceed \$46,489.

Agenda Item 4

TO: Laura Bartley, Billing and Reporting Manager Joan
FROM: Clous, Human Resources Specialist
DATE: March 16, 2023
RE: Support for reorganization of the Billing and Reporting Department

Per your request, Human Resources has reviewed the information that was provided by the Billing & Reporting Department to reorganize the department.

Provider Enrollment & Credentialing Coordinator (601436) ICEA County Pro 6 (\$54,482.70-\$65,419.97) will be reclassified as a Credentialing & Privileging Coordinator ICEA County Pro 7 (\$59,627.50 - \$71,599.41).

Billing Specialist (601384) ICEA County Pro 6 (\$54,482.70 - \$65,419.97) will be referred to as Enrollment Specialist ICEA County Pro 6 with no change in level.

Coding Specialist (601303) UAW H (\$46,618.32 - \$55,603.90) will be reclassified to a Billing & Coding Coordinator UAW I (\$49,311.78 - \$58,836.68)

Billing & Reporting Clerk (601278, 601038, 601039 & 601063) UAW E (39,407.29 - \$46,971.90) will be reclassified to Billing & Reimbursement Clerk UAW G (\$44,048.79 - \$52,531.56)

Billing & Reporting Clerk (601023, 601489 & 601343) UAW E (39,407.29 - \$46,971.90) will be reclassified to Charge Entry Clerk UAW F (\$41,636.28 - \$49,652.19)

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

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

From: Laura Bartley

Sent: Wednesday, March 29, 2023 8:36 AM

To: Eric Thelen

Subject: FW: Reorg of the Billing & Reporting Dept.

From: Joan Clous <JClous@ingham.org>

Sent: Thursday, March 16, 2023 10:29 AM

To: Laura Bartley <LBartley@ingham.org>

Subject: FW: Reorg of the Billing & Reporting Dept.

Here is the ICEA County Pro's approval.

From: Desiree Cook <DCook@ingham.org>

Sent: Friday, March 10, 2023 10:25 AM

To: Joan Clous <JClous@ingham.org>

subject: RE: Reorg of the Billing & Reporting Dept.

Approved. Thank you.

From: Joan Claus <JClous@ingham.org>

Sent: Friday, March 10, 2023 8:41AM

To: DesireeCook <DCook@ingham.org>

Subject: FW: Reorg of the Billing & Reporting Dept.

Desiree,

Is the union good with these changes?

Thanks,

Joan

From: Joan Claus

Sent: Monday, February 27, 2023 2:13 PM

To: Desiree Cook <DCook@ingham.org>

Subject: Reorg of the Billing & Reporting Dept.

Desiree,

Provider Enrollment & Credentialing Coordinator (Redlined 8) will now be Provider Enrollment & Credentialing Coordinator (ICEA 7)

1	2	3	4	S	6	7	8a	Sb	9	10	11	
190	180	125	120	75	70	110	60	115	10	10	10	1075

Billing Specialist will now be Enrollment Specialist will stay at an ICEA 6

1 2 3 4 5 6 7 8a 8b

9 10 11

190 135 115 100 50 70 90 85 85 10 10 10 950

Please let me know if you have any questions.

Joan

(a) Joan Clous MPA, SHRM-CP

Human Resources Specialist - Labor & Employee Relations

Ingham County

5303 5. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374-

Office

517-930-2075 -Cell

517-887-4396- Fax

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From: Laura Bartley

Sent: Wednesday, March 29, 2023 8:35 AM

To: Eric Thelen

Subject: FW: REorg or Billing & Reporting

From: Joan Clous

<JClous@ingham.org> Sent:

Thursday, March 16, 2023 10:29 AM

To: Laura Bartley

<LBartley@ingham.org> subject:

FW: REorg or Billing & Reporting

Here is the UAW's support

From: Teresa Carter <TCarter@ingham.org>

Sent: Thursday, March 9, 2023 10:53 PM

To: Joan Clous <JClous@ingham.org>

Subject: RE: REorg or Bliiing & Reporting

Joan the Union is in agreement with the below ReOrg.

Thank you

From: Joan Clous

<JClous@ingham.org> Sent: Tuesday,

February 28, 2023 8:21AM To: Teresa

Carter <TCarter@ingham.org>

SUbject: RE: REorg or Billing &
Reporting

Sorry about that.

From: Teresa Carter <TCarter@ingham.org> Sent: Monday, February 27, 2023 4:20 PM To: Joan Clous <JClous@ingham.org> Subject: RE: REorg or Billing & Reporting

Hey Joan did you send me the new job descriptions for these?

TERESA CARTER
OFFICE COORDINATOR

•BIB.ST. HSOL.111 48854
PHONE: m1» &7&-8874
EIIIIL: 1Clllla@lt8HIMJII

From: Joan Clous <JClous@ingham.org> Sent: Monday, February 27, 2023 3:24 PM To: Teresa Carter <TCarter@ingham.org> Subject: RE: REorg or Billing & Reporting

Yes, the Charge entry clerk and the Billing & Reimbursement Clerk are being created from the Billing and Reporting Clerk.

From: Teresa Carter <TCarter@ingham.org> Sent: Monday, February 27, 2023 3:04 PM To: Joan Clous <JClous@ingham.org> Subject: RE: REorg or Billing & Reporting

Hello Joan

One question, are the Charge Entry Clerk a new position?

TERESA CARTER
OFFICE CODRDtNATOR

From: Joan Claus
<JClaus@ingham.org> Sent:
Monday, February 27, 2023 2:06
PM To: Teresa Carter <TCarter@ingham.org> Subject: RE:org or
Billing & Reporting

Teresa,

We meet to discuss the reorg of the Billing and Reporting section of the Health

Dept. Coding Specialist (UAW H) will now be called Billing & Coding

Coordinator (UAW I).

1	2	3	4	5	6	7	8a	8b	9	10	11	
65	135	140	120	90	90	130	85	85	10	10	10	970

Billing and Reporting Clerk (UAW E) is being split into two positions Billing & Reimbursement Clerk (UAW G)

1	2	3	4	5	6	7	8a	8b	9	10	11	
65	90	100	80	50	90	90	85	85	10	10	10	765

Charge Entry Clerk (UAW F)

1	2	3	4	5	6	7	8a	8b	9	10	11	
65	65	85	80	50	90	70	85	85	10	10	10	705

The department would like to interview employees for placement within the two new positions instead of posting. Please let me know if you have any questions.

Joan Oous MPA, SHRM-CP

Human Resources Specialist - Labor & Employee Relations
Ingham County

5303 S. Cedar Bldg 2 Suite 2102
Lansing MI 48911
517-887-4374 - Office
517-930-2075- Cell
517-887-4396-Fax

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ICEA County Pro's Approval

Provider Enrollment & Credentialing Coordinator (Redlined 8) will now be Provider Enrollment & Credentialing

_____ |

1	2	3	4	5	6	7	8a	8b	9
190	180	125	120	75	70	110	60	115	10

Billing Specialist will now be Enrollment Specialist - Will stay at an ICEA 6

1	2	3	4	5	6	7	8a	8b	9
190	135	115	100	50	70	90	85	85	10

Coordinator (ICEA 7)

10	11
10	10

1075

10	11
10	10

950

**INGHAM COUNTY
JOB DESCRIPTION**

BILLING AND CODING COORDINATOR

General Summary:

With the direction from the Billing and Reporting Manager, acts as a senior billing person. Responsible for training, coordinating and monitoring the duties of billing and support staff to ensure all activities are completed in a timely manner. Assists with the adherence of the Department's coding and documentation policies. Participates in medical chart/record audits for coding compliance according to federal and state regulations and guidelines. Prepares reports of findings and works with staff to provide education and training on accurate coding and documentation practices. Assists with developing materials used for training staff.

Essential Functions:

1. Organizes and prioritizes the duties of billing support staff to ensure all activities are completed in a timely manner. As a senior billing staff, works with support staff to explain situation, and respond to questions related to the billing and payment entry process.
2. Assists the Billing and Reporting Manager with developing staff training.
3. Provides in person onboarding/training to new and existing Billing and Reporting staff.
4. Identifies issues with coding submissions and works to achieve corrections and performance improvements.
5. Provides training to health care and behavioral health providers with regards to coding and billing requirements.
6. Audits medical record documentation to identify miscoded and under/up coded and training on accurate coding practices and compliance issues.
7. Uploads claims into current software system for processing.
8. Monitors electronic payment files to ensure timely posting of payments. Acts as back-up to the Billing and Reimbursement Clerks as well as Charge Entry Clerks.
9. Keeps updated on all changes to insurance requirements based on contracts, industry standards and new regulations. Reviews and interprets state documentation and policies related to program benefits and billing.
10. Works in conjunction with the Centralized Service Manager for training and support to front end staff.
11. Evaluates and responds to requests from the Electronic Health Record Team
12. Builds, adapts and monitors reports utilized by Billing and Reporting staff

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.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis
- Ability to maintain excellent customer service during stressful situations.

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

Employment Qualifications:

Education: High School graduation or equivalent with specialized or technical training generally acquired through seminars. Workshops, which cumulatively is viewed as equivalent to 12 credits or less of college.

Certification: Certified Professional Coder (CPC) or equivalent required or the ability to obtain CPC Apprentice Status within 12 months of hire. Plus a Certified Professional Medical Auditor (CPMA) preferred.

Experience: 2 to 4 years in Medical Billing or a Medical Office setting with medical terminology, medical billing and reimbursement.

Other Requirements: None

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

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is required to travel for meetings and appointments.
3. Works in office conditions
4. Hybrid work from home.

Physical Requirements:

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

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

**INGHAM COUNTY
JOB DESCRIPTION**

BILLING AND REIMBURSEMENT ~~REPORTING~~ CLERK

General Summary:

Under the supervision of the Billing and Reporting Manager, this position is responsible for entering payments, monitoring, identifying and resolving issues related to account receivables. Examines account receivable reports to determine unpaid claims, investigating unpaid third party claims for possible rebilling.

Essential Functions:

1. Keeps up to date on all changes to insurances based on contracts, industry, or new regulations.
2. Monitors and posts electronic funds transfers and electronic remittance advices and status of manual insurance payment entry for timely processing.
3. Works through and finds solutions for denials and zero payments from third party payers.
4. Monitors and addresses Claim Remedy rejections.
5. Processes first and third party paper payments, posts to system.
6. Runs payment reports, and reconciles to payments received and entered.
7. Runs error and rejection reports by insurance carrier and makes necessary adjustments or corrections. Assures claims are disputed or rebilled in a timely fashion.
8. Runs and works the Account Receivable reports by insurance carrier finding resolutions as to non-payment or account or making appropriate adjustments.
9. Prepares, records, and maintains Billing and Reporting spreadsheets for tracking purposes. 10Acts as back up for Charge Entry Clerk.

Other Functions:

- Performs other duties as assigned
- 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.

(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: High school graduation or equivalent with specialized or technical training generally acquired through seminars, workshops, which cumulatively is viewed as equivalent to 12 credits or less of college. Certified Professional Coder (CPC) preferred.

Experience: 1 to 2 years' experience with medical terminology, 1 to 2 years' experience with payment posting and denial follow up. Knowledge and experience of computer software and billing systems.

Other Requirements:

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

Physical Requirements:

- Ability to access office files.
- Ability to enter and retrieve information from computer.
- Ability to access records and documents of the department.
- Ability to operate copy machines and other office equipment.
- Ability to stoop, kneel, and crouch to retrieve and put away supplies and materials.
- Ability to use a step stool to reach supplies.

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

Working Conditions:

- Works in office conditions.
- Hybrid work from home.

UAW G
February 2023

**INGHAM COUNTY
JOB DESCRIPTION**

CHARGE ENTRY CLERK

General Summary:

Under the supervision of the Billing and Reporting Manager, this position is responsible for charge-entry review as well as entering all daily charges not loaded into the EHR. Responsible for sending tasks to providers and medical staff when charts are not complete. Reviews patient balances and credits. Runs appropriate reports for front-end edits, patients pending Medicaid coverage, and encounters without charges.

Essential Functions:

1. Performs required daily charge entry review for all Medical and Dental charges.
2. Sends correspondence to providers and acts as a resource regarding incomplete charts.
3. Responsible for building prenatal packages for billing.
4. Runs and works Medicaid Pending report.
5. Opens and distributes mail. Opens and distributes faxes.
6. Responds to phone and mail correspondence in a timely, professional manner. Prepares and sends bill statements to patients as well as receives and posts payments from patients.
7. Assists with bad-debt write-off adjustments on aged patient accounts.
8. Reviews disputed balance with patients. Runs unbilled, claim edits, kept appointment with no charge and hold reports as pertains to Charge Entry.
9. Responsible for record retention of the Billing and Reporting Unit. Transfer required retained information from the Unit to on-site storage. Prepares records to be transferred from on-site to off-site storage.

Other Functions:

- Performs other duties as assigned
- Must adhere to county/department standards in regards to HIPAA and other privacy policies.
- 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.

(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: High school graduation or equivalent with specialized or technical training generally acquired through seminars, workshops, which cumulatively is viewed as equivalent to 12 credits or less of college.

Experience: Six months to one year of experience with medical terminology and computer software and equipment.

Other Requirements:

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

Physical Requirements:

- Ability to access office files.
- Ability to enter and retrieve information from computer.
- Ability to access records and documents of the department.
- Ability to operate copy machines and other office equipment.
- Ability to stoop, kneel, and crouch to retrieve and put away supplies and materials.
- Ability to use a step stool to reach supplies.

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

Working Conditions:

- Works in office conditions.
- Hybrid work from home

UAWF
February 2023

**INGHAM COUNTY
JOB DESCRIPTION
CREDENTIALING AND PRIVILEGING COORDINATOR**

General Summary:

Under the supervision ~~direction~~ of the Billing and Reporting ~~Collections~~ Manager, this position's concentration is the coordination and maintenance of Credentialing and Privileging activities, as well as shared responsibility of payer enrollments for practitioners within the Community Health Center network. Creates initial provider profiles in software tools and tracks license keys. Provides weekly and monthly tracking notifications of various practitioner related groups. Works with internal and external sources to secure and maintain group insurance participation and contracts, credential monitoring, malpractice coverage and provides support for individual practitioner insurance enrollment as needed.

Essential Functions:

1. Responsible for the credentialing and privileging, both initially and biennially of licensed and certified staff [directly hired and contractual] by ensuring required documentation is complete and accurate and uploaded securely within required software systems.
2. Serves as primary contact for primary source credential verification vendor(s).
3. Interacts with state agencies and NCQA to stay current on licensing and full credentialing and privileging requirements, where applicable.
4. Incorporates credential verification data into staff's profile and/or database; performs profile audit review for completion and compliance; communicates any missing/erroneous requirements; and preps profile for Committee/Board review. Coordinates appeal meetings as needed.
5. Meets monthly with the Medical Director/Credential Committee to review proposed staff credentialing/privileging files in preparation of file presentation at monthly Board Meeting/
6. Prior to hire, performs review of selected hire/contractual candidate verifying information found in LARA, OIG and the MI Sanction List.
7. Is a point of contact for Employment and Service verifications for the HRSA Bureau of Work Force loan repayment programs.
8. Conducts monthly audits of payer rosters to identify accurate PCP stature of listed practitioners and ensure corrections are performed at payer level.
9. Facilities CAQH attestations and creates CAQH profiles on those practitioners without Assists with special projects as necessary.
10. Receives and processes for approval Student Experience applications. For tracking purposes, enters student information into software system and notes approved by CMO.
11. Executes and converts collaborative and practice agreements between mid-levels and physicians as referenced by the CMO.
12. Maintains rapport and coordinates malpractice policies between insurance vendor, County and individual practitioners. Oversees annual renewal ensuring timeliness and invoice payment.
13. Services as liaison for residents, performing software setup, license tracking and applicable insurance enrollments.
14. Performs health center facility/group insurance payer enrollments, tracking and disseminating results to Billing Specialist.
15. Acts as backup to the Enrollment Specialist.
16. May assist with administrative reviews and related processes.

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.

(The above statements are intended to describe the general nature and level of work being performed by the 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: A minimum of a Bachelor's degree is required. Preference for Business Administration, Medical Office Management or other related field.

Experience: 3 to 5 years' experience with provider credentialing is required. Certified Provider Credentialing Specialist [CPCS] preferred.

Other Requirements: None

Physical Requirements:

- Ability to sit, stand, walk, bend and stretch in order to retrieve supplies and operate standard office equipment.
- Ability to lift, hold and carry objects weighing up to 25 pounds.
- Ability to communicate and respond to inquiries both in person and over the phone.
- Ability to operate a PC/laptop and other office equipment.
- Ability to handle varying and often high levels of stress.

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

Working Conditions:

- Works in office conditions
- Hybrid work from home.

***ICEA PRO 7
February 2023***

INGHAM COUNTY JOB DESCRIPTION

ENROLLMENT SPECIALIST

General Summary:

Under the direction of the Billing and Collections Manager, this position's concentration will be to coordinate the payer enrollment activities for the community health center network with a shared responsibility of practitioner credentialing. Responsible for enrolling health care professionals and will work with internal and external vendors to secure and maintain group insurance participation contracts. Serve as the primary contact with contractual enrollment services.

Essential Functions:

1. Serves as primary contact for verification of health care professionals' payer enrollment.
2. Responsible for the initiation of enrollment applications and maintenance of enrollment agreements thereof, for each health care professionals with contracted insurance carriers. Responsible for working with insurance carriers to ensure all enrollment requirements are met and documentation is secured, available and maintained
3. Incorporates enrollment verification data into Data Enrollment site for health care professionals/payer contracts. Responsible for loading initial and updated information regarding health care professionals/payer contract status in Data Enrollment site.
4. Follow-up with further investigation when needed to resolve insurance enrollment issues.
5. Responsible for payer update and maintenance of effective dates in the billing software.
6. Monitor claim edit reports for correctness of provider/insurance/location enrollment.
7. Acts as a back up to the Credentialing and Privileging Coordinator.
8. Assist with monitoring, updates, and re-attestation of the health care professionals CAQH files. Create and monitor reports via Data Enrollment site regarding upcoming expiration dates of for health care professionals' documents. Update re-attestation dates in Data Enrollment site.
9. Adds payers to insurance portals
10. Assists with special projects as necessary.
11. Acts as a resource for the Billing and Reimbursement Coordinator

Other Functions:

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

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

Employment Qualifications:

Education: A minimum of a Bachelor's degree is required. Preference for Business Administration, Medical Office Management or other related field.

Experience: A minimum of 2 years experience in medical insurance billing including Medicaid, Medicare and commercial insurances is required. Some experience with provider credentialing and enrollment is required. Certified Provider Credentialing Specialist preferred.

Other Requirements:

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

Physical Requirements:

- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.

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

Working Conditions:

- The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.

ICEA PRO – 06
February 2023

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO REORGANIZE THE BILLING & REPORTING UNIT WITHIN
INGHAM COUNTY HEALTH DEPARTMENT**

WHEREAS, Ingham County Health Department (ICHD) wishes to reorganize the Billing & Reporting Unit effective upon approval in an amount not to exceed \$46,489; and

WHEREAS, employee recruitment and retention are of paramount importance; and

WHEREAS, the volume and complexity of billing for services provided by ICHD has increased; and

WHEREAS, these factors facilitate a review of the unit to ensure capacity is available and the flexibility to complete required duties exists; and

WHEREAS, some of the affected positions have not been re-evaluated for approximately ten years; and

WHEREAS, the ICEA Professional union and UAW union was consulted and provided their support for the reorganization; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize approving reorganizing ICHD's Billing & Reporting Unit effective upon approval in an amount not to exceed \$46,489.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the proposed reorganization of the Billing & Reporting Unit effective upon approval in an amount not to exceed \$46,489.

BE IT FURTHER RESOLVED, that this reorganization includes the following changes:

<u>Position #</u>	<u>Position Title</u>	<u>Action</u>
601436	Provider Enrollment & Cred. Coord. to Credentialing & Privileging Coordinator	ICEA Prof 06 to ICEA Prof 7 and updated job description – no impact on budget as current employee is at an ICEA Prof 08
601384	Billing Specialist to Enrollment Specialist	ICEA Prof 6 to ICEA Prof 6 and updated job description
601303	Coding Specialist to Billing & Coding Coordinator	UAW H to UAW I and updated job description
601278	Billing & Reporting Clerk to Billing & Reimbursement Clerk	UAW E to UAW G and updated job description
601038	Billing & Reporting Clerk to Billing & Reimbursement Clerk	UAW E to UAW G and updated job description
601039	Billing & Reporting Clerk to Billing & Reimbursement Clerk	UAW E to UAW G and updated job description

601063	Billing & Reporting Clerk to Billing & Reimbursement Clerk	UAW E to UAW G and updated job description
601023	Billing & Reporting Clerk to Billing & Charge Entry Clerk	UAW E to UAW F and updated job description
601489	Billing & Reporting Clerk to Billing & Charge Entry Clerk	UAW E to UAW F and updated job description
601343	Billing & Reporting Clerk to Billing & Charge Entry Clerk	UAW E to UAW F and updated job description

The financial impact associated with the reorganization (including wages & fringes) is as following

<u>Position #</u>	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	<u>Difference</u>
601303	UAW H; \$104,390	UAW I: \$108,910	\$4,520
601278	UAW E: \$92,323	UAW G: \$100,095	\$7,772
601038	UAW E: \$92,323	UAW G: \$100,095	\$7,772
601039	UAW E: \$92,323	UAW G: \$100,095	\$7,772
601063	UAW E: \$92,323	UAW G: \$100,095	\$7,772
601023	UAW E: \$92,323	UAW F: \$96,070	\$3,747
601489	UAW E: \$92,323	UAW F: \$96,070	\$3,747
601343	UAW E: \$92,323	UAW F: \$96,070	\$3,747

Total Cost of Reorganization: \$46,849

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

BE IT FURTHER RESOLVED, that each of the reclassifications made as part of the reorganization above are effective the first full pay date following the date each was submitted to the Human Resources Department.

Agenda Item 5

TO: Board of Commissioners, County Services & Finance Committees

FROM: Glenn Canning, Facilities Director

DATE: April 11, 2023

RE: Resolution to Authorize an Agreement with Wolverine Building Group for the Historical Mason Courthouse Clock Tower and Tunnel Restoration and Repairs and to Authorize an Agreement with RedGuard Fire & Security for the Fire panel Replacement at the Veterans Memorial Courthouse and Grady Porter Building

For the meeting agendas of: April 18 & 19

BACKGROUND

The Historical Mason Courthouse Clock Tower has deteriorated due to age and water damage to the structure. To preserve the historical structure the clock tower needs to be repaired and restored.

The tunnel that runs between the Historical Mason Courthouse and Hilliard Building that supplies the heating, cooling, fire system, and technology system lines to the Historical Mason Courthouse is leaking risking damage to the technology and building systems. The tunnel needs to be repaired and waterproofed to ensure the Mason Historical Courthouse will continue to operate and the life safety systems are operational.

The scope of work will also include the restoration of the entry doors and improvements to the fan coils at the Historical Mason Courthouse. The scope of work at the Hilliard Building file room and election room includes the humidification and dehumidification system and replacing the current wet fire suppression system with a dry chemical system to preserve the files and documents.

Wolverine Building Company submitted the lowest responsive and responsible proposal of \$2,701,426 for the repairs and restoration on the Historical Mason Courthouse and the repairs and waterproofing to the tunnel that connects the Historical Mason Courthouse and Hilliard Building.

The fire panel at the Veterans Memorial Courthouse and Grady Porter Building that controls the fire alarm and suppression is failing, outdated and in constant repair, the system needs to be replaced for the life safety of all who are in the buildings. RedGuard Fire & Security submitted the responsive and responsible proposal of \$449,875 to replace the fire panel and all associated devices.

We are requesting a contingency of \$220,591.07 for any uncovered conditions for a total not to exceed amount of \$3,381,892.07 for the repairs and restoration to the Historical Mason Courthouse clock tower, the repairs and waterproofing of the tunnel and the replacement fire panel at the Veterans Memorial Courthouse and Grady Porter Building.

ALTERNATIVES

The alternative would be to not approve the restoration and repair to the clock tower, risking structural integrity of the building and the safety of the staff and public in the building.

The alternative would be to not approve the repairs and waterproofing of the tunnel which will risk the functionality of life safety systems putting the staff and public in the building at risk.

The alternative would be to not approve the replacement of the fire panel which will risk the potential for the system to fail putting the life safety of all who are in the buildings.

FINANCIAL IMPACT

The funds come from a bond which has a balance of \$3,037,928.74, the funding falls short by \$343,963.33. To compensate for the shortfall we are closing out and cancelling projects and returning the funds back to the General Fund which will be used to cover the shortfall.

Project	Beginning Balance	Current Balance	Requested Funds	Remaining Balance
Bond	\$3,037,928.74	\$3,037,928.74	\$3,037,928.74	\$0
General Fund			\$343,963.07	

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 Wolverine Building Group to restore and repair the Historical Mason Courthouse clock tower and tunnel and support an agreement with RedGuard Fire & Security to replace the fire panel at the Veterans Memorial Courthouse and Grady Porter Building.

Agenda Item 5

TO: Glenn Canning, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: March 28, 2023

RE: Memorandum of Performance for RFP No. 2-23 Ingham County Courthouse and Hilliard Building Improvements

Per your request, the Purchasing Department sought proposals from qualified and experienced general contractors to enter into a contract for the purpose of making improvements to the Ingham County Courthouse and Hilliard Building, per the project manual and specifications prepared by the County Consultant's Studio Intrigue Architects, LLC.

The scope of work includes, but is not limited to, the following:

1. Ingham County Courthouse – Making improvements to the clock tower, tunnel between the Courthouse and Hilliard Building, entry doors, and the fan coil units.
2. Hilliard Building – Providing and installing a new humidification and dehumidification system and replacing the current fire sprinkler suppression system with a dry chemical fire suppression system in the file Storage Room and Elections Room located within the Hilliard Building.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	71	13
Vendors attending pre-bid/proposal meeting	12	7
Vendors responding	2	2

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

Vendor Name	Local Preference	Base Bid	Alternate #1 Ocular Window Dormer Replacement	Total
Wolverine Building Group	Yes, Lansing MI	\$2,433,529.00	\$267,897.00	\$2,701,426.00
Moore Trospen Construction Co.	Yes, Holt MI	\$2,683,700.00	\$499,000.00	\$3,182,700.00

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

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

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

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

Agenda Item 5

TO: Glenn Canning, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: March 24, 2023

RE: Memorandum of Performance for RFP No. 4-23 Fire Panel Upgrade

Per your request, the Purchasing Department sought proposals from qualified, experienced, and licensed contractors to enter into a contract for the purpose of providing a fire panel upgrade at the Veteran's Memorial Courthouse/Grady Porter Building.

The general scope of work includes, but is not limited to, making the fire panel upgrade with all associated devices according to plans and specifications developed by the County's Consultant, Studio Intrigue Architects, LLC.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	74	18
Vendors attending pre-bid/proposal meeting	5	2
Vendors responding	1	0
Vendors unresponsive – received after deadline	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 or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Total Cost
RedGuard Fire & Security	No, Plymouth MI	\$449,875.00
Boynton Fire Safety Service LLC	Non-responsive - received after deadline	

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH WOLVERINE BUILDING GROUP FOR THE HISTORICAL MASON COURTHOUSE CLOCK TOWER AND TUNNEL RESTORATION AND REPAIRS AND TO AUTHORIZE AN AGREEMENT WITH REDGUARD FIRE & SECURITY FOR THE FIRE PANEL REPLACEMENT AT THE VETERANS MEMORIAL COURTHOUSE AND GRADY PORTER BUILDING

WHEREAS, the Historical Mason Courthouse clock tower has deteriorated due to age and water damage to the structure; and

WHEREAS, to preserve the historical structure the clock tower needs to be repaired and restored; and

WHEREAS, the tunnel that runs between the Historical Mason Courthouse and Hilliard Building that supplies the heating, cooling, fire system, and technology system lines to the Historical Mason Courthouse is leaking risking damage to the technology and building systems; and

WHEREAS, the tunnel needs to be repaired and waterproofed to ensure the Mason Historical Courthouse will continue to operate and the life safety systems are operational; and

WHEREAS, the scope of work will also include the restoration of the entry doors and improvements to the fan coils at the Historical Mason Courthouse, the scope of work at the Hilliard Building file room and election room includes the humidification and dehumidification system and replacing the current wet fire suppression system with a dry chemical system to preserve the files and documents; and

WHEREAS, the Facilities Department recommends an agreement with Wolverine Building Group, who submitted the lowest responsive and responsible proposal of \$2,701,426 for the repairs and restoration on the Historical Mason Courthouse, the repairs and waterproofing to the tunnel that connects the Historical Mason Courthouse and Hilliard Building and the work listed in the scope of work; and

WHEREAS, the fire panel at the Veterans Memorial Courthouse and Grady Porter Building that controls the fire alarm and suppression is failing, outdated, and in constant repair; and

WHEREAS, the fire panel needs to be replaced for the life safety of all who are in the Veterans Memorial Courthouse and Grady Porter Building; and

WHEREAS, the Facilities Department recommends an agreement with RedGuard Fire & Security who submitted the responsive and responsible proposal of \$449,875 to replace the fire panel at the Veterans Memorial Courthouse and Grady Porter Building; and

WHEREAS, funds are available in the 2021 Bond Fund which has a balance of \$3,037,928.74, the funding falls short by \$343,963.33, to compensate for the shortfall we are closing out and cancelling projects and returning the funds back to the General Fund which will be used to cover the shortfall; and

WHEREAS, the Facilities Department is requesting a contingency of \$220,591.07 for any uncovered conditions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Wolverine Building Group, 117 E. Allegan St. Suite 100, Lansing, Michigan 48933, for the repairs and restoration on the Historical Mason Courthouse, the repairs and waterproofing to the tunnel that connects the Historical Mason Courthouse and Hilliard Building and work listed in the scope of work for an amount not to exceed \$2,872,017.07, which includes a contingency of \$170,591.07.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with RedGuard Fire & Security, 45150 Polaris Ct., Plymouth, Michigan, 48170 to replace the fire panel at the Veterans Memorial Courthouse and Grady Porter Building for an amount not to exceed \$499,875 which includes a contingency of \$50,000.

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

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 6a

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: April 4, 2023

RE: Proposed Resolution to Authorize an Engineering Design Services Contract with DLZ Michigan, Inc. for the Columbia Road and Eifert Road Intersection Project

For the April 18, 19 and 25 meeting agendas

BACKGROUND

The Ingham County Road Department (ICRD) has been awarded Highway Safety Improvement Program (HSIP) funds to construct a roundabout at the intersection of Columbia Road and Eifert Road in Sections 3,4, 9, and 10 of Aurelius Township. The HSIP provides federal funding for 90% of the construction costs up to the capped amount of \$750,000 and 50% of the design engineering costs up to the capped amount of \$73,000. The Road Department is responsible for the 10% construction match, 50% design engineering match, 100% of the construction engineering, 100% of the right of way costs and any overages exceeding the capped funding amounts.

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

In 2019, the Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced engineering design firms to provide services on an as-needed basis. ICRD staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed labor rates and overall value to the county. Five consultants were selected and approved by the County Board of Commissioners (Resolution #19-299). In 2021, the Ingham County Board of Commissioners extended the retention of the previously selected consultants for as-needed engineering design services through 2023 (Resolution #21-609).

Pursuant to Board Resolutions #19-299 and #21-609, the Purchasing Department issued a Request For Quote (RFQ #30-23) to the as-needed consultants for engineering design services on the Columbia Road and Eifert Road Intersection Project. Two of the consultants provided service proposals, with the fees as detailed below:

DLZ Michigan, Inc.	\$ 62,314.01
RS Engineering, LLC	\$ 46,603.43

Upon staff review and recommendation, DLZ Michigan has a significant understanding of the scope of work on this project and is a highly experienced roundabout design consultant. While DLZ did not have the lowest cost proposal, their vast experience with roundabouts makes them the most qualified consultant at the most economical cost. RS Engineering, who had the lowest fee proposal, has minimal roundabout experience, resulting in a higher risk for complications during the design process. Therefore, DLZ was selected as the consultant who provided the most competitive proposal and design fee of \$62,314.01, making them the most advantageous consultant for the County on this project.

ALTERNATIVES

None. Current Road Department staff do not have the required experience to design roundabouts.

FINANCIAL IMPACT

DLZ Michigan, Inc. provided a fee proposal of \$62,314.01 to perform engineering design services for the Columbia Road and Eifert Road Intersection Project. In addition to this fee, the Road Department requests an additional 30% contingency for unidentified costs during the scoping process, such as roundabout lighting design services, additional permitting requirements, or right-of-way acquisition that may become necessary throughout the design process to achieve a successful construction project. The total contract cost with the contingency included is \$81,000.00. This design fee equates to 10.8% of the estimated construction costs for the Columbia Road and Eifert Road Intersection Project, which aligns with the anticipated budget range for these types of services.

The HSIP funding includes a 50% match for design engineering services up to a capped amount of \$73,000. Therefore, the 50% match responsibility of the ICRD for the DLZ contract, including the contingency, is \$40,500. The cost for the engineering design services and right-of-way expenses are included in the Road Fund Budget. The cost for the 10% local match for construction costs and 100% of the construction engineering services will be included in the 2024 Road Fund Budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I respectfully recommend the Board of Commissioners adopt the attached resolution and accept the service proposal from DLZ Michigan, Inc. for the Columbia Road and Eifert Road Intersection Project.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN ENGINEERING DESIGN SERVICES CONTRACT WITH
DLZ MICHIGAN, INC. FOR THE
COLUMBIA ROAD AND EIFERT ROAD INTERSECTION PROJECT**

WHEREAS, the Ingham County Road Department received Highway Safety Improvement Program funding to construct a roundabout at the intersection of Columbia Road and Eifert Road in Sections 3,4, 9, and 10 of Aurelius Township; and

WHEREAS, the Highway Safety Improvement Program provides funding for 90% of the construction costs up to the capped amount of \$750,000 and 50% of the design engineering costs up to the capped amount of \$73,000, with the Road Department being responsible for the 10% construction match, 50% design engineering match, 100% of the construction engineering, 100% of the right of way costs and any overages exceeding the capped funding amounts; and

WHEREAS, the Road Department funding responsibility associated with the design engineering costs and right of way expenses are included in the 2023 Road Fund Budget; and

WHEREAS, the Road Department funding responsibility associated with the local match to the Highway Safety Improvement Program and construction engineering costs will be included in the 2024 Road Fund Budget; and

WHEREAS, the Ingham County Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced engineering design firms to provide services on an as-needed basis, subsequently approved by the Ingham County Board of Commissioners in Resolution #19-299 and extended through 2023 in Resolution #21-609; and

WHEREAS, pursuant to Board Resolutions #19-299 and #21-609, the Purchasing Department solicited detailed scope of services proposals (RFQ #30-23) from the as-needed consultants for the Columbia Road and Eifert Road Intersection Project; and

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

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

WHEREAS, the Road Department recommends that the Board of Commissioners authorize an engineering design services contract with DLZ Michigan, Inc. to provide professional engineering services on the Columbia Road and Eifert Road Project; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize a 30% contingency for unidentified costs during the scoping process, such as roundabout lighting design services, additional permitting requirements, or right-of-way acquisition that may become necessary throughout the design process to achieve a successful construction project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an engineering design services contract for the Columbia Road and Eifert Road Intersection Project with DLZ Michigan, Inc. located at 1425 Keystone Ave, Lansing, MI 48911, for the not to exceed fee of \$81,000.00, which includes a 30% contingency.

BE IT FURTHER RESOLVED, 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 6b

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

FROM: Neal Galehouse, Director of Engineering
Road Department

DATE: April 4, 2023

SUBJECT: Proposed Resolution to Authorize an Engineering Consultant Services Agreement with RS Engineering, LLC for Bridge Design Services of the Waldo Road Bridge over Deer Creek Drain (SN 3918) and Hoxie Road Bridge over Wolf Creek (SN 3907)

For the Meeting Agendas of April 18, 19 and 25

BACKGROUND

The Road Department has received Local Bridge Program (LBP) funding to perform preventative maintenance work on the Waldo Road Bridge over Deer Creek Drain (SN 3918) in Wheatfield Township and Hoxie Road Bridge over Wolf Creek (SN 3907) in Locke Township.

The Local Bridge Program provides funding for 95% of eligible construction costs, with the Road Department being responsible for the 5% funding match, design engineering, construction engineering, and right of way costs. The costs associated with design engineering for this project are included in the Road Fund budget.

The Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced engineering design firms to provide services on an as-needed basis, subsequently approved by the Ingham County Board of Commissioners in Resolution #21-609.

Pursuant to that resolution, the Purchasing Department solicited detailed scope of services proposals from the as-needed consultants for the Waldo Road Bridge and Hoxie Road Bridge Project under RFQ #31-23. The Purchasing Department received one proposal from RS Engineering, LLC located at 6709 Centurion Drive, Suite 300, Lansing, MI 48917. Road Department staff reviewed the proposal for adherence to county purchasing requirements, experience, expertise, proposed fees, and overall value to the county.

ALTERNATIVES

N/A

FINANCIAL IMPACT

RS Engineering, LLC provided a fee proposal of \$74,902.58 to perform engineering design services for the Waldo Road Bridge (SN 3918) and Hoxie Road Bridge (SN 3907). In addition to this fee, the Road Department requests an additional 20% contingency for unidentified costs during the scoping process, such as additional repairs, that may become necessary to achieve a successful construction project. The total cost with contingency included is \$90,000. The cost for the engineering design services and right of way expenses are included in the Road Fund Budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I respectfully recommend the Board of Commissioners adopt the attached resolution and accept the service proposal from RS Engineering, LLC for the Waldo Road Bridge (SN 3918) and Hoxie Road Bridge (SN 3907) project.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN ENGINEERING CONSULTANT SERVICES AGREEMENT
WITH RS ENGINEERING, LLC FOR BRIDGE DESIGN SERVICES OF THE
WALDO ROAD BRIDGE OVER DEER CREEK DRAIN (SN 3918) AND
HOXIE ROAD BRIDGE OVER WOLF CREEK (SN 3907)**

WHEREAS, the Road Department has received Local Bridge Program (LBP) funding to perform preventative maintenance work on the Waldo Road Bridge over Deer Creek Drain (SN 3918) in Wheatfield Township and Hoxie Road Bridge over Wolf Creek (SN 3907) in Locke Township; and

WHEREAS, the Local Bridge Program provides funding for 95% of eligible construction costs, with the Road Department being responsible for the 5% funding match, design engineering, construction engineering, and right of way costs; and

WHEREAS, costs associated with design engineering and right of way expenses for this project are included in the Road Fund budget; and

WHEREAS, the Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced construction inspection firms to provide services on an as-needed basis, which was authorized by the Board of Commissioners in Resolution #21-609; and

WHEREAS, pursuant to Resolution #21-609, the Purchasing Department solicited detailed scope of services proposals (RFQ #31-23) from the as-needed consultants for the Waldo Road Bridge (SN 3918) and Hoxie Road Bridge (SN 3907) project; and

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

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

WHEREAS, the Road Department recommends that the Board of Commissioners authorize entering into an engineering consultant services agreement with RS Engineering, LLC to provide design services for the Waldo Road Bridge and Hoxie Road Bridge project; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize a 20% contingency for currently unidentified costs during the scoping process, such as additional repairs, that may become necessary to achieve a successful construction project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an engineering consulting services agreement for design services of the Waldo Road Bridge over Deer Creek Drain (SN 3918) and Hoxie Road Bridge over Wolf Creek (SN 3907) project with RS Engineering, LLC

located at 6709 Centurion Drive, Suite 300, Lansing, MI 48917 for the not to exceed fee of \$90,000, which includes a 20% contingency.

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

TO: Board of Commissioners, County Services and Finance Committees

FROM: Neal Galehouse, Director of Engineering
Road Department

DATE: April 4, 2023

SUBJECT: Proposed Resolution to Authorize an Engineering Consultant Services Agreement with C2AE for the Lake Lansing Road Project

For the Meeting Agendas of April 18, 19 and 25

BACKGROUND

The Road Department has received state Highway Safety Improvement Program (HSIP) funding to resurface Lake Lansing Road between Abbot Road and Hagadorn Road, which will include the reconstruction of the intersection at Lake Lansing Road, Towar Avenue, and Birch Row Drive. The reconstructed intersection will be signalized across Lake Lansing Road in a manner that will facilitate safe pedestrian movement between the Albert White Park in the City of East Lansing and the Towar Gardens neighborhood.

The Road Department is currently experiencing significant staffing shortages and is unable to perform the required construction inspection services for this project. The Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced construction inspection firms to provide services on an as-needed basis, subsequently approved by the Board of Commissioners in Resolution #22-168.

Pursuant to that resolution, the Purchasing Department solicited detailed scope of services proposals from the as-needed consultants for the Lake Lansing Road project under RFQ #97-23. The Purchasing Department received one proposal from C2AE located at 106 West Allegan Street, Suite 500, Lansing, MI 48933. Road Department staff reviewed the proposal for adherence to county purchasing requirements, experience, expertise, proposed fees, and overall value to the county.

ALTERNATIVES

N/A

FINANCIAL IMPACT

C2AE provided a fee proposal of \$121,455.22 to perform construction inspection services for the Lake Lansing Road project. In addition to this fee, the Road Department requests an additional 20% contingency for unidentified costs that, due to the nature of construction, may arise during the course of the project. The total cost with contingency included is \$146,000. The cost for the construction inspection services is included in the 2023 Road Fund Budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I respectfully recommend the Board of Commissioners adopt the attached resolution and accept the service proposal from C2AE to provide construction inspection services for the Lake Lansing Road project.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN ENGINEERING CONSULTANT SERVICES AGREEMENT
WITH C2AE FOR THE LAKE LANSING ROAD PROJECT**

WHEREAS, the Road Department received state Highway Safety Improvement Program (HSIP) funding to resurface Lake Lansing between Abbot Road and Hagadorn Road, which will include the reconstruction of the intersection at Lake Lansing Road, Towar Avenue, and Birch Row Drive; and

WHEREAS, the Road Department is currently experiencing significant staffing shortages and is unable to perform the required construction inspection services for this project; and

WHEREAS, the Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced construction inspection firms to provide services on an as-needed basis, subsequently approved by the Ingham County Board of Commissioners in Resolution #22-168; and

WHEREAS, pursuant to Resolution #22-168, the Purchasing Department solicited detailed scope of services proposals (RFQ #97-23) from the as-needed consultants for the Lake Lansing Road Project; and

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

WHEREAS, costs associated with construction inspection services for this project are included in the 2023 Road Fund Budget; and

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

WHEREAS, the Road Department recommends that the Board of Commissioners authorize entering into an engineering consultant services agreement with C2AE to provide construction inspection services for the Lake Lansing Road project; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize a 20% contingency for currently unidentified costs that, due to the nature of construction, may arise during the course of the project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an engineering consultant services agreement to provide construction inspection services for the Lake Lansing Road project with C2AE located at 106 West Allegan Street, Suite 500, Lansing, MI 48933 for the not to exceed fee of \$146,000, which includes a 20% contingency.

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

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: April 6, 2023
SUBJECT: Resolution to Reorganize Financial Services and Controller's Office
For the meeting agendas of April 18, 19

BACKGROUND

We have had two leadership vacancies recently that provide us the opportunity to suggest a reorganization of the Controller's Office and Financial Services Department to create greater efficiencies; the retirement of Teri Morton as Deputy Controller and the resignation of Tori Meyer as Financial Services Director. The proposal is as follows with the financial impacts at top step of the grade:

• Financial Services Director (MC 14) to Director of Finance & Budget (MC 16)	\$28,995
• Budget Director (MC 14 – redline) to Budget Manager (MC 13)	(\$12,532)
• Financial Services Deputy Director (MC12 – redline) to Finance Manager(MC13)	\$20,945
• Budget Analyst (MC 10) to Senior Budget Analyst (MC 11)	\$10,440
• Deputy Controller (MC 17) to Budget Analyst (MC 9)	<u>(\$99,014)</u>
Net Wage/Benefit Impact	(\$51,166)

The combination of the Budget Office and Office of Financial Services into a more traditional governmental office as the Department of Finance & Budget, provides two main benefits, 1) it streamlines the relationship between the two offices, which can provide for a better deployment of information and resources and 2) it will help with recruiting more experienced leadership at the higher grade. With this combination the current Budget Director position and Deputy Director of Financial Services position will be redlined at the current positions' titles and grade levels until the incumbents separate from employment with the County. At that time, the position(s) will become Finance and Budget Manager positions.

The reclassification of the Deputy Controller to a Budget Analyst would provide additional help in the currently understaffed Budget Office. The current Deputy Controller responsibilities (Law and Courts and budget oversight) would fall to the Controller, reducing the administrative overhead of the Controller's Office. The reclassification of the current Budget Analyst to Senior Budget Analyst is reflective of additional duties and responsibilities the position would take on.

The net savings from the reorganization will be utilized to either contract with a public relations firm or hire a part-time PIO to promote County initiatives.

ALTERNATIVES

The Board of Commissioners could decline to approve the proposed reorganization.

FINANCIAL IMPACT

Changes will be budget neutral.

RECOMMENDATION

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

	MCF 9 Step 1	MCF 9 Step 5	MCF 10 Step 1	MCF 10 Step 5	MCF 11 Step 1	MCF 11 Step 5
Wages	\$65,107	\$78,170	\$71,202	\$85,485	\$76,895	\$92,322
Unemployment	326	391	356	427	384	462
FICA	4,981	5,980	5,447	6,540	5,882	7,063
Health	19,002	19,002	19,002	19,002	19,002	19,002
Dental	936	936	936	936	936	936
Vision	135	135	135	135	135	135
Retirement	20,086	24,116	21,966	26,372	23,722	28,481
Retirement	1,628	1,954	1,780	2,137	1,922	2,308
Future Retiree Health	2,930	3,518	3,204	3,847	3,460	4,154
Life	144	144	144	144	144	144
Work Comp	2,246	2,697	2,456	2,949	2,653	3,185
Disability	85	102	93	111	100	120
Current Retiree Health	3,585	3,585	3,585	3,585	3,585	3,585
Liability	888	1,067	971	1,166	1,049	1,260
Separation	1,139	1,368	1,246	1,496	1,346	1,616
Total Cost	\$123,216	\$143,164	\$132,523	\$154,332	\$141,216	\$164,772
	MCF 13 Step 1	MCF 13 Step 5	MCF 14 Step 1	MCF 14 Step 5		
Wages	\$88,319	\$106,039	\$95,155	\$114,246		
Unemployment	442	530	476	571		
FICA	6,756	8,112	7,279	8,740		
Health	19,002	19,002	19,002	19,002		
Dental	936	936	936	936		
Vision	135	135	135	135		
Retirement	27,246	32,713	29,355	35,245		
Retirement	2,208	2,651	2,379	2,856		
Future Retiree Health	3,974	4,772	4,282	5,141		
Life	144	144	144	144		
Work Comp	3,047	3,658	3,283	3,941		
Disability	115	138	124	149		
Current Retiree Health	3,585	3,585	3,585	3,585		
Liability	1,205	1,447	1,298	1,559		
Separation	1,546	1,856	1,665	1,999		
Total Cost	\$158,660	\$185,717	\$169,098	\$198,250		
	MCF 16 Step 1	MCF 16 Step 5	MCF 17 Step 1	MCF 17 Step 5		
Wages	\$110,968	\$133,235	\$119,116	\$143,015		
Unemployment	555	666	596	715		
FICA	8,489	10,193	9,112	10,941		
Health	19,002	19,002	19,002	19,002		
Dental	936	936	936	936		
Vision	135	135	135	135		
Retirement	34,234	41,103	36,747	44,120		
Retirement	2,774	3,331	2,978	3,575		
Future Retiree Health	4,994	5,996	5,360	6,436		
Life	144	144	144	144		
Work Comp	3,828	4,597	4,110	4,934		
Disability	144	173	155	186		
Current Retiree Health	3,585	3,585	3,585	3,585		
Liability	1,514	1,818	1,625	1,951		
Separation	1,942	2,332	2,085	2,503		
Total Cost	\$193,244	\$227,245	\$205,686	\$242,178		

Agenda Item 7a

TO: Gregg Todd, Controller/Administrator

FROM: Beth Bliesener, Human Resources Specialist
Imelda Maloney, Human Resources Analyst
Joan Clous, Human Resources Specialist

DATE: March 22, 2023

RE: Memo of Analysis for the reorganization of Controller's Office – Financial Services
Reorganization

Regarding the reorganization of the Controller's Office – Financial Services Reorganization, Human Resources can confirm the following information:

1. HR has updated the Financial Services Director to convert the position to a newly created position of Director of Budget and Finance, HR has determined the newly created job description to be a MC Level 16 (\$110,968.13 - \$133,235.36).
2. HR has created a new job description titled Budget Manager and the newly created Budget Manager job description has been determined to be classified at a MC 13 (\$88,319.23 - \$106,038.68).
3. HR has created a new job description titled Finance Manager and the newly created Finance Manager description has been determined to be classified at a MC 13 (\$88,319.23 - \$106,038.68).
4. HR and Budget have created a new job description titled Senior Budget Analyst and the newly created Senior Budget Analyst has been determined to be classified at a MC 11 (\$76,894.94 - \$92,321.60).
5. HR and Budget have updated the Budget Analyst to reflect the duties that it will now be performing, the new classification for the Budget Analyst has been determined to be a MC 9 (\$65,107.04 - \$78,170.42).

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

FINANCE & BUDGET DIRECTOR

General Summary:

Under the direction of the Ingham County Board of Commissioners, serves at the pleasure of the County Controller/Administrator to oversee the accounting, payables, payroll, grant, budgeting and insurance reporting functions of the County. Recommends related policies and is responsible for preparation of County financial statements, County budgets and various financial analysis projects.

Essential Functions:

1. Coordinate budget process among Commissioners, departments, and Controller's office to facilitate interaction, accurate information and timeliness and assistance in the preparation of budget proposals at all stages of the process.
2. Develops recommended annual budget calendar and format of County budget process; provides budget entities with budget information and forms.
3. Monitors revenues and expenses to conform to budget and recommend to the Controller necessary changes and corrections to the current year's appropriations.
4. Monitors operating and capital budgets to conform to budget policy and makes recommendations to the County Controller/Administrator regarding necessary changes and corrections to the current year's appropriations in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) guidelines and requirements.
5. Develops, recommends and implements goals, objectives, policies, procedures and work standards for the budgetary and financial operations of the County.
6. Directs the preparation and administration of the annual budget, including planning and analysis, process development, policy formation and review, formulating, presentation, approval, publication and implementation, and the review of all board action requests submitted to the Board of Commissioners.
7. Supervises all staff of the department either directly or indirectly through subordinate supervisors, including interviewing and selecting of job applicants, training, overseeing work, participating in disciplinary decisions and actions, and establishing and evaluating appropriate performance standards in accordance with County objectives.
8. Coordinates the provision of information to auditors and answers both broad and specific questions. Directs the development and implementation of systems and procedural changes in response to issues identified by auditors.
9. Monitors changes in state and federal statutes, regulations and rules impacting accounting standards and practices and financial reporting requirements and implements changes in accounting processes to comply with those changes.
10. Develops and administers financial policies for the Board of Commissioners and all county departments and agencies.
11. Manages accounting policies for all county operating funds, special purpose construction and operating grant funds, trust funds, capital improvement funds and other funds which are deposited with the Ingham County Treasurer.
12. Supervises grant recording of expenditures and revenues and financial reporting thereof.
13. Manages and directs special financial analysis such as the internally prepared cost allocation plan and internal audits.
14. Manages the general ledger, payroll and accounts payable processing. Oversees testing, implementation and modifications of the related software.

15. Ensures completion of required IRS payroll reports, as well as retirement, deferred compensation, and flexible benefit plan reports and payments.
16. Manages the reconciliation of all cash and bank accounts (maintained by the Treasurer's office) to the County's general ledger system.
17. May attend Budget and Finance Committee meetings.
18. Manages and provides guidance for the Annual Single Audit and all follow-up issues with Federal Departments.
19. Ensures the safekeeping of the Ingham County financial data input into the computer system.
20. Ensures completion of required reports in a timely manner, such as but not limited to, 1099's, W-2s and 1095 forms.
21. Provides accounting expertise and assistance to County component units and departments.

Other Functions:

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

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

Employment Qualifications:

Education: A minimum of a Bachelor's Degree in accounting or relevant field is required. A CPA is preferred.

Experience: A minimum of seven (7) years of related experience is required, three (3) years of which must have been in a supervisory capacity.

Other Requirements:

- none

(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)

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

Working Conditions:

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

Physical Requirements:

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

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

MC 16
March 2023

INGHAM COUNTY JOB DESCRIPTION

FINANCE MANAGER

General Summary:

Under the general direction of the Finance & Budget Director, performs highly responsible administrative and supervisory duties which include direct responsibility for the planning, organizing and monitoring of the accounting, payables, payroll, grant, and insurance reporting functions of the County and performs related duties as required.

Essential Functions:

1. Supervises subordinate staff;
2. Plans, organizes and directs the County's accounting system;
3. Formulates policies to ensure accuracy and efficiency of the day-to day accounting operations;
4. Consults with federal, state and local accountants and auditors on proper accounting procedures;
5. Prepares detailed financial statements and related reports in accordance with prescribed standards;
6. Oversees and monitors the development and administration of the County's operating and capital budget to ensure compliance with required municipal accounting principles and practices;
7. Oversees the day-to-day operation of the department and acts as a resource person answering non-routine questions and providing routine authorizations.
8. Coordinates the provision of information to auditors and answers both broad and specific questions.
9. Monitors changes in state and federal statutes, regulations and rules impacting accounting standards and practices and financial reporting requirements and implements changes in accounting processes to comply with those changes.
10. Supervises grant recording of expenditures and revenues and financial reporting thereof.
11. Manages special financial analysis such as the internally prepared cost allocation plan and internal audits.
12. Manages the general ledger, payroll and accounts payable processing.
13. Ensures completion of required IRS payroll reports, as well as retirement, deferred compensation, and flexible benefit plan reports and payments.
14. Manages the reconciliation of all cash and bank accounts (maintained by the Treasurer's office) to the County's general ledger system.
15. May attend Budget and Finance Committee meetings in the absence of the Finance & Budget Director.
16. Provides accounting expertise and assistance to County component units and departments.

Other Functions:

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

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

Employment Qualifications:

Education: A minimum of a Bachelor's Degree in accounting or relevant field is required.

Experience: A minimum of five (5) years of related experience is required, two (2) years of which must have been in a supervisory capacity.

Other Requirements:

- none

(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)

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

Working Conditions:

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

Physical Requirements:

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

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

INGHAM COUNTY JOB DESCRIPTION

SENIOR BUDGET ANALYST

General Summary:

Under the supervision of the Budget Director, assists with the coordination, preparation and administration of the annual budget. Analyzes budget proposals and policies, assists departments with budget guidelines, and carries out special projects, including surveys, evaluations, planning, and statistical analysis. Provides technical assistance to departments with regard to budget problems and projects and grant applications.

Essential Functions:

1. Assists in budget preparation, include reviewing and analyzing historical budget information, analyzing budget proposals and assisting assigned departments with the budget process. Assist the Budget Director in collecting, assembling and analyzing data needed for budget preparation.
2. Balances and monitor the budget status report on a monthly basis for assigned departments. Reviews internally generated reports for accuracy and problems and troubleshoots differences and proposes recommendations for solutions.
3. Analyzes, estimates costs, benefits and feasibility of proposed policies and programs. Assists departments and the Budget Director in budget planning.
4. Assists departments in the development of strategic plans and performance measures. Coordinates with Deputy Controller in updating and serving as the custodian of the County Strategic Plan. Assists in developing performance measures by setting meetings, explaining the process for developing goals and objectives, and assists with linkage to overall County Strategic Plan. Assist the Deputy Controller in developing and presenting the County Strategic Plan to the Board of Directors.
5. Conducts surveys and evaluations as needed. Conducts research on issues such as revenue opportunities and losses, legislative changes and other issues, and presents findings to the Budget Director. Prepares written reports related to these areas, varying in length from one to several pages.
6. Represents and fulfills the Budget Director's responsibilities in their absences; attends various internal and external meetings and provides updates as needed; answers department' policy and procedural questions and leads staff.
7. Serves as trainer for assigned modules for all department users on systems; includes writing and maintaining user's manual, training users on site, telephone assistance, keeping current through systems training, testing new system updates, and attendance at systems Training meetings.
8. Analyze and develops all county fees based on the Consumer Price Index and comparables; presents findings to Controller for implementation; coordinate with Department Heads in the implementation of new fees.
9. Monitors the county's yearly reoccurring contracts and present to the Board of Commissioners as one large contract. Work with all departments and following the criteria set by the Board of Commissioners using the Consumer Price Index.

10. Monitors Board Budgetary actions and prepares and enters budget adjustments to the integrated financial system. Also performs various budget status reconciliations.
11. Provides technical assistance to other county departments. Resolves budgeting and fiscal software questions and performs other projects or tasks as requested.
12. Maintains and updates funding account information and positions in Position Control in Financial systems; creates new position passed by the Board of Commissioners.
13. Assists departments in grant applications, primarily in the projection of wage and fringe rates. Sets up grant budgets. Amends budgets when required by changes in grants.
14. Provides work direction and trains the Budget Analyst and part-time budget intern(s).
15. Assist in the preparation of personnel projection, costing every position in Ingham County Budget. Reviewing, analyzing, projecting, and making recommendations for increase/decrease effecting all employee benefits.

Other Functions:

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

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

Employment Qualifications:

A Bachelor's Degree and 6 years of related experience is required

Other Requirements: None

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

Working Conditions:

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

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require regular stamina in standing, walking, lifting, and carrying

- This position's physical requirements require continuous stamina in sitting, reaching, grasping, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts,
- 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.)

March 2023
MC 11

INGHAM COUNTY JOB DESCRIPTION

BUDGET ANALYST

General Summary:

Under the supervision of the Budget Director, assists with the coordination, preparation and administration of the annual budget. Analyzes budget proposals and policies, assists departments with budget guidelines, and carries out special projects, including surveys, evaluations, planning, and statistical analysis. Provides technical assistance to departments with regard to budget problems and projects and grant applications.

Essential Functions:

1. Assists in budget preparation, include reviewing and analyzing historical budget information, analyzing budget proposals and assisting assigned departments with the budget process. Assist the Senior Budget Analyst in collecting, assembling and analyzing data needed for budget preparation.
2. Balances and monitor the budget status report on a monthly basis for assigned departments. Reviews internally generated reports for accuracy and problems and troubleshoots differences.
3. Estimates costs, benefits and feasibility of proposed policies and programs. Assists departments and the Budget Director in budget planning.
4. Assists departments in the development of strategic plans and performance measures. Assists in updating and serving as the custodian of the County Strategic Plan. Assists in developing performance measures by setting meetings, explaining the process for developing goals and objectives, and assists with linkage to overall County Strategic Plan.
5. Conducts surveys and evaluations as needed. Conducts research on issues such as revenue opportunities and losses, legislative changes and other issues, and presents findings to the Budget Director. Prepares written reports related to these areas, varying in length from one to several pages.
6. Serves as trainer for assigned modules for all department users on systems; includes writing and maintaining user's manual, training users on site, telephone assistance, keeping current through systems training, testing new system updates, and attendance at systems Training meetings.
7. Assist in developing all county fees based on the Consumer Price Index and comparables; presents findings to Controller for implementation; coordinate with Department Heads in the implementation of new fees.
8. Monitors the county's yearly reoccurring contracts and present to the Board of Commissioners as one large contract. Work with all departments and following the criteria set by the Board of Commissioners using the Consumer Price Index.
9. Prepares and enters budget adjustments to the integrated financial system. Also performs various budget status reconciliations.
10. Provides technical assistance to other county departments. Resolves budgeting and fiscal software questions and performs other projects or tasks as requested.
11. Maintains and updates funding account information and positions in Position Control in systems; creates new position passed by the Board of Commissioners.
12. Assists departments in grant applications, primarily in the projection of wage and fringe rates. Sets up grant budgets. Amends budgets when required by changes in grants.
13. Leads and trains part-time budget intern(s).

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.

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

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

Employment Qualifications:

An Associate's Degree and 3 years of related experience is required

Other Requirements: None

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

Working Conditions:

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

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require regular stamina in standing, walking, lifting, and carrying
- This position's physical requirements require continuous stamina in sitting, reaching, grasping, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts,
- 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.)

INGHAM COUNTY JOB DESCRIPTION

BUDGET MANAGER

General Summary:

Under the general direction of the Finance & Budget Director, performs highly responsible administrative and supervisory duties which include direct responsibility for the planning, organizing and monitoring of the budget, oversees the budget process, and performs related duties as required.

Essential Functions:

1. Provides day-to-day supervision of subordinate staff, including a Senior Budget Analyst and other Analysts.
2. Manages the development and administration of the County's operating and capital budget to ensure compliance with required municipal accounting principles and practices.
3. Under the direction of the Finance & Budget Director, prepares and administers the annual budget, including planning and analysis, process development, policy formation and review, formulating, presentation, approval, publication and implementation.
4. Oversees the day-to-day operation of the department and acts as a resource person answering non-routine questions and providing routine authorizations.
5. Serves as ERP Software Coordinator. Duties include coordinating, implementing and maintaining a training structure to fully utilize the ERP software system throughout Ingham County, scheduling training with vendor to assure full use of training per contract.
6. Monitors changes in state and federal statutes, regulations and rules impacting budgeting standards.
7. Monitoring the budget status/ledger reports and revenues thereof.
8. In conjunction with the Insurance Coordinator, monitors self-insurance funds and recommends necessary adjustments in rates.
9. Assists project directors and various budgeting entities for submission of accurate and viable budget proposals.
10. May attend Budget and Finance Committee meetings in the absence of the Finance & Budget Director.
11. Provides budgeting expertise and assistance to County component units and departments.

Other Functions:

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

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

Employment Qualifications:

Education: A minimum of a Bachelor's Degree in Public or Business Administration, Finance or related field is required.

Experience: A minimum of five (5) years of related experience is required, two (2) years of which must have been in a supervisory capacity.

Other Requirements:

- none

(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).

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

Working Conditions:

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

Physical Requirements:

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

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO REORGANIZE FINANCIAL SERVICES AND CONTROLLER'S OFFICE

WHEREAS, two recent leadership vacancies in Financial Services and the Controller's Office have provided an opportunity to reorganize both offices; and

WHEREAS, the leadership vacancy (Director) in Financial Services will provide the opportunity to combine Financial Services with the Budget Office creating the Department of Finance and Budget; and

WHEREAS, the leadership vacancy (Deputy Controller) in the Controller's Office will provide the opportunity to utilize the position to provide additional budget staff in the Department of Finance and Budget; and

WHEREAS, the reorganization will consist of the following personnel changes:

- Financial Services Director (MC 14) to Director of Finance & Budget (MC 16)
- Budget Director (MC 14 – redline) to Budget Manager (MC 13)
- Financial Services Deputy Director (MC12 – redline) to Finance Manager(MC13)
- Budget Analyst (MC 10) to Senior Budget Analyst (MC 11)
- Deputy Controller (MC 17) to Budget Analyst (MC 9); and

WHEREAS, the existing Budget Director position and Financial Services Deputy Director position will be redlined at the current position titles and grades until the incumbents separate from employment with the County; and

WHEREAS, the annual savings generated from this reorganization will be \$51,116; and

WHEREAS, the savings will be utilized to hire a part-time Public Information Officer or contract for public relations services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the reorganization of Financial Services and the Budget Office into the Department of Finance and Budget and the reorganization of the Controller's Office by converting a Deputy Controller to a Budget Analyst.

BE IT FURTHER RESOLVED, that this reorganization includes the following position changes:

<u>Position #</u>	<u>Position Title</u>	<u>Action</u>
223005	Deputy Controller MC 17	Convert to Budget Analyst MC 9
201001	Financial Services Director MC 14	Convert to Director of Finance & Budget MC 16
212001	Budget Director MC 14	Redline until vacant – Convert to Budget Manager MC 13
201002	Deputy Director Financial Services MC 12	Redline until vacant – Convert to Finance Manager MC 13
212002	Budget Analyst MC 10	Move to Senior Budget Analyst MC 11

BE IT FURTHER RESOLVED, that the estimated \$51,116 in annual savings generated from the reorganization will be utilized to hire a part-time Public Information Officer or contract for public relations services.

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

BE IT FURTHER RESOLVED, that each of the reclassifications made as a part of this reorganization above are effective the first full pay date following the date the reorganization request was submitted to the Human Resources Department.

TO: County Services and Finance Committees

FROM: Jill Bauer, Budget Analyst

DATE: April 10, 2023

SUBJECT: 2024 Update of County Fees for County Services Departments

When the Board of Commissioners adopted Resolution #02-155, setting various fees for county services, the Controller's Office was directed to annually review the fees and to recommend adjustments. We have completed our review for fiscal year 2024 for the County Services Committee consistent with the standing directive and offer a few adjustments for your consideration. This information will appear as a discussion item on the current round of County Services and Finance meetings. We anticipate presentation of a resolution at the next round of meetings to recommend increases to certain fees.

Attached spreadsheets provide details of recommended fee adjustments to be effective on January 1, 2024.

The first attachment (Attachment A) offers analysis of proposed fees for 2024. The annual average United States' consumer price index was used to do the calculation. This rate of 7.9% was also used by the State of Michigan for the inflation rate multiplier.

The following information is included for each fee:

1. Location of Service
2. Fee Description
3. The 2023 cost as calculated in last year's fee update process.
4. The 2024 cost, which was calculated by multiplying the 2023 cost by the consumer price index.
5. As identified by the Board of Commissioners, the target percent was determined by the percentage of cost to be recovered by the fee for service. The target percent for each fee was initially passed by Resolution #02-155. For other fees added after the passage of Resolution #02-155, in most cases, it was assumed that the fee as passed is charged at the appropriate cost with a target recovery of 100%.
6. The 2024 calculated fee is based on the 2023 cost multiplied by the target percent.
7. Although many fees have been proposed to remain unchanged in 2024, the initial proposed fees were determined by rounding down the calculated fee to the full dollar amount and, in the case of some larger fees, rounded to the lower \$5 or \$10 increments. In some cases, the cost multiplied by the target percent is much greater than the current fee, so only an incremental increase was proposed in anticipation of further upward adjustments over several years. Fees that are proposed to increase are presented in **bold type**.
8. Units. This variable was used to calculate anticipated revenue generated by a proposed fee. Initial information was provided in the Maximus study, and in some cases has been updated by the departments.

9. Department/Controller Recommendation. Department heads agreed with the initial proposed fees in most cases. In some situations, the fees that were proposed have been changed by the department heads and they have provided supporting information which is included and referenced below. In all cases, the Budget Office agreed with recommendations of the department head as follows:
- a. Clerk's Office has a memo that I have attached below with Clerk Byrum's fee recommendations. SEE ATTACHED MEMO.
 - b. The Drain Office has agreed to fee increases as proposed.
 - c. Equalization Department has agreed to all the fee increases proposed. The Township fees are set individually be those municipalities so the County doesn't have control over those.
 - d. Register of Deeds has agreed to some fees as proposed, however they have some they don't want to increase as much. SEE ATTACHED MEMO FROM ROD.
 - e. Treasurer agrees with proposed increases except for the Tax Service Fee. This \$4 fee is for manually looking up a delinquent tax request. It has been years since this has actually been charged. Essentially, we use this a way to encourage people to use the online lookup through BS&A.
10. Additional revenue is projected from the department head/Controller recommended increase in fees multiplied by the units.

A summary of proposed fee increases for 2024 is presented in the attached spreadsheet (Attachment B). The spreadsheet simply lists the 2023 fee, department head and Controller recommendations, and projected revenue for each fee where an increase was proposed. **Fees that are highlighted are the ones that are different then what the budget office suggested.**

Fee increases recommended by the Controller/Budget Office would generate approximately \$141,834 in additional revenue in 2024.

Please do not hesitate to contact me if you have any questions regarding this information.

Attachments

Register of Deeds

The attached spreadsheet has been updated to include our proposed fee increases, as well as adding the fee for Monarch, our image streaming service, which had recently been added as a way for us to sell bulk images to customers. Prior to the addition of Monarch, the sale of bulk images had been facilitated by a manual upload and transmission of the requested documents through an FTP site. The change makes the process much more secure and efficient.

The ROD Office had been charging the fee of \$0.34/image since the early 2000s, at the very least. With the switch to the Monarch service, we are charged \$0.04/image by Fidlar Technologies for administering the service on our behalf. The current fee is outdated. After consulting other counties, we felt increasing this fee to \$0.54/image is fair and in line with other counties.

In 2022, the Board of Commissioners had approved a three (3) year extension of our software service agreement with Fidlar Technologies. The extension included an increase to the fees paid by the County to Fidlar Technologies for each Laredo package offered. The attached spreadsheet includes the amount charged to the County for each package for 2023 and the revenue to the general fund on each of those packages based on the current fees charged to our customers/subscribers. The fees proposed puts the revenue amounts per subscription back in line with the fees charged to us and charged by us to our customers/subscribers in 2020 – 2022. We feel that charging the proposed fees could cause many subscribers to cancel their subscriptions. This could result in a loss in revenue to the general fund.

Please let me know if I missed anything, or if anything needs further explanation.

As always, thank you so much for all of help and direction with the process.

Trish

Trisha Gerring | Pronouns: she/her/hers
Chief Deputy Register of Deeds to Derrick Quinney
Ingham County, Michigan
341 S. Jefferson Street, 2nd Floor
Mason MI 48854
Phone: (517)676-7294
Email: tgerring@ingham.org

TO: Jill Bauer, Ingham County Budget Office

FROM: Chief Deputy County Clerk Scott Hendrickson

DATE: March 28, 2023

SUBJECT: County Clerk 2024 Fee Recommendations

BACKGROUND

Clerk Byrum's fee schedule is taken up with the County Services fees on their three year rotation. That schedule is set to address those fees in the 2024 budget year.

Clerk Byrum has considered the fee increases proposed by the Budget office and agrees with some but not with others. The attached spreadsheet indicates Clerk Byrum's recommendations for her fees. Each alteration from the Budget Office's recommendation is delineated below, per the request of the Budget Office.

RECOMMENDATIONS

Certified Copy – 1st Copy

The previous fee for the first copy of vital record was \$30.00 and Clerk Byrum recommends that that fee remain in place for 2024. At this time, the State of Michigan offers certified copies for \$34.00 and the County Clerk's office is able, by statute to charge up to the State rate. By setting a lower price point, it incentivizes those seeking records to do business with the County. If the state decides to increase their rate, which would require legislative action, Clerk Byrum may choose to reconsider this rate.

State Only Records 1st/Senior Citizen – 1st and Add'l Copies

Currently, Clerk Byrum charges \$30.00 for State Only Records and \$10.00 for additional copies. Clerk Byrum intends to leave the first copy as-is per the same logic above, but will charge \$15.00 for additional copies.

Certified Copy Senior Citizen State Only

This fee is legacy and no longer applies per changes in State Statute and internal procedure.

Certified Copy – Add'l Copies

Currently, the fee for each copy after the first is \$10.00, and Clerk Byrum recommends increasing that to \$15.00. In addition to the 7.9% inflation rate, requests for multiple records take additional staff time to process and personnel costs have also increased in the past 3 years.

Expedited Svc – Copies of Vital Records

As above, the cost of staff time is increased and the expedited service is more time and labor intensive than a traditional request. Postal rates have also increased over the last several years and the expedited postage is no different. Clerk Byrum recommends \$45.00 for expedited service at this time.

Marriage Solemnize

This is a fee directly related to Clerk Byrum's time to solemnize marriages through ceremonies. Clerk Byrum will not be increasing her rate for that service at this time.

Notarization of Documents – County Residents/Non-County Residents

Clerk Byrum believes that the fees charged in the 2021 Fee Schedule are adequate for Notarization of documents. The Budget Office's proposed fee increase for non-County residents would violate state statute.

Marriage Witness Fee

Providing witnesses for the marriage ceremonies is a service that Clerk Byrum provides that takes staff time away from assisting other customers. As the cost for their time has increased, so has the need for the fee to go up. Clerk Byrum feels that a \$20.00 fee for witnesses is reasonable.

Veteran ID Cards

This is a service that not many take advantage of, but when they do, Clerk Byrum feels that it is important to provide these former service members an opportunity to obtain their ID at a reasonable cost. Clerk Byrum recommends remaining at the \$10.00 rate.

Birth Written Verification (not a certificate)

This service is relatively rare, but falls under the same consideration as the Certified Copy – 1st Copy section above. The State offers this service at \$18.00 and Clerk Byrum would prefer those who need this service to come to the County. As such, she recommends remaining at \$10.00, as she is allowed to do by statute, to encourage residents to verify birth record information in her Office rather than at the State.

Marriage Ex Parte Fee

This procedure is one of the more complex that the Clerk's Office manages. These requests must be filed with the Clerk's office, reviewed and signed by the Clerk and routed through Circuit Court for judicial review and approval. When this fee was generated, the scope of the process was not fully understood. To account for the time and effort involved, Clerk Byrum recommends increasing the fee to \$100.00.

Marriage License Waiver

Clerk Byrum is authorized to waive the 3-day waiting period for couples to obtain their marriage license. As this requires additional documentation and approval from Clerk Byrum directly, she recommends increasing the fee to \$100.00.

Fingerprinting (non-CPL)

Clerk Byrum has obtained the requisite equipment to add a new service to her office: taking fingerprints for non-CPL purposes. These include employment background checks, etc. This service is currently also offered by the Ingham County Sheriff's Office. Clerk Byrum recommends setting this fee at \$60.00, as the State takes \$43.25 of the incoming revenue and the County would receive \$16.75.

2024 County Fees Analysis
County Services Committee

ATTACHMENT A

FEES PROPOSED TO CHANGE ARE IN BOLD

Location of Service	Fee Description	2023 Cost	2024 Cost Increase Factor	2024 Cost	Target Percent	2021 Fee	2024 Calc. Fee	2024 Initial Prop. Fee	Units	Department Recomm.	Additional Revenue
Clerk	Certified Copy - 1st Copy	\$32.02	7.9%	\$34.55	100.0%	\$30.00	\$34.55	\$34.00	14,666	\$30.00	\$0
Clerk	Certified Copy State only records - 1st copy (4)	\$30.00	7.9%	\$32.37	100.0%	\$30.00	\$32.37	\$32.00	73	\$30.00	\$0
Clerk	Certified Copy Senior Citizen State only (4)	\$11.16	7.9%	\$12.04	100.0%	\$10.00	\$12.04	\$12.00	0	\$0.00	\$0
Clerk	Certified Copy - Add'l Copies	\$11.21	7.9%	\$12.09	100.0%	\$10.00	\$12.09	\$12.00	24,200	\$15.00	\$121,000
Clerk	Expedited Svc - copies of Vital Records	\$42.69	7.9%	\$46.07	100.0%	\$40.00	\$46.07	\$46.00	367	\$45.00	\$1,836
Clerk	Marriage Solemnize	\$59.17	7.9%	\$63.84	100.0%	\$50.00	\$63.84	\$55.00	58	\$50.00	\$0
Clerk	Notarization of Documents - County resident	\$5.97	7.9%	\$6.44	100.0%	\$5.00	\$6.44	\$6.00	108	\$5.00	\$0
Clerk	Notarization of Documents - non-County resident	\$11.94	7.9%	\$12.89	100.0%	\$10.00	\$12.89	\$12.00	25	\$10.00	\$0
Clerk	Marriage Witness Fee	\$17.91	7.9%	\$19.32	100.0%	\$15.00	\$19.32	\$18.00	19	\$20.00	\$95
Clerk	Veteran ID Cards (7)	\$11.26	7.9%	\$12.16	100.0%	\$10.00	\$12.16	\$12.00	0	\$10.00	\$0
Clerk	Copy of CPL Application (MCL 29.425b(17))	\$1.02	7.9%	\$1.10	100.0%	\$1.00	\$1.10	\$1.00	0	\$1.00	\$0
Clerk	Birth Written Verification (not a certificate)	\$10.47	7.9%	\$11.30	100.0%	\$10.00	\$11.30	\$11.00	12	\$10.00	\$0
Clerk	Marriage Ex Parte	\$50.00	7.9%	\$53.95	100.0%	\$50.00	\$53.95	\$50.00	69	\$100.00	\$2,950
Clerk NEW	Fingerprinting Non-CPL - State gets 43.25 & county gets 16.75	\$0.00	7.9%	\$0.00	100.0%	\$0.00	\$0.00	\$0.00	25	\$50.00	\$1,500
Clerk	Marriage License Waiver	\$25.00	7.9%	\$26.98	100.0%	\$25.00	\$26.98	\$0.00	11	\$100.00	\$825
Drain Comm.	Photography	\$320.79	7.9%	\$346.13	100.0%	\$305.00	\$346.13	\$325.00	3	\$325.00	\$60
Drain Comm.	Topography	\$641.58	7.9%	\$692.26	100.0%	\$695.00	\$692.26	\$625.00	3	\$625.00	\$90
Drain Comm.	Floodplain/Wetland	\$128.32	7.9%	\$138.45	100.0%	\$120.00	\$138.45	\$130.00	0	\$130.00	\$0
Drain Comm.	Preliminary Comm. Site Plan Review (2)	\$1,481.48	7.9%	\$1,598.52	75.0%	\$725.00	\$1,198.89	\$750.00	20	\$750.00	\$500
Drain Comm.	Preliminary Plat Review (2)	\$1,903.47	7.9%	\$2,053.85	75.0%	\$725.00	\$1,540.38	\$750.00	3	\$750.00	\$75
Drain Comm.	Plat and Commercial Drainage Review										\$0
Drain Comm.	Plat and Commercial Drainage Review - First acre	\$785.89	7.9%	\$847.97	100.0%	\$725.00	\$847.97	\$750.00	15	\$750.00	\$375
Drain Comm.	Additional acre	\$89.82	7.9%	\$96.92	100.0%	\$82.00	\$96.92	\$90.00	15	\$90.00	\$120
Drain Comm.	Re-submission Admin fee	\$256.63	7.9%	\$276.90	100.0%	\$240.00	\$276.90	\$250.00	0	\$250.00	\$0
Drain Comm.	Plat Drain Administration Fee	\$7,984.00	7.9%	\$8,614.73	75.0%	\$2,540.00	\$6,461.05	\$2,600.00	3	\$2,600.00	\$180
Drain Comm.	Drain Crossing Permits, Review (Commercial)	\$562.43	7.9%	\$606.86	100.0%	\$525.00	\$606.86	\$550.00	40	\$550.00	\$1,000
Drain Comm.	Drain Crossing Permit - (Residential)	\$148.25	7.9%	\$159.96	100.0%	\$140.00	\$159.96	\$150.00	1	\$150.00	\$10
Drain Comm.	Tap in Permit - Residential	\$158.25	7.9%	\$170.75	75.0%	\$110.00	\$128.06	\$120.00	1	\$120.00	\$10
Drain Comm.	Tap-in Permit - Commercial	\$617.76	7.9%	\$666.56	75.0%	\$440.00	\$499.92	\$450.00	10	\$450.00	\$100
Drain Comm.	Soil Erosion Permit - Commercial-12 mo. Duration - 1 acre or less	\$682.16	7.9%	\$736.05	100.0%	\$640.00	\$736.05	\$660.00	0	\$660.00	\$0
Drain Comm.	Soil Erosion (12 mo.) - Commercial- each additional acre (3)	\$68.22	7.9%	\$73.60	100.0%	\$64.00	\$73.60	\$66.00	0	\$66.00	\$0
Drain Comm.	Soil Erosion Permit - Commercial -9 mo. Duration - 1 acre or less (3)	\$598.38	7.9%	\$645.65	100.0%	\$560.00	\$645.65	\$580.00	0	\$580.00	\$0
Drain Comm.	Soil Erosion (9 mo.) - Commercial- each add'l acre (3)	\$59.84	7.9%	\$64.57	100.0%	\$56.00	\$64.57	\$58.00	0	\$58.00	\$0
Drain Comm.	Soil Erosion Permit - Commercial - 6 mo. Duration - 1 acre or less (3)	\$514.61	7.9%	\$555.26	100.0%	\$480.00	\$555.26	\$500.00	0	\$500.00	\$0
Drain Comm.	Soil Erosion (6 mo.) - Commercial- each add'l acre (3)	\$51.46	7.9%	\$55.53	100.0%	\$48.00	\$55.53	\$50.00	0	\$50.00	\$0
Drain Comm.	Soil Erosion Permit Transfer	\$109.07	7.9%	\$117.68	100.0%	\$100.00	\$117.68	\$115.00	0	\$115.00	\$0
Drain Comm.	Soil Erosion Permit Renewal (3)	\$54.53	7.9%	\$58.84	100.0%	1/2 of orig fee	\$58.84	1/2 of orig fee	0	1/2 of orig fee	\$0
Drain Comm.	Escrow account-Less than 1/2 acre	\$641.58	7.9%	\$692.26	100.0%	\$595.00	\$692.26	\$620.00	20	\$620.00	\$500
Drain Comm.	Escrow account - 1/2 to 1 acre	\$1,924.73	7.9%	\$2,076.78	100.0%	\$1,740.00	\$2,076.78	\$1,800.00	10	\$1,800.00	\$600
Drain Comm.	Escrow account - 1 or more up to 5 acres	\$3,849.46	7.9%	\$4,153.57	100.0%	\$3,440.00	\$4,153.57	\$3,600.00	15	\$3,600.00	\$2,400
Drain Comm.	Escrow account - 5 to 10 acres	\$6,415.77	7.9%	\$6,922.61	100.0%	\$5,665.00	\$6,922.61	\$5,800.00	5	\$5,800.00	\$675
Drain Comm.	Escrow account - each add'l 10 acres	\$3,207.88	7.9%	\$3,461.31	100.0%	\$2,865.00	\$3,461.31	\$2,950.00	5	\$2,950.00	\$425
Drain Comm.	Soil Erosion Permit-Residential-12 mo.	\$296.75	7.9%	\$320.19	100.0%	\$275.00	\$320.19	\$320.00	2	\$320.00	\$90
Drain Comm.	Soil Erosion Permit - 9 month duration	\$380.94	7.9%	\$411.03	75.0%	\$265.00	\$308.27	\$300.00	5	\$300.00	\$175
Drain Comm.	Soil Erosion Permit - 6 month duration	\$308.87	7.9%	\$333.27	75.0%	\$220.00	\$249.95	\$240.00	40	\$240.00	\$800
Drain Comm.	Soil Erosion Permit - Renewal	\$154.43	7.9%	\$166.63	75.0%	1/2 of orig fee	\$124.98	1/2 of orig fee	25	1/2 of orig fee	\$0
Drain Comm.	Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection 6 months duration	\$493.42	7.9%	\$532.40	75.0%	\$350.00	\$399.30	\$375.00	15	\$375.00	\$375
Drain Comm.	Residential Minor Disturbance Soil Erosion - Permit/Review/Inspection 6 months duration	\$72.07	7.9%	\$77.76	75.0%	\$51.00	\$58.32	\$55.00	10	\$55.00	\$40

Location of Service	Fee Description	2023 Cost	2024 Cost Increase Factor	2024 Cost	Target Percent	2021 Fee	2024 Calc. Fee	2024 Initial Prop. Fee	Units	Department Recomm.	Additional Revenue
Drain Comm.	Violation and Cease&Desist Order	\$336.94	7.9%	\$363.56	100.0%	\$320.00	\$363.56	\$350.00	6	\$350.00	\$180
Drain Comm.	Title Search - Drain Assessments	\$6.12	7.9%	\$6.60	100.0%	\$5.00	\$6.60	\$6.00	1,694	\$6.00	\$1,694
Equalization	Pre-2005 Paper Maps/Aerial photos (blueprints)	\$14.55	7.9%	\$15.70	100.0%	\$13.00	\$15.70	\$15.00	100	\$15.00	\$200
Equalization	Digitally Produced Paper Maps - Parcel Layer										
Equalization	8.5" x 11"	\$7.19	7.9%	\$7.76	100.0%	\$6.00	\$7.76	\$7.00	5	\$7.00	\$5
Equalization	11" x 17"	\$14.39	7.9%	\$15.52	100.0%	\$13.00	\$15.52	\$15.00	5	\$15.00	\$10
Equalization	17" x 22"	\$21.58	7.9%	\$23.28	100.0%	\$20.00	\$23.28	\$23.00	5	\$23.00	\$15
Equalization	22" x 34"	\$28.77	7.9%	\$31.05	100.0%	\$27.00	\$31.05	\$30.00	5	\$30.00	\$15
Equalization	28" x 40"	\$35.97	7.9%	\$38.81	100.0%	\$33.00	\$38.81	\$35.00	5	\$35.00	\$10
Equalization	34" x 44"	\$43.16	7.9%	\$46.57	100.0%	\$40.00	\$46.57	\$45.00	5	\$45.00	\$25
Equalization	Digitally Produced Paper Maps - Parcel layer w/2010 Digital Photo Layer										
Equalization	8.5" x 11"	\$14.39	7.9%	\$15.52	100.0%	\$13.00	\$15.52	\$15.00	1,250	\$15.00	\$2,500
Equalization	11" x 17"	\$28.77	7.9%	\$31.05	100.0%	\$27.00	\$31.05	\$30.00	25	\$30.00	\$75
Equalization	17" x 22"	\$43.16	7.9%	\$46.57	100.0%	\$40.00	\$46.57	\$45.00	20	\$45.00	\$100
Equalization	22" x 34"	\$57.55	7.9%	\$62.09	100.0%	\$53.00	\$62.09	\$60.00	5	\$60.00	\$35
Equalization	28" x 40"	\$71.93	7.9%	\$77.61	100.0%	\$66.00	\$77.61	\$70.00	5	\$70.00	\$20
Equalization	34" x 44"	\$86.32	7.9%	\$93.14	100.0%	\$80.00	\$93.14	\$85.00	5	\$85.00	\$25
Equalization	Custom Maps	\$81.15	7.9%	\$87.56	100.0%	varies	\$87.56	varies	50	varies	\$0
Equalization	BS&A Export	\$500.00	7.9%	\$539.50	100.0%	\$500.00	\$539.50	\$500.00	0	\$500.00	\$0
Equalization	Ingham County Plat Book	\$0.00	7.9%	\$15.00	100.0%	\$15.00	\$15.00	\$15.00	100	\$15.00	\$0
Equalization	Digital Parcel Data Layer (Sold by Local Unit) 0.10/parcel, minimum charge \$150.00										
Equalization	TOWNSHIP CHARGES **										
Equalization	Alaiedon Twp	\$176.12	7.9%	\$190.03	100.0%	\$185.00	\$190.03	\$165.00	1,652	\$165.00	\$0
Equalization	Aurelius Twp	\$218.81	7.9%	\$236.10	100.0%	\$205.00	\$236.10	\$205.00	2,054	\$205.00	\$0
Equalization	Bunker Hill Twp	\$160.10	7.9%	\$172.75	100.0%	\$150.00	\$172.75	\$150.00	1,081	\$150.00	\$0
Equalization	Delhi Twp	\$1,081.24	7.9%	\$1,166.66	100.0%	\$1,013.00	\$1,166.66	\$1,013.00	10,136	\$1,013.00	\$0
Equalization	Ingham Twp	\$160.10	7.9%	\$172.75	100.0%	\$150.00	\$172.75	\$150.00	1,266	\$150.00	\$0
Equalization	Lansing Twp	\$334.08	7.9%	\$360.48	100.0%	\$313.00	\$360.48	\$313.00	3,130	\$313.00	\$0
Equalization	Leroy Twp	\$168.64	7.9%	\$181.97	100.0%	\$158.00	\$181.97	\$158.00	1,582	\$158.00	\$0
Equalization	Leslie Twp	\$160.10	7.9%	\$172.75	100.0%	\$150.00	\$172.75	\$150.00	1,371	\$150.00	\$0
Equalization	Locke Twp	\$160.10	7.9%	\$172.75	100.0%	\$150.00	\$172.75	\$150.00	998	\$150.00	\$0
Equalization	Mendian Twp	\$1,481.50	7.9%	\$1,598.54	100.0%	\$1,388.00	\$1,598.54	\$1,388.00	13,889	\$1,388.00	\$0
Equalization	Onondaga Twp	\$160.10	7.9%	\$172.75	100.0%	\$150.00	\$172.75	\$150.00	1,463	\$150.00	\$0
Equalization	Stockbridge Twp	\$210.27	7.9%	\$226.88	100.0%	\$197.00	\$226.88	\$197.00	1,970	\$197.00	\$0
Equalization	Vevay Twp	\$168.64	7.9%	\$181.97	100.0%	\$158.00	\$181.97	\$158.00	1,584	\$158.00	\$0
Equalization	Wheatfield Twp	\$160.10	7.9%	\$172.75	100.0%	\$150.00	\$172.75	\$150.00	886	\$150.00	\$0
Equalization	White Oak Twp	\$160.10	7.9%	\$172.75	100.0%	\$150.00	\$172.75	\$150.00	792	\$150.00	\$0
Equalization	Williamstown Twp	\$240.16	7.9%	\$259.13	100.0%	\$225.00	\$259.13	\$225.00	2,253	\$225.00	\$0
Equalization	C-East Lansing	\$755.69	7.9%	\$815.39	100.0%	\$708.00	\$815.39	\$708.00	7,086	\$708.00	\$0
Equalization	C-Lansing	\$4,265.19	7.9%	\$4,602.14	100.0%	\$3,995.00	\$4,602.14	\$3,995.00	39,967	\$3,995.00	\$0
Equalization	C-Leslie	\$160.10	7.9%	\$172.75	100.0%	\$150.00	\$172.75	\$150.00	755	\$150.00	\$0
Equalization	C-Mason	\$342.62	7.9%	\$369.69	100.0%	\$321.00	\$369.69	\$321.00	3,216	\$321.00	\$0
Equalization	C-Williamston	\$160.10	7.9%	\$172.75	100.0%	\$150.00	\$172.75	\$150.00	1,443	\$150.00	\$0
Equalization	Digital Photo all local units	\$907.26	7.9%	\$978.93	100.0%	\$850.00	\$978.93	\$850.00	21	\$850.00	\$0
ROD	Dist Administration Fee (1)	\$22.59	7.9%	\$24.37	100.0%	\$20.00	\$24.37	\$20.00	10	\$20.00	\$0
ROD	Laredo product,0-250 minutes-chnrg/month	\$61.30	7.9%	\$66.14	100.0%	\$54.00	\$66.14	\$56.00	0	\$59.00	\$0
ROD	Laredo Min. Overage for 0-250 min. plan	\$0.25	7.9%	\$0.26	100.0%	\$0.22	\$0.26	\$0.25	0	\$0.14	\$0
ROD	Laredo product, 250-1000 mins.-chnrg/mo.	\$122.60	7.9%	\$132.28	100.0%	\$110.00	\$132.28	\$130.00	0	\$118.00	\$0
ROD	Laredo Min. Ovrgr for 250-1000 min. plan	\$0.16	7.9%	\$0.20	100.0%	\$0.17	\$0.20	\$0.20	0	\$0.20	\$0
ROD	Laredo product,1001-3000 mins-chnrg/mo	\$245.20	7.9%	\$264.57	100.0%	\$215.00	\$264.57	\$250.00	0	\$220.00	\$0
ROD	Laredo Min. Ovrgr for 1000-3000 min. plan	\$0.15	7.9%	\$0.16	100.0%	\$0.14	\$0.16	\$0.16	0	\$0.16	\$0
ROD	Laredo product,Unitd mins-chnrg/mo.	\$306.50	7.9%	\$330.71	100.0%	\$285.00	\$330.71	\$300.00	0	\$275.00	\$0
ROD	Monarch - Streaming Service ** Never on list but charged	\$0.50	7.9%	\$0.54	100.0%	\$0.34	\$0.54	\$0.54	0	\$0.54	\$0
Treasurer	NSF Checks	\$36.60	7.9%	\$39.49	100.0%	\$34.00	\$39.49	\$35.00	120	\$35.00	\$120
Treasurer	Tax service fee	\$4.78	7.9%	\$5.15	100.0%	\$4.00	\$5.15	\$5.00	10	\$4.00	\$0

\$141,834

(1) Set per the State Guidelines

(2) These Fees must be the same as the 1st acre

(3) The fee for each additional acre is 10% of the original fee

(4) Added Per R317-021

Location of Service	Fee Description	2023 Cost	2024 Cost Increase Factor	2024 Cost	Target Percent	2021 Fee	2024 Calc. Fee	2024 Initial Prop. Fee	Units	Department Recomm.	Additional Revenue
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(5) Added per Reso #14-432

(6) Added per Reso #15-221

(7) Added per Reso #16-388

(8) Minimum charge \$30.00, \$60.00 per hour plus applicable size rate

*Target % Changed in 2017 based on info to increase fees per the zoo (where previously at 25%)

** These fees are what the townships charge so they stay until the townships change them

2024 County Fees Analysis
County Services Committee

ATTACHMENT 2

Location of Service	Fee Description	2021 Fee	Department Recomm.	Additional Revenue
Clerk	Certified Copy Senior Citizen State only (4)	\$10.00	\$0.00	\$0
Clerk	Certified Copy - Add'l Copies	\$10.00	\$15.00	\$121,000
Clerk	Expedited Svc - copies of Vital Records	\$40.00	\$45.00	\$1,835
Clerk	Marriage Witness Fee	\$15.00	\$20.00	\$95
Clerk	Marriage Ex Parte	\$50.00	\$100.00	\$2,950
Clerk NEW	Fingerprinting Non-CPL -State gets 43.25 & county gets 16.75	\$0.00	\$60.00	\$1,500
Clerk	Marriage License Waiver	\$25.00	\$100.00	\$825
Drain Comm.	Photography	\$305.00	\$325.00	\$60
Drain Comm.	Topography	\$595.00	\$625.00	\$90
Drain Comm.	Floodplain/wetland	\$120.00	\$130.00	\$0
Drain Comm.	Preliminary Comm. Site Plan Review (2)	\$725.00	\$750.00	\$500
Drain Comm.	Preliminary Plat Review (2)	\$725.00	\$750.00	\$75
Drain Comm.	Plat and Commercial Drainage Review			\$0
Drain Comm.	Plat and Commercial Drainage Review - First acre	\$725.00	\$750.00	\$375
Drain Comm.	Additional acre	\$82.00	\$90.00	\$120
Drain Comm.	Re-submission Admin fee	\$240.00	\$250.00	\$0
Drain Comm.	Plat Drain Administration Fee	\$2,540.00	\$2,600.00	\$180
Drain Comm.	Drain Crossing Permits, Review (Commercial)	\$525.00	\$550.00	\$1,000
Drain Comm.	Drain Crossing Permit- (Residential)	\$140.00	\$150.00	\$10
Drain Comm.	Tap in Permit - Residential	\$110.00	\$120.00	\$10
Drain Comm.	Tap-in Permit - Commercial	\$440.00	\$450.00	\$100
Drain Comm.	Soil Erosion Permit - Commercial-12 mo. Duration - 1 acre or less	\$640.00	\$660.00	\$0
Drain Comm.	Soil Erosion (12 mo.) - Commercial- each additional acre (3)	\$64.00	\$66.00	\$0
Drain Comm.	Soil Erosion Permit - Commercial -9 mo. Duration - 1 acre or less (3)	\$560.00	\$580.00	\$0
Drain Comm.	Soil Erosion (9 mo.) - Commercial- each add'l acre (3)	\$56.00	\$58.00	\$0

Location of Service	Fee Description	2021 Fee	Department Recomm.	Additional Revenue
Drain Comm.	Soil Erosion Permit - Commercial - 6 mo. Duration - 1 acre or less (3)	\$480.00	\$500.00	\$0
Drain Comm.	Soil Erosion (6 mo.) - Commercial- each add'l acre (3)	\$48.00	\$50.00	\$0
Drain Comm.	Soil Erosion Permit Transfer	\$100.00	\$115.00	\$0
Drain Comm.	Soil Erosion Permit Renewal (3)	1/2 of orig fee	1/2 of orig fee	\$0
Drain Comm.	Escrow account-Less than 1/2 acre	\$595.00	\$620.00	\$500
Drain Comm.	Escrow account - 1/2 to 1 acre	\$1,740.00	\$1,800.00	\$600
Drain Comm.	Escrow account - 1 or more up to 5 acres	\$3,440.00	\$3,600.00	\$2,400
Drain Comm.	Escrow account - 5 to 10 acres	\$5,665.00	\$5,800.00	\$675
Drain Comm.	Escrow account - each add'l 10 acres	\$2,865.00	\$2,950.00	\$425
Drain Comm.	Soil Erosion Permit-Residential-12 mo.	\$275.00	\$320.00	\$90
Drain Comm.	Soil Erosion Permit - 9 month duration	\$265.00	\$300.00	\$175
Drain Comm.	Soil Erosion Permit - 6 month duration	\$220.00	\$240.00	\$800
Drain Comm.	Soil Erosion Permit - Renewal	1/2 of orig fee	1/2 of orig fee	\$0
Drain Comm.	Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection 6 months duration	\$350.00	\$375.00	\$375
Drain Comm.	Residential Minor Disturbance Soil Erosion - Permit/Review/Inspection 6 months duration	\$51.00	\$55.00	\$40
Drain Comm.	Violation and Cease&Desist Order	\$320.00	\$350.00	\$180
Drain Comm.	Title Search - Drain Assessments	\$5.00	\$6.00	\$1,694
Equalization	Pre-2005 Paper Maps/Aerial photos (blueprints)	\$13.00	\$15.00	\$200
Equalization	Digitally Produced Paper Maps- Parcel Layer			
Equalization	8.5" x 11"	\$6.00	\$7.00	\$5
Equalization	11" x 17"	\$13.00	\$15.00	\$10
Equalization	17" x 22"	\$20.00	\$23.00	\$15
Equalization	22" x 34"	\$27.00	\$30.00	\$15
Equalization	28" x 40"	\$33.00	\$35.00	\$10
Equalization	34" x 44"	\$40.00	\$45.00	\$25
Equalization	Digitally Produced Paper Maps - Parcel layer w/2010 Digital Photo Layer			
Equalization	8.5" x 11"	\$13.00	\$15.00	\$2,500
Equalization	11" x 17"	\$27.00	\$30.00	\$75

Location of Service	Fee Description	2021 Fee	Department Recomm.	Additional Revenue
Equalization	17" x 22"	\$40.00	\$45.00	\$100
Equalization	22" x 34"	\$53.00	\$60.00	\$35
Equalization	28" x 40"	\$66.00	\$70.00	\$20
Equalization	34" x 44"	\$80.00	\$85.00	\$25
Equalization	Custom Maps	varies	varies	\$0
Equalization	BS&A Export	\$500.00	\$500.00	\$0
Equalization	Ingham County Plat Book	\$15.00	\$15.00	\$0
RoD	Laredo product,0-250 minutes,chrq/month	\$54.00	\$59.00	\$0
RoD	Laredo Min. Overage for 0-250 min. plan	\$0.22	\$0.14	\$0
RoD	Laredo product, 250-1000 mins.-chrq/mo.	\$110.00	\$115.00	\$0
RoD	Laredo Min. Ovrq for 250-1000 min. plan	\$0.17	\$0.20	\$0
RoD	Laredo product,1001-3000 mins-chrq/mo	\$215.00	\$220.00	\$0
RoD	Laredo Min. Ovrq for 1000-3000 min. plan	\$0.14	\$0.16	\$0
RoD	Laredo product,Unltd mins-chrq/mo.	\$265.00	\$275.00	\$0
ROD	Monarch - Streaming Service ** Never on list but charged	\$0.34	\$0.54	\$0
Treasurer	NSF Checks	\$34.00	\$35.00	\$120

\$141,834

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION PROCLAIMING APRIL 28 AS “WORKERS MEMORIAL DAY”
IN INGHAM COUNTY**

WHEREAS, every year on April 28, communities and worksites around the world honor friends, family members, and colleagues who have been killed or injured on the job; and

WHEREAS, in 2021, the Federal Bureau of Labor Statistics estimated that 5,190 workers were killed by traumatic injuries on the job, on average nearly 100 workers have died every week, roughly 14 workplace deaths per day; and

WHEREAS, in 2021, 140 workers were lost through fatal workplace accidents in Michigan; and

WHEREAS, it is appropriate to honor the memory of the courageous and dedicated members of Michigan’s labor force who have been injured or disabled or have died as a result of workplace accidents; and

WHEREAS, we remember those who have died in work place catastrophes, suffered occupational-related diseases, or have been injured due to dangerous conditions; and

WHEREAS, recognition of the integrity of Michigan’s workforce and its achievements on behalf of the economic growth of our state is necessary; and

WHEREAS, the Board of Commissioners wish to pay tribute to the workers who have died or been injured or disabled in workplace accidents; and

WHEREAS, the Board renews efforts to seek stronger workplace safety and health protections, better standards and enforcement and fair and just compensation by rededicating ourselves to improving safety and health in the workplace.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby proclaim April 28, 2023 as Workers Memorial Day in Ingham County.

BE IT FURTHER RESOLVED, that the Board urges all citizens of the County of Ingham to recognize and honor the contributions of Michigan’s workforce and call for increased workplace safety standards.