

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

FINANCE COMMITTEE
MARK GREBNER, CHAIR
TODD TENNIS
BRYAN CRENSHAW
MARK POLSDOFER
EMILY STIVERS
ROBERT PEÑA
RANDY SCHAFER

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, APRIL 20, 2022 AT 6:00 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/89160266022>.

Agenda

Call to Order

Approval of the [April 6, 2022](#) Minutes

Additions to the Agenda

Limited Public Comment

1. 9-1-1 Dispatch Center – Resolution to Approve the Disposal of County-Owned [Surplus](#) Property
2. Law & Courts Committee – Resolution to Submit to the Electorate a [Juvenile Justice](#) Millage Renewal and Restoration Question
3. Fairgrounds – Resolution to Authorize a Contract with [Sterle Builders](#) to Assemble and Break Down the Jack O' Lanterns Unleashed Displays
4. Potter Park Zoo – Resolution to Grant the [Potter Park Zoo Advisory Board](#) the Ability to Approve Ticket Distribution as a Marketing Strategy at Potter Park and Potter Park Zoo
5. Health Department – Resolution to Authorize the [Reorganization](#) of Four Positions within the Ingham County Health Department
6. Drain Commissioner
 - a. Resolution to Commit Ingham County to Continued Action Against Non-Point Source Pollution in Compliance with Phase II of the [Federal Clean Water Act](#)
 - b. Resolution to Allocate \$392,000 in American Rescue Plan Funds to Fund the Maintenance and Improvement of the [Smith and Oesterle Drain](#)
7. Facilities Department
 - a. Resolution to Authorize a Purchase Order to [Knight Watch Inc.](#) for New Access Swipes at the Allen Street Neighborhood Clinic
 - b. Resolution to Authorize an Agreement with [John E. Green Company](#) to Replace the Blower Fan Assemblies in the Two CRAC Units at the 9-1-1 Center
 - c. Resolution to Authorize a Purchase Order to [Deer Creek Sales, Inc.](#) for a Replacement Kubota Tractor

8. Road Department
 - a. Resolution to Authorize Agreements with Locke, Meridian, and Wheatfield Townships for the 2022 [Local Road Program](#)
 - b. Resolution to Reclassify Reception/Permits/Public Information Clerk to Reception and [Public Information Coordinator](#)
9. Equalization/Tax Mapping – Resolution to Adopt the 2022 County [Equalization Report](#) as Submitted with the Accompanying Statements
10. Controller/Administrator
 - a. Resolution to Approve the [Reorganization](#) of the Controller’s Office
 - b. Resolution to Utilize \$9 Million in American Rescue Plan Funds for Affordable Housing Opportunities through the Ingham County [Housing Trust Fund](#)
 - c. Resolution to Approve American Rescue Plan Funds for the 30th Circuit Court [Visiting Judge Program](#)
11. Board Referral – Ingham County Federal Awards Supplemental Information Audit Report for the Year Ending December 31, 2020 (*Previously Distributed at the Board of Commissioners’ Meeting*)

Announcements
Public Comment
Adjournment

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

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

FINANCE COMMITTEE

April 6, 2022

Draft Minutes

Members Present: Grebner, Crenshaw (Left at 6:45 p.m.), Peña, Polsdofer, Schafer, and Stivers (Arrived at 6:06 p.m.).

Members Absent: Tennis.

Others Present: Treasurer Alan Fox, Teri Morton, Barb Davidson, Dan Verhougstraete, Carla Clos, Alan Boyer, Paul Pratt, Douglas Kelly, Kelly Jones, Gregg Todd, Michael Townsend, Kylie Rhoades, and others.

The meeting was called to order by Chairperson Grebner 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/89160266022>.

Approval of the March 16, 2022 Minutes

CHAIRPERSON GREBNER STATED, WITHOUT OBJECTION, MINUTES OF THE MARCH 16, 2022 FINANCE COMMITTEE MEETING WERE APPROVED AS WRITTEN. Absent: Commissioners Tennis and Stivers.

Additions to the Agenda

Removed –

8. Fairgrounds
 - d. Resolution to Authorize a Contract with Sterle Builders to Assemble and Break Down the Jack O' Lanterns Unleashed Displays
10. Potter Park Zoo
 - c. Resolution to Grant the Potter Park Zoo Advisory Board the Ability to Approve Future Visitor Incentive Programs at Potter Park and Potter Park Zoo
13. Facilities Department
 - a. Resolution to Authorize a Purchase Order to Capital Equipment & Supply for a Replacement Kubota Tractor

Limited Public Comment

None.

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

1. Clerk's Office – Resolution to Authorize a One-Year Extension to the Contract with File Safe, Inc. for the Transport, Storage, and Retrieval of Certain Vital Records of the Ingham County Clerk's Office
2. Sheriff's Office
 - a. Resolution to Authorize a Contract Renewal with Lexipol for the PoliceOne Academy Training Platform
 - b. Resolution to Authorize a Contract with Life Launch Institute, LLC for Breakout and Seeking Safety Services
3. Homeland Security and Emergency Management – Resolution to Authorize an Equipment Purchase Agreement with DSLRPros to Purchase a DJI Matrice 300 UAV & Accessories
4. 9-1-1 Dispatch Center – Resolution to Authorize the Cardinal Group II to Conduct Training with the Staff of the Ingham County 9-1-1 Central Dispatch Center
5. Law & Courts Committee – Resolution to Submit to the Electorate a Special Millage Question for Funding for Animal Control Program Operations and Services
6. Circuit Court – Family Division – Resolution Renewing Contract with Michigan State University for the Juvenile Risk Assessment Project and Quarterly Program Evaluation
7. Veterans Affairs
 - a. Resolution to Reclassify the Veterans Affairs Director Position
 - b. Resolution to Amend Resolution #21-451 to Include a Contract with Clinton Transit
8. Fairgrounds
 - a. Resolution to Authorize a Contract with Johnson Consulting to Provide a Master Plan for the Fairgrounds
 - b. Resolution to Authorize the Purchase of a New Truck for the Fairgrounds
 - c. Resolution to Grant the Ingham County Fairgrounds the Ability to Approve Ticket Distribution Programs as a Marketing Strategy
9. Parks Department – Resolution to Authorize a Contract with Moore Trosper Construction Company for Installing a Storage Building at Hawk Island County Park
10. Potter Park Zoo
 - a. Resolution to Authorize an Agreement with Binder Park Zoo for a Veterinary Fellowship
 - b. Resolution to Authorize a Transfer of Portable Radios to the City of Lansing

11. Health Department

- a. Resolution to Authorize a Purchase of Direct Mail Services through Staples for the Purpose of COVID-19 Vaccine Outreach
- b. Resolution to Authorize an Amendment of Resolution #10-275 to Include the Nextgen® State of Michigan Title X Report Module
- c. Resolution to Authorize Amendment #2 to the 2021-2022 Emerging Threats Master Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement
- d. Resolution to Authorize Amendment #2 to the 2021-2022 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services under the Master Agreement
- f. Resolution to Purchase a Non-Invasive Bilirubin Measuring Device from Drager, Inc.
- g. Resolution to Authorize the Renewal of an Agreement with RegLantern™
- i. Resolution to Authorize an Agreement with Edge Partnerships for a Social Marketing Campaign to Increase Vaccine Uptake
- j. Resolution to Authorize a Job Description Amendment to Change the Operations & Compliance Manager Position to Operations Director

12. Equalization Department

- a. Resolution to Award a Contract for Monumentation and Remonumentation Project Representative
- b. Resolution to Award Contracts for Peer Review Group Members
- c. Resolution to Award Contracts for Remonumentation Project Surveyors

13. Facilities Department

- b. Resolution to Authorize an Agreement with Straub Pettit Yaste Architects for Architectural and Engineering Services for the DHHS Remodel at the Human Services Building

14. Innovation & Technology Department

- a. Resolution to Approve Renewal of Training from Wizer
- b. Resolution to Approve the Renewal of Virtual Meeting Software from CDW-G

15. Road Department

- b. Resolution to Authorize an Engineering Design Services Contract with DLZ Michigan, Inc. for the Hagadorn Road and Sandhill Road Intersection Project
- c. Resolution to Approve an Agreement with Michigan Pavement Markings, LLC for Bid Packet #33-22 2022 Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program
- d. Resolution to Authorize an Engineering Consultant Services Agreement for As-Needed Construction Inspection and Supervision Services for the 2022-2023 Construction Seasons
- e. Resolution to Authorize an Engineering Design Services Contract with DLZ Michigan, Inc. for the Holt Road Bridge over Doan Creek (SN 3869)

- f. Resolution to Authorize the Purchase of Reflective Sign Faces, Complete Signs, Aluminum Sheet Sign Panels and Sign Posts
- g. Resolution to Reclassify Engineering Technician 3/4/5 to Permit Clerk

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Tennis and Stivers.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Tennis and Stivers.

Chairperson Grebner stated he would like to add Agenda Item 16b. to include a brief discussion on the Drain Commission assessments.

11. Health Department

- e. Resolution to Authorize and Agreement with Edge Partnerships for a Marihuana Public Education Campaign

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

Commissioner Schafer stated that he had reviewed an article about the taxation that came in based on how many pharmacies there were. He further asked for clarification on where the money went that came in from the taxation.

Gregg Todd, Ingham County Controller, stated that Ingham County was set to receive just over \$1,000,000, which was the County's portion of the State tax on marijuana facilities. He further stated that the money goes into the General Fund, in which it has been decided to fund the Diversity, Equity, and Inclusion (DEI) Director position.

Mr. Todd stated that it was intended to allocate the funds into the DEI office for the 2023 budget. He further stated that there were no restrictions from the State.

Commissioner Schafer stated that everything that the State did was accompanied by a help line for people, such as the Lottery and gambling.

Chairperson Grebner stated the tax incentive been included in the Legislation as encouragement to allow marijuana within the boundaries.

Commissioner Schafer stated he believed Webberville would do well.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Tennis and Stivers.

11. Health Department

- h. Resolution to Authorize a Lease Agreement with Capital Area Community Services for a WIC Satellite Clinic

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE RESOLUTION.

Commissioner Schafer asked for clarification if there were any WIC locations outside of the City.

Mr. Todd stated that he did not have the answer for that question.

Commissioner Schafer stated that he was not opposed and believed that the WIC program was very important. **He further asked that he received clarification to his question at a later time.**

Commissioner Stivers arrived at 6:06 p.m.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. POLSDOFER, TO SUSPEND THE RULES TO ALLOW COMMISSIONER STIVERS TO VOTE ON THE CONSENT AGENDA AND 11E.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

Commissioner Stivers stated that she would vote yes on both the Consent Agenda and Agenda Item 11e.

15. Road Department

- a. Resolution of Support for the Local Bridge Program Funding Applications for Fiscal Year 2025

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

Commissioner Peña stated he believed the Road Department had done a good job with the bridges, further the budget appeared to be well thought-out.

Commissioner Schafer asked Kelly Jones, Ingham County Road Department Managing Director, for an update on the completion of the Dietz Road Bridge.

Ms. Jones stated that the Dietz Road Bridge had been funded for 2022, and would have been considered in the MDOT bundle for closed bridges. She further stated that the Dietz Road Bridge had not been included on the list from MDOT that had been released on April 6, 2022 as it was already funded by another source.

Ms. Jones stated that this process had delayed the original schedule, and would now be completed by 2024.

Commissioner Schafer stated he was under the impression that Federal funds had been allocated.

Ms. Jones stated that it had received Federal funds for completion in 2022, but the Dietz Road Bridge had been pulled into the bundle.

Commissioner Schafer asked for clarification on how it had been pulled into the bundle if it was Federally funded.

Ms. Jones stated that it had come from a different pot of funding and was moved from one to another. She further stated that they had put a pause on the engineering as soon as they had been notified of the changes.

Commissioner Schafer stated that he expected there to be a lot of sad individuals when they heard this.

Ms. Jones stated that she had been in contact with the Township and relayed that the completion was now expected for 2024.

Commissioner Schafer asked for clarification on the related issue with the Parks Department.

Ms. Jones stated that she has had discussion with the Parks Department and would further look into the logistics to accommodate something.

Commissioner Polsdofer stated that he would like to disclose his daytime employment was with MDOT. He further asked if the engineering for the Dietz Road Bridge were far enough along to be bumped up to the 2023 schedule if the Legislature were able to dedicate funds.

Ms. Jones stated that the engineers did not believe that it could be a 2023 project due to the consideration of environmental hoops and their schedule.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

16. Controller/Administrator

a. American Rescue Plan Act Second Tranche Funding (*Discussion*)

Mr. Todd provided an overview of the breakdown from the first tranche of American Rescue Plan Act (ARPA) funding. He further provided an overview of recommendations for the second tranche.

Mr. Todd stated the County Services Committee recommended to go ahead with resolutions for the Housing Trust Fund, Circuit Court visiting Judge, as well as the Smith and Oesterle Drain. He further stated that they would like to take these recommendations to either the Human Services or Law and Courts Committee.

Mr. Todd provided a breakdown of the requests and recommendations for the second tranche.

Mr. Todd stated the Controller's Office recommend to reserve the remaining \$5.25 million and use part for revenue reimbursement. He further stated \$1,000,000 would be allocated to the Drain Commission to apply to the Montgomery Drain.

Mr. Todd stated that the interim and final ruling had allowed the allocation of funds to be more focused on County-oriented projects.

Commissioner Crenshaw asked if a timeline had been established during the first tranche that determined when the allocated funds would need to be used by.

Mr. Todd stated that the only timeline had been associated with it had been from the ARPA funds, that were obligated by 2024 and spent by 2026. He further stated Capital Area Community Services received their funds in installment payments.

Mr. Todd stated that Ingham County has been able to track where the funds have gone.

Commissioner Crenshaw asked if the organizations could come back in a few years and ask for the remainder of funds that had been obligated to them.

Mr. Todd stated that they would amend the contract to reflect should the County pull funds.

Chairperson Grebner stated that the County was not looking to pull funds from any organization and be in violation of the contract. He further stated that the Lansing Economic Area Partnership (L.E.A.P.) had not been able to spend the funds that had been allocated.

Commissioner Crenshaw stated he would like to address the second tranche allocation, particularly Commissioner Grebner's request. He further stated that he believed that it started a bad precedent, as it was not open to all Commissioners as an available option.

Commissioner Peña stated that it was of his understanding that the Commissioners had all received an email from the Controller's Office for requests of needs within their community. He further stated that the funds he had requested were for storm and sewer sanitary separation, road, and water main work.

Commissioner Schafer asked for clarification on the IT buildout and where it stood with broadband.

Mr. Todd stated the IT upgrades and buildouts were focused on gaining broadband access to Ingham County's facilities that do not already have access. He further stated that there were some funds allocated to provide more remote access to employees.

Mr. Todd stated that it was not for residents but rather for Ingham County facilities.

Commissioner Schafer asked if Mr. Todd was confident that funds were available to assist with Countywide broadband.

Mr. Todd stated through the first tranche, they had completed the broadband survey through Merit Network. He further stated that the goal was to determine where the broadband needs were and then go to the State to request funding as a larger pot of funding would be needed.

Commissioner Schafer stated he would be reluctant to approve \$9 million for the House Trust Fund when there are other pressing needs that the County could address in the future. He further stated that he wanted to make sure that the County was taken care of.

Commissioner Stivers asked for clarification on how much funding the County would receive from the Federal Infrastructure Act.

Mr. Todd stated that they did not know how much would be received, but it would come down from the State. He further stated that the State reviewed what programs were available.

Chairperson Grebner stated that the State funds were not divided to the municipalities based on population.

Commissioner Stivers stated that it might be worth projecting what could be expected based on past revenue patterns. She further stated that she had initially been disappointed more tranche funding had not been allocated to the septic systems but felt that funding from the State could address these concerns.

Commissioner Stivers stated that she was hopeful that this was not the end of funding resources that resulted from the COVID-19 pandemic. She further stated that she was mostly happy with the tranche funding allocations and believed that the \$9 million for the House Trust Fund was extremely important.

Commissioner Stivers stated that the home ownership instability was intense throughout Ingham County. She further stated that the Housing Trust Fund could potentially stabilize the housing market for a whole new generation of homeowners.

Commissioner Schafer stated that he was concerned that someone needed help with a down payment, further that they often failed to maintain a budget. He further stated that he understood the concern for housing but was also concerned for the long term sustainability.

Commissioner Schafer stated that he would vote to address environmental concerns.

Commissioner Stivers stated that she would like to invite Treasurer Alan Fox to address the issue.

Chairperson Grebner stated he would love to have Treasurer Fox address the Housing Trust Fund. He further stated he would like to wait on that discussion until there is a resolution.

Commissioner Peña stated that the Tri-County Regional Planning Commission was taking information for the Housing initiative until April 14th.

Chairperson Grebner stated that he was unhappy with the Smith Oesterle Drain and further was generally not in favor of allocating funds to bail out the Montgomery Drain. He further stated the

Montgomery Drain did impact his yard and he had a corrupt personal interest in supporting it for his own benefit.

16. Controller/Administrator

b. Drain Commission (*Discussion*)

Chairperson Grebner stated that he had not understood the Smith and Oesterle Drain allocation and had been told that it was beyond his understanding by the Drain Commission. He further stated that there had been a notice of the decision and the Board of Commissioners did not act in time to request a Board of Review.

Chairperson Grebner stated that the Board of Commissioners had lost their chance to appeal the allocation. He further stated that if they intended for a similar allocation in the future, a mechanism needed to be in place to promptly address the matter.

Chairperson Grebner stated that it could not be addressed by resolution, as there was a time constraint and would instead need the Controller acting in consultation with the Chair of the Board or Attorney's Office to file the objection.

Chairperson Grebner stated that normally the allocations were split equally between the Road Department and the General Fund and have not ever had an allocation such as this before. He further stated that while he agreed this was an important issue that needed to be addressed, the benefit to an individual present at the County Services Committee meeting was \$60 a year.

Chairperson Grebner stated that there was nothing that could be done at this point and they were locking the door after the horse has been stolen. He further stated that there would be more horses in the future, and proper security was needed.

Paul Pratt, Deputy Drain Commissioner, stated that the chronology was off and the meetings were held before the day of review.

Commissioner Crenshaw left at 6:45 p.m.

Mr. Pratt stated that when discussion was held, they turned to ARPA funds and seemed to be a reasonable outcome. He further stated that this high of a percentage was an outlier with good reason.

Mr. Pratt stated that during Commissioner Grebner's sabbatical from 2012 to 2016 a resolution had passed that gave the Controller the right to appeal without consulting the Board of Commissioners. He further stated that he did not see why anyone would rush to appeal this and would have expected a Board of Review to endorse this outcome.

Mr. Pratt stated that the Drain Commission did not shy away from a Board of Review, the last being in 2013 with Lansing Township. He further stated that they had no objection to a resolution that allowed the Controller to appeal.

Carla Clos, Deputy Drain Commissioner, provided an overview of the apportionment and the benefit derived.

Chairperson Grebner stated that there was not a need to litigate as there had already been a nice discussion. **He further stated that Resolution # 13 – 116 was exactly what he would have liked and asked that the Controller review to see if any additional changes needed to be made.**

Ms. Clos provided an overview of the Smith and Oesterle Drain sorted by Parcel.

Ms. Clos stated that the Bond Counsel had advised that ARPA funding could not be used to pay down the cost of a bond. She further stated that the only legal way to do it was to have it appear on the apportionment and use the ARPA fund as a pre-payment.

Ms. Clos stated that the only way to go forward was to have assistance from the County. She further stated had they held off on the project, they would have continued to see flooding that presented a hazard.

Chairperson Grebner stated that it was a remarkable allocation that was essentially for private landowners. He further stated that the road was not a major feature and it was an awfully generous arrangement.

Announcements

Commissioner Peña stated that the last Friday fish fry would be held on April 8 at the Cristo Rey Church. He further stated that the fish and side dishes would be served from 5 to 7 p.m.

Commissioner Peña stated that the funds raised would be used to serve the community.

Public Comment

Alan Fox, Ingham County Treasurer, stated that he had appointed Rachel Piner as Chief Deputy Treasurer. He further stated that Rachel had served as Treasurer at the City of Williamston, Vice President of Michigan Municipal Treasurers Association, and twice as acting City Manager for Williamston.

Treasurer Fox stated that he was very excited for her to join the Treasurer's Office and believed that she would be a great addition to Ingham County.

Kelly Jones, Ingham County Road Department Managing Director, stated that she had submitted a request for American Relief Plan Act funding for the projected revenue loss. She further stated that they had roughly \$4,000,000 in revenue loss due to COVID-19, as the Road Department received revenue through the gas tax as well as vehicle registration.

Ms. Jones stated there was a lot of information regarding the Federal and State Transportation Bills. She further stated that those funds would not directly come to the Road Department as they were distributed by the State into programs.

Ms. Jones stated that the Road Department had less money to match the Federal grants and as a result could not receive them. She asked that the Finance Committee consider allocating funds to assist the Road Department with the increased cost and challenges brought on by the COVID-19 pandemic.

Ms. Jones stated that the Road Department was part of the County despite having separate funding, and ask that they be considered part of it when funds for revenue loss were considered. She further stated that everyone would benefit from having better roads.

Commissioner Schafer stated that some Townships had determined that individuals needed to complete self-assessment if they were seeking road repair. He further stated that people were very angry and questioned where funding was at on a local level.

Commissioner Polsdofer stated that the impact of revenue loss from 2020 and 2021 would continue long-term as the rapid conversion into electric vehicles occurred with lack of structure in place. He further stated that collection of revenue for diesel and gas would only continue to decrease.

Adjournment

The meeting was adjourned at 7:15 p.m.

APRIL 20, 2022 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

The Controller's Office recommends approval of the following resolutions:

1. 9-1-1 Dispatch Center – *Resolution to Approve the Disposal of County-Owned Surplus Property*

This resolution will authorize the sale of surplus items received as a result of Public Safety Radio Communication Project. The replacement of all end user radio equipment was part of this project and a contingency of equipment was purchased to secure a smooth transition and prompt mobile radio installation. Distribution and installation of these radios has been completed as well as fulfilling any future needs of Ingham County's public safety partners, and a surplus has been identified. The surplus equipment and items, because of their use in public safety, must be sold to other public safety entities or government entities, as opposed to the general public. This resolution will also authorize that any item not sold may be disposed of by the 9-1-1 Director and Purchasing Director in the manner deemed to be in the County's best interest. Proceeds from the sale of items will be deposited in the 9-1-1 Emergency Telephone fund or appropriate account. A similar resolution was authorized earlier this year for the sale of equipment associated with the decommissioned Harris EDACS radio system.

See memo for details.

2. Law & Courts Committee – *Resolution to Submit to the Electorate a Juvenile Justice Millage Renewal and Restoration Question*

This resolution will authorize a question to be submitted to a vote of the electorate in the primary election to be held on August 2, 2022 in order to levy a millage of 0.60 mills for a period of eight years (2022-2029) to renew and restore the Juvenile Justice Millage approved in 2016, which expired in 2021.

If approved, this millage will continue support of numerous programs for youth in Ingham County, as it has done since its initial approval in 2002, with renewals in 2006, 2012, and 2016. For the 2023 budget year, the millage is projected to levy over \$5 million in funding, most of which will be matched by the State Child Care Fund.

The presented recommendation is based on the discussion at the Law & Courts Committee meeting on March 31, 2022. The materials presented at that meeting are included for reference.

3. Fairgrounds – *Resolution to Authorize a Contract with Sterle Builders to Assemble and Break Down the Jack O' Lanterns Unleashed Displays*

This resolution authorizes a 3-year contract with Sterle Builders to assemble and break down the displays for the Jack O' Lanterns unleashed event. In 2022, the cost for assembly will not exceed \$44,500. In 2023 the cost will not exceed \$46,000 and in 2024 the cost will not exceed \$48,000. The funding source will be budget line number 56176013-818000. A budget adjustment not to exceed \$40,000 will be required from 56176013-705000 Salaries and Wages Temp to 56176013-818000 contractual services.

4. Potter Park Zoo – Resolution to Grant the Potter Park Zoo Advisory Board the Ability to Approve Ticket Distribution as a Marketing Strategy at Potter Park and Potter Park Zoo

This resolution grants the Potter Park Zoo Advisory Board the ability to approve ticket distribution as a marketing strategy at Potter Park and Potter Park Zoo. It is estimated that 1,500 tickets could be distributed as a marketing strategy on an annual basis.

5. Health Department - Resolution to Authorize the Reorganization of Four Positions within the Ingham County Health Department

This resolution authorizes the reorganization of four positions within ICHD including: the AmeriCorps State Specialist Position #601462 currently at an ICEA Pro Grade 5 (\$49,308.65 - \$59,210.54), will be increased to an ICEA Pro Grade 7 (\$58,458.33 - \$70,195.50); the AmeriCorps VISTA Specialist position #601463 currently at an ICEA Pro Grade 5 (\$49,308.65 - \$59,210.54), will be increased to an ICEA Pro Grade 7 (\$58,458.33 - \$70,195.50); the Maternal & Child Health Division Director Position #601138 will be increased from an MC 12 (\$80,939.25 - \$97,177.46) to an MC 13 (\$86,587.48 - \$103,959.67); and the Health Promotion & Prevention Manager Position #601042 will be increased from MC 11 (\$75,387.20 - \$90,511.37) to MC 12 (\$80,939.25 - \$97,177.46), each effective upon approval. A discussion was held on this reorganization at the March 14, 2022 Human Services meeting.

6a. Drain Commissioner – A Resolution Committing Ingham County to Continued Action Against Non-Point Source Pollution in Compliance with Phase II of the Federal Clean Water Act

This resolution approved the continued annual membership dues of \$5,917.65 to the Greater Lansing Regional Committee (GLRC) for stormwater management, that the Drain Commissioner or designee serve as the County representative on the GLRC, and the yearly permit fee of \$3,000 to EGLE.

Payment to follow the cost sharing plan attached to the resolution.

6b. Drain Commissioner– Resolution to Allocate \$392,000 in American Rescue Plan Funds to Fund the Maintenance and Improvement of the Smith and Oesterle Drain

This resolution authorizes the allocation of \$392,000 from ARP funds to fund 40% of the cost of the \$980K Smith and Oesterle Drain project. The project is in Leroy Township and among other things, would replace +/- 600 linear feet of collapsed drain that causes flooding over Frost Road. By utilizing ARP funds, the total project allocation would be:

- 40% ARP - \$392,000
- 35% County - \$343,000
- 15% Leroy Township - \$147,000
- 10% Landowners – \$98,000

The 35% County allocation would be paid through annual bond contributions. Controller's staff did check with legal and it is past the deadline for all appeals.

See memo for details.

7a. Facilities Department– *Resolution to Authorize a Purchase Order to Knight Watch Inc. for a New Access Swipes at the Allen Street Neighborhood Clinic*

This resolution authorizes a purchase order to Knight Watch Inc., for access swipes at the Allen Neighborhood Clinic for \$18,520.26.

See memo for details.

7b. Facilities Department– *Resolution to Authorize an Agreement with John E. Green Company to Replace the Blower Fan Assemblies in the Two CRAC Units at the 9-1-1 Center*

This resolution authorizes an agreement with John E. Green for the replacement of two blower fan assemblies in the Computer Room Air Conditioning (CRAC) units in which the bearings have worn out for \$54,000 with a \$3,000 contingency request. The \$57,000 funding is available in the Equipment Repair budget.

See memo for details.

7c. Facilities Department– *Resolution to Authorize a Purchase Order to Deer Creek Sales, Inc. for a Replacement Kubota Tractor*

This resolution approves a purchase order for a replacement Kubota Tractor to be used at the Sheriff's Office, Jail, 55th District Court, Drain Office, and Animal Shelter. The cost for the tractor from Capital Equipment & Supply is \$36,400 which exceed the CIP budgeted amount of \$25,000. Line item transfers of \$8500 from Equipment Revolving Loan Fund and \$3,000 from GF are requested as well.

See memo for details.

8a. Road Department– *Resolution to Authorize Agreements with Locke, Meridian, and Wheatfield Townships for the 2022 Local Road Program*

This resolution authorizes the Local Road Agreements with Locke, Meridian and Wheatfield townships for the 2022 construction season. The Road Department's 50% match of \$272,400 is included in the 2022 Road Fund budget.

See memo for details.

8b. Road Department– *Resolution to Reclassify Reception/Permits/Public Information Clerk to Reception and Public Information Coordinator*

This resolution authorizes the reclassification of the current "Reception/Permits/Public Information Clerk" position to a "Reception and Public Information Coordinator", remaining in the OPEIU Technical Clerical Unit at Grade 3. This reclassification is to better define the current duties of this position and has the concurrence of HR and the OPEIU Technical Clerical Unit.

See memo for details.

9. Equalization/Tax Mapping – Resolution to Adopt the 2022 County Equalization Report as Submitted with the Accompanying Statements

This resolution approves and adopts the 2022 Ingham County Equalization Report and accompanying statements.

10a. Controller's Office – Resolution to Approve the Reorganization of the Controller's Office

This resolution approves the Controller's Office reorganization per the changes requested at the April 5, 2022 County Services meeting.

See memo for details.

10b. Controller's Office – Resolution to Utilize \$9 Million in American Rescue Plan Funds for Affordable Housing Opportunities through the Ingham County Housing Trust Fund

This resolution approves the allocation of \$9 million in ARP funding to go toward affordable housing opportunities through the Ingham County Housing Trust Fund per the April 5th ARP discussion.

See memo for details.

10c. Controller's Office – Resolution to Approve American Rescue Plan Funds for the 30th Circuit Court Visiting Judge Program

This resolution approves \$2,602,228 for the 30th Circuit Court's visiting judge program per the April 5th ARP discussion.

See memo for details.

PRESENTATION/DISCUSSION/OTHER ITEM:

11. Board Referral – Ingham County Federal Awards Supplemental Information Audit Report for the Year Ending December 31, 2020 (Previously Distributed at the Board of Commissioners' Meeting)

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Barb Davidson, 9-1-1 Director
DATE: April 5, 2022
SUBJECT: Approve the disposal of the surplus radio equipment

For the meeting agendas of April 14, 2022 and April 20, 2022

BACKGROUND

Ingham County's new Michigan Public Safety Communications System (MPSCS)/Motorola radio system successfully went live on September 7, 2021. The project also includes the distribution of roughly 2,200 portable and mobile radios and pagers to more than 26 law enforcement, fire, and EMS departments who service Ingham County. There was a surplus of mobile radio equipment, approximately 10%, that was purchased as part of this project to ensure timely radio installation and potential troubleshooting. All mobile installations were completed in December of 2021. A list was developed of equipment that was unused. Once this surplus was identified, I approached Motorola and asked if it was their intention to credit back the project the cost for this surplus. They declined saying that while this radio equipment is still unused and in original packaging, it is not the newest version and Motorola is not interested. Our County Public Safety partners were approached next to see if there was a future need that could be addressed for them with this surplus. Those requests were met. After these actions, there is still a significant number of mobile radios, speakers, power cables, radio mounts, antennas and other installation equipment.

As we are now part of the MPSCS, neighboring jurisdictions are aware of our radio project and its progress and have inquired about any surplus equipment we might have. They aren't looking for the newest model that Motorola may be selling now but the models we possess. Their systems and equipment have been on line longer than ours and they have identified a need that may be addressed with our surplus. We would like to be good partners to other counties. This could also help us by addressing an issue: because these are encrypted public safety radios, it is not appropriate to sell this equipment on a public auction site.

ALTERNATIVES

If these items are not able to be sold, a secure storage facility will need to be found.

FINANCIAL IMPACT

The financial impact of this surplus equipment was already accounted for within the MPSCS/Motorola radio project. Initial inquiries made by some of our neighboring counties and their interest has been positive. These sales could help offset the cost of the MPSCS/Motorola radio project.

OTHER CONSIDERATIONS

Resolution #22-041 also approved the disposal of surplus property related to this project, but was specific to the decommissioned Harris EDACS radio system. This resolution will authorize disposal of the surplus equipment purchased as part of the project.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to dispose of the surplus radio equipment by sale. If any item is not sold, that it be disposed of in a manner deemed to be in the County's best interest.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE DISPOSAL OF COUNTY-OWNED SURPLUS PROPERTY

WHEREAS, the Ingham County Board of Commissioners operates a 9-1-1 Public Safety Radio Communication System used by all Ingham County Public Safety Agencies; and

WHEREAS, the 9-1-1 Center recommended and the County approved the replacement of the Harris EDACS Radio system with a move to the Michigan Public Safety Communications System (MPSCS)/Motorola system with Resolution #18-260 and for the purchase of both infrastructure and end user equipment from Motorola for use on the MPSCS with Resolution #18-550; and

WHEREAS, the replacement of all end user radio equipment was part of this project and a contingency of equipment was purchased to secure a smooth transition and prompt mobile radio installation; and

WHEREAS, the distribution and installation of these radios has been completed as well as fulfilling any future needs of Ingham County's public safety partners, and a surplus has been identified; and

WHEREAS, the 911 Director, along with the Radio subcommittee of the 911 Advisory Board has reviewed the surplus items and determined selling these surplus items to be a prudent step; and

WHEREAS, the surplus equipment and items, because of their use in public safety, must be sold to other public safety entities or government entities, as opposed to the general public.

THEREFORE BE IT RESOLVED, that the Ingham County 911 Center with the assistance of the Ingham County Purchasing Department is authorized to sell surplus items received as a result of Public Safety Radio Communication Project to other public safety entities or government entities.

BE IT FURTHER RESOLVED, that any items not sold may be disposed of by the 911 Director and Purchasing Director in the manner deemed to be in the County's best interest.

BE IT FURTHER RESOLVED, that proceeds from the sale of items will be deposited in the 9-1-1 Emergency Telephone fund or appropriate account.

Agenda Item 2

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Teri Morton, Deputy Controller
DATE: April 6, 2022
SUBJECT: Resolution to Submit to the Electorate a Juvenile Justice Millage Renewal and Restoration Question

For the meeting agendas of April 14 and 20

BACKGROUND

In August of 2016, the Juvenile Justice Millage Renewal was passed. The millage expired at the end of 2021, which provides funding for the 2022 budget year. Since its initial passage, the Juvenile Justice millage has been used to support numerous valuable programs for the youth in Ingham County, including all operations at the Ingham County Youth Center, the Ingham Academy Day Treatment Program, including maintenance of the Ingham County Family Center, Intensive Community Probation Services, out-of-home placement costs for delinquent youth, and the Horizon Evening Reporting Program, among others. Other than funds allocated by the Board for the Juvenile Justice Community Agency process (around \$150,000 annually) and capital items, Juvenile Justice millage proceeds are matched by the State Child Care Fund, greatly expanding available funding for Juvenile Justice related programs.

Based on the discussion at the Law & Courts Committee meeting on March 31, 2022, staff is recommending the following millage language:

JUVENILE JUSTICE MILLAGE RENEWAL AND RESTORATION QUESTION

For the purpose of funding the continuing operation and enhancement of Ingham County's capacity to detain and house juveniles who are delinquent or disturbed, and to operate new and existing programs for the treatment of such juveniles, at the same millage level previously approved by the voters in 2002, 2006, 2012 and in 2016 shall the constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan, be renewed at 0.5983 of one (1) mill, and shall the previously authorized reduced millage of 0.0017 of one (1) mill be restored, for a return to the previously voted total limitation increase of up to 0.6000 of one (1) mill (\$0.6000 per \$1,000 of taxable value) for a period of eight (8) years, 2022 through 2029, inclusive? If approved and levied in full, this millage will raise an estimated \$5,057,350 for juvenile housing and programming purposes in the first calendar year of the levy based on taxable value.

YES [] NO []

ALTERNATIVES

The millage could also just be renewed at its present rolled down rate of 0.5983 mills and the restoration language omitted. The millage could be levied over a different period of time or be placed on the November General Election Ballot, rather than the August Primary Ballot.

FINANCIAL IMPACT

A millage rate of 0.60 mills is estimated to levy \$5,057,350 for the 2023 budget year. This would equate to \$45.00 per year in taxes on a home valued at \$150,000 (taxable value of \$75,000).

OTHER CONSIDERATIONS

In order to be on the ballot for the August Primary, language must be approved and submitted to the Clerk for certification by May 10th at 4pm. The last regularly scheduled Board of Commissioner Committee meetings to meet the schedule before the Clerk's deadlines are:

Law & Courts Committee - April 14

Finance Committee - April 20

Board of Commissioners - April 26

For your reference, the discussion materials from the March 31 Law and Courts Committee meeting are attached.

RECOMMENDATION

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

MATERIALS FROM MARCH 31 MEETING

TO: Board of Commissioners Law & Courts Committee

FROM: Teri Morton, Deputy Controller

DATE: March 21, 2022

SUBJECT: Juvenile Justice Millage

For the meeting agenda of March 31

In August of 2016, the Juvenile Justice Millage Renewal was passed. Resolution 16-179 (see attached) approved the millage language as follows:

JUVENILE JUSTICE MILLAGE RENEWAL QUESTION

For the purpose of funding the continuing operation and enhancement of Ingham County's capacity to detain and house juveniles who are delinquent or disturbed, and to operate new and existing programs for the treatment of such juveniles, at the same millage level previously approved by the voters in 2002, 2006 and in 2012 shall the constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan, previously increased by up to 60/100 (0.60) of one mill, \$ 0.60 per thousand dollars of state taxable valuation, be continued and renewed for a period of five years (2017-2021) inclusive? If approved and levied in full, this millage will raise an estimated \$4,165,828 for juvenile housing and programming purposes in the first calendar year of the levy based on taxable value.

The actual vote for this millage in 2016 was:

	Vote Count	Percent
Yes	25,541	73.32%
No	9,293	26.68%
Total	34,834	100.00%

The millage expired at the end of 2021, which provides funding for the 2022 budget year.

The 2022 election dates are as follows:

Primary August 2, 2022

General November 8, 2022

In order to be on the ballot for the August Primary, language must be approved and submitted to the Clerk for certification by May 10th at 4pm. For the November general election, the deadline is August 16th at 4 pm.

The last regularly scheduled Board of Commissioner Committee meetings to meet the schedule before the Clerk's deadlines are:

August Primary Election Schedule:
Law & Courts Committee - April 14
Finance Committee - April 20
Board of Commissioners - April 26

November General Election Schedule:
Law & Courts Committee - July 14
Finance Committee - July 20
Board of Commissioners Meeting – July 26

At the end of 2022, the Juvenile Justice Millage is projected to have a fund balance of around \$1.8 million. Attached is a revenue and expenditure schedule of the Juvenile Justice Millage fund from 2017 through 2022.

Staff is recommending draft millage language as follows:

JUVENILE JUSTICE MILLAGE RENEWAL AND RESTORATION QUESTION

For the purpose of funding the continuing operation and enhancement of Ingham County's capacity to detain and house juveniles who are delinquent or disturbed, and to operate new and existing programs for the treatment of such juveniles, at the same millage level previously approved by the voters in 2002, 2006, 2012 and in 2016 shall the constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan, be renewed at 0.5983 of one (1) mill, and shall the previously authorized reduced millage of 0.0017 of one (1) mill be restored, for a return to the previously voted total limitation increase of up to 0.6000 of one (1) mill (\$0.6000 per \$1,000 of taxable value) for a period of eight (8) years, 2022 through 2029, inclusive?

If approved and levied in full, this millage will raise an estimated \$5,057,350 for juvenile housing and programming purposes in the first calendar year of the levy based on taxable value.

The millage could also just be renewed at its present rolled down rate of 0.5983 mills and the restoration language omitted.

At the March 31 Law and Courts Committee meeting, staff will be seeking direction on ballot language, time period for levy, election schedule and millage amount for a Juvenile Justice Millage Renewal and Restoration question.

See attached information from Deputy Court Administrator Scott LeRoy for details and history on how Juvenile Justice Millage funds have been leveraged since 2002 to enhance services for juveniles in Ingham County. Also attached is the 2021 Annual Report of the Juvenile Risk Assessment Team.

Please let me know if you have any questions or if you would like any additional information.

MILLAGE REVENUES AND EXPENSES: 2017 THROUGH 2022

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u> <u>Budget</u>
Property Tax Collection	4,207,524	4,338,921	4,452,790	4,617,757	4,732,776	4,995,481
Other Tax Related Revenue	246,783	119,216	241,641	165,853	171,120	109,186
Total Revenue	4,454,307	4,458,137	4,694,431	4,783,610	4,903,896	5,104,667
Expenses	4,164,090	4,661,991	4,644,226	4,422,116	4,861,481	6,100,371
Addition to/(Use of Fund Balance)	290,217	(203,854)	50,205	361,494	42,415	(995,704)
Year End Fund Balance	2,554,548	2,350,694	2,400,899	2,762,393	2,804,808	1,809,104

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO SUBMIT TO THE ELECTORATE A
JUVENILE JUSTICE MILLAGE RENEWAL QUESTION**

RESOLUTION # 16 - 179

WHEREAS, the Board of Commissioners desires to fund the continuing operation and enhancement of Ingham County's capacity to detain and house juveniles who are delinquent or disturbed, and to operate new and existing programs for the treatment of such juveniles; and

WHEREAS, the Board of Commissioners wants to provide the financial stability necessary for sound planning through a long-term millage.

THEREFORE BE IT RESOLVED, that the following question be submitted to a vote of the electorate in the primary election to be held on August 2, 2016.

JUVENILE JUSTICE MILLAGE RENEWAL QUESTION

For the purpose of funding the continuing operation and enhancement of Ingham County's capacity to detain and house juveniles who are delinquent or disturbed, and to operate new and existing programs for the treatment of such juveniles, at the same millage level previously approved by the voters in 2002, 2006 and in 2012 shall the constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan, previously increased by up to 60/100 (0.60) of one mill, \$ 0.60 per thousand dollars of state taxable valuation, be continued and renewed for a period of five years (2017-2021) inclusive? If approved and levied in full, this millage will raise an estimated \$4,165,828 for juvenile housing and programming purposes in the first calendar year of the levy based on taxable value.

YES [] NO []

BE IT FURTHER RESOLVED, that this question is hereby certified to the County Clerk.

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to cause the proposal to be stated on the August 2, 2016 ballot and to be prepared and distributed in the manner required by law.

LAW & COURTS: Yeas: Crenshaw, Celentino, Tsernoglou, Anthony, Banas, Schafer, Maiville
Nays: None **Absent:** None **Approved 4/14/2016**

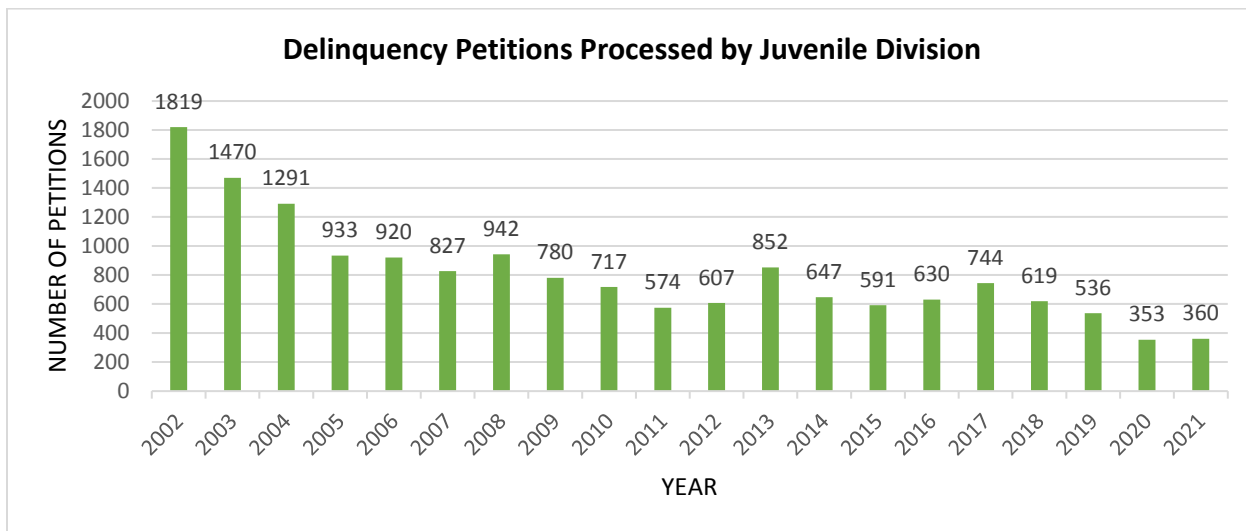
FINANCE: Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer, Case Naeyaert
Nays: None **Absent:** Anthony **Approved 4/20/2016**

Juvenile Justice Millage Programming

The Controller's Office estimates the Juvenile Justice Millage will raise over \$5 million for juvenile housing and programming purposes in the first calendar year of the levy based on taxable values. Millage funds are leveraged with MDHHS Child Care Fund reimbursement contributing to over \$10 million annually in Juvenile Justice related funding.¹

Programs Supported by the Juvenile Justice Millage

- Over \$2.8 million to fund all operations at the Ingham County Youth Center
- Over \$2.4 million to fund the Ingham Academy Day Treatment Program, including maintenance of the Ingham County Family Center
- Over \$1 million to fund Intensive Community Probation Services
- Over \$1 million to fund out-of-home placement costs for delinquent youth
- Over \$500,000 to fund the Horizon Evening Reporting Program
- Over \$400,000 to fund Phoenix Court, Community Probation, and Electronic Monitoring
- Over \$300,000 for Truancy Court
- Over \$150,000 for prevention programs through grants awarded by the Board of Commissioners
- Over \$200,000 to fund Aftercare Services, generating early return options



This chart shows an 80% reduction in juvenile delinquency petitions over time since the Juvenile Justice Millage was first passed in 2002.

¹ In 2016, nearly three out of four voters supported the Juvenile Justice Millage.

Notable Implementations Related to Juvenile Justice Millage

Juvenile Justice Reform in Ingham County began in 2001 with the start of Truancy Court, a specialty court designed with community partners, aimed at addressing chronic school absenteeism. The first Juvenile Justice Millage was passed by voters of Ingham County in August 2002.

- In 2003, Ingham County and the Circuit Court contracted with University of Cincinnati to complete a comprehensive evaluation of the Juvenile Justice System.
- In 2004, the Juvenile Division began implementation of the Youth Level of Service/Case Management Inventory (YLS/CMI) risk assessment. The YLS/CMI would later become normed and validated by Michigan State University and the driving force behind implementation of best-practice programming.
- In 2005, the Juvenile Division contracted with Peckham Inc. to open Footprints, a short-term, non-secure, community residential treatment program for justice-involved girls.
- In 2006, Ingham County and the Circuit Court contracted with Chinn Planning for a system-wide Juvenile Justice assessment and action plan.
- In 2007, Ingham County and the Circuit Court contracted with the Ingham Intermediate School District and Highfields Inc. to open the Ingham Academy, a highly structured day treatment program for chronically suspended and expelled youth.
- In 2007, the Juvenile Division implemented Healthy Attitudes and Lifestyles for Teens (HALT), a community-based program for youth who are demonstrating inappropriate or illegal sexual behavior and/or attitudes.
- In 2007, the Juvenile Division implemented a Family Recovery Court (formerly Family Dependency Treatment Court) for parents with substance abuse disorder who are at risk of having their children removed due to abuse and neglect.
- In 2008, Ingham County and the Circuit Court followed recommendations from University of Cincinnati and Chinn Planning by purchasing the Ingham County Family Center, a centrally located building housing the Juvenile Division's community-based programming.
- In 2008, the Juvenile Division expanded the Ingham Academy at the Ingham County Family Center and implemented the Horizon Program (formerly the Pride Program) an after-school cognitive behavioral intervention.
- In 2010, the Juvenile Division combined day treatment programs and expended the Ingham Academy population to 80 youth.
- In 2010, Ingham County and the Circuit Court contracted the University of Cincinnati to evaluate the implementation of recommendations from the 2003 comprehensive evaluation.
- In 2011, based on University of Cincinnati recommendations, the Peckham Footprints Girls Group home went through a complete program redesign.
- In 2012, the Juvenile Division trained all Juvenile Court Officers in Effective Practices in Community Supervision (EPICS).
- In 2017, the Juvenile Division implemented Phoenix Court, a specialty court designed to work with victims of sexual exploitation.
- In 2019, the Juvenile Division contracted with Michigan State University to provide third-party program evaluation of all evidence-based programming.
- In 2021, the Juvenile Division contracted with Peckham Inc. to provide Career Academy+ a vocational training and GED program for older youth.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO SUBMIT TO THE ELECTORATE A
JUVENILE JUSTICE MILLAGE RENEWAL AND RESTORATION QUESTION**

WHEREAS, the Board of Commissioners desires to fund the continuing operation and enhancement of Ingham County's capacity to detain and house juveniles who are delinquent or disturbed, and to operate new and existing programs for the treatment of such juveniles; and

WHEREAS, the voters of Ingham County in 2002, 2006, 2012 and in 2016 supported a 0.60 mill special tax to fund maintaining the juvenile justice millage, which was constitutionally reduced in 2021 to 0.5983 of one (1) mill, and that millage expired December 31, 2021; and

WHEREAS, the Board of Commissioners wants to continue to provide the financial stability necessary for sound planning through a long-term millage, and

WHEREAS, the Board of Commissioners seeks to have the voters of the County determine whether or not they desire to continue to raise funds for the purpose of the continued operation and enhancement of Ingham County's capacity to detain and house juveniles who are delinquent or disturbed, and to operate new and existing programs for the treatment of such juveniles by renewing and restoring at the same level as approved by the voters in 2002, 2006, 2012 and in 2016 an ad valorem property tax levy of 0.6000 of one (1) mill for a period of eight (8) years, 2022 through 2029, inclusive.

THEREFORE BE IT RESOLVED, that the following question be submitted to a vote of the electorate in the primary election to be held on August 2, 2022.

JUVENILE JUSTICE MILLAGE RENEWAL AND RESTORATION QUESTION

For the purpose of funding the continuing operation and enhancement of Ingham County's capacity to detain and house juveniles who are delinquent or disturbed, and to operate new and existing programs for the treatment of such juveniles, at the same millage level previously approved by the voters in 2002, 2006, 2012 and in 2016 shall the constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan, be renewed at 0.5983 of one (1) mill, and shall the previously authorized reduced millage of 0.0017 of one (1) mill be restored, for a return to the previously voted total limitation increase of up to 0.6000 of one (1) mill (\$0.6000 per \$1,000 of taxable value) for a period of eight (8) years, 2022 through 2029, inclusive? If approved and levied in full, this millage will raise an estimated \$5,057,350 for juvenile housing and programming purposes in the first calendar year of the levy based on taxable value.

YES [] NO []

BE IT FURTHER RESOLVED, that this question is hereby certified to the County Clerk.

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to cause the proposal to be stated on the August 2, 2022 ballot and to be prepared and distributed in the manner required by law.

Agenda Item 3

TO: Board of Commissioners Human Services and Finance Committees
FROM: Lindsey McKeever, Fairgrounds Events Director
DATE: March 17, 2022
SUBJECT: Resolution to Authorize a Contract with Sterle Builders to Assemble and Break Down the Jack O' Lanterns Unleashed Displays

BACKGROUND

The Fairgrounds is producing Jack O' Lanterns Unleashed in October 2022, 2023, and 2024. The show needs to be assembled and disassembled each year.

ALTERNATIVES

The Fairgrounds could rely on temporary labor.

FINANCIAL IMPACT

In 2022, the cost for assembly will not exceed \$44,500. In 2023 the cost will not exceed \$46,000, and in 2024 the cost will not exceed \$48,000. The funding source will be budget line number 56176013-818000. A budget adjustment not to exceed \$40,000 will be required from 56176013-705000 Salaries and Wages Temp to 56176013-818000 contractual services.

STRATEGIC PLANNING IMPACT

This resolution supports the long term objective providing recreational opportunities.

OTHER CONSIDERATIONS

The purchasing department issued a formal RFP. There were 47 businesses who received the bid packet with only one response. Sterle Builders was also the lowest bidder in 2021 for a one year contract to assemble and break down Jack O' Lanterns Unleashed. The experience with Sterle Builders met or exceeded all expectations in 2021.

RECOMMENDATION

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

Agenda Item 3

TO: Human Services Committee

FROM: James C. Hudgins, Jr., Director of Purchasing

DATE: April 8, 2022

SUBJECT: Additional Information for the Sterle Builders Resolution

At the April 4, 2022 Human Services Committee meeting there were several questions regarding the bid process specifically pertaining to the request for proposal, Build & Breakdown Jack O'Lanterns Display, recommending award to Sterle Builders.

The following are the answers to the questions that were asked:

1. Why only one vendor?

The Purchasing Department reached out to the following local vendors to ascertain why they chose not to bid:

Laux Construction: Laux stated the main reason is they are really busy. They have projects from 1.5 years ago that they are just starting. Laux said to give them a call if the County rebids the project and they will put a "number" on it.

LJ Trumble Builders: An employee at LJ Trumble said they have 4-5 estimators, and they did not know exactly which one of them decided not to bid on the project. The employee also stated that staffing has been a huge issue.

Parish Corp: Parish Corp. said that they are backlogged from COVID-19 and manpower has been an issue. They are having a hard time finding people to work and, if hired, do not show up on a regular basis. Lastly, they stated the time of the year is tricky since they will be finishing up their outdoor projects before winter.

Nielson Commercial Construction: The person we spoke with from Nielson does not remember seeing RFP #20-22. The employee said that Nielson would potentially bid if there was a rebid opportunity.

Century Construction: Century Construction stated that this is not a project they would typically bid on.

2. Was there a pre-bid meeting?

There was not a mandatory Pre-bid Meeting; however, potential bidders did have an opportunity to schedule a site visit with the Fairgrounds Events Director and ask questions. Additionally, each RFP and the Current Bids web page provide vendors with information on how to submit questions. Had there been questions, they would have been answered in an addendum issued to all vendors known to have received the RFP and posted on the Current Bids web page.

3. If not, why?

No mandatory Pre-bid Meeting was required since the scope of work, building, and taking down of the Halloween displays and scenes, is straightforward. Again, potential bidders did have an opportunity to schedule a site visit and ask questions.

4. When do we do pre-bid meetings?

Mandatory Pre-bid Meetings are typically held on projects that are more complex where it is critical for potential bidders to evaluate site conditions such as subsurface or latent physical conditions, among other things. Most construction projects have either a mandatory Pre-bid Meeting attendance requirement or a way to schedule a site visit. We try to leave the bid on the street long enough to allow potential bidders ample time to review the scope of work and specifications and to ask clarifying questions.

Agenda Item 3

FROM: James Hudgins, Director of Purchasing

DATE: March 4, 2022

RE: Memorandum of Performance for RFP No. 20-22 Building and Breaking Down Halloween Displays at the Ingham County Fairgrounds

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors to enter into a 3-year contract for building and breaking down Halloween displays annually at the Ingham County Fairgrounds Jack O' Lanterns Unleashed Event.

The scope of work includes, but is not limited to, supplying all small equipment and tools necessary to build displays, repairing damage to displays when needed, and, breaking down and storing the displays in storage units at the Fairgrounds.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	47	14
Vendors responding	1	0

A summary of the vendors' costs:

Vendor Name	Local Pref.	Total Cost for Building and Breaking Down the Halloween Displays		
		Year 1 (2022)	Year 2 (2023)	Year 3 (2024)
Sterle Builders	No, Leslie MI Jackson County	\$44,500.00	\$46,000.00	\$48,000.00

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

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

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH STERLE BUILDERS TO ASSEMBLE AND
BREAK DOWN THE JACK O' LANTERNS UNLEASHED DISPLAYS**

WHEREAS, the Ingham County Board of Commissioners approved Resolution #20-384 authorizing a contract with Debbi Katz Productions to produce a Halloween themed event called Jack O' Lanterns Unleashed at the Fairgrounds; and

WHEREAS, it is necessary to assemble and disassemble the displays; and

WHEREAS, the setup and breakdown of the displays requires skilled labor for the ten-day build period and ten-day break down period; and

WHEREAS, after careful review of the proposal, the Fairgrounds Events Director and the Fair Board recommends the contract be awarded to Sterle Builders in an amount not to exceed \$44,500 in 2022, \$46,000 in 2023, and \$48,000 in 2024.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a three-year contract with Sterle Builders in an amount not to exceed \$44,500 in 2022, \$46,000 in 2023, and \$48,000 in 2024.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer an amount not to exceed \$40,000 from 561-76013-705000 to 561-76013-818000.

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

Agenda Item 4

TO: Board of Commissioners Human Services and Finance Committees
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: April 5, 2022
SUBJECT: Resolution to Grant the Potter Park Zoo Advisory Board the Ability to Approve Ticket Distribution as a Marketing Strategy at Potter Park and Potter Park Zoo
For the meeting agendas of April 18 and April 20, 2022

BACKGROUND

Marketing strategies are used by Potter Park Zoo to engage with the public creating awareness of services provided by the Zoo. In an effort to continue to increase visitation, awareness of services, and positive visitor experience at Potter Park and Potter Park Zoo, the Zoo Director and Zoo Advisory Board are requesting the ability to approve ticket distribution as a marketing strategy.

Often times marketing strategies include promotional outreach to communities who might otherwise not use the services provided by the Zoo. Creating a brand awareness to these communities is the ultimate goal of the marketing strategy, and any incidental benefit that a particular organization may receive is not the intent of the promotion. The intent of every promotion is to bring visitors to Potter Park and Potter Park Zoo to provide an experience that will foster an emotional connection which will motivate guests to visit the Zoo in the future.

ALTERNATIVES

The Zoo could not include ticket distribution as a marketing strategy.

FINANCIAL IMPACT

Promotions have the potential to create additional parking, admission, gift shop, and restaurant revenue through increased attendance as well as increased awareness of services at the Zoo. It is estimated that 1,500 tickets could be distributed as a marketing strategy on an annual basis.

STRATEGIC PLANNING

The proposed incentives will help achieve Ingham County Strategic Plan – Implementation Plan strategies A1 (Strive to make facilities and services user-friendly) and B1 (Promote key services through the local media). Through these promotions, the zoo is able to improve accessibility for visitors of all ages and abilities and promote key services through the local media.

OTHER CONSIDERATIONS

The Potter Park Zoo Advisory Board supported this concept of ticket distribution and their approval by passing a resolution at their March 9, 2022 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to grant the Potter Park Zoo Advisory Board the ability to approve ticket distribution as a marketing strategy at Potter Park and Potter Park Zoo.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO GRANT THE POTTER PARK ZOO ADVISORY BOARD THE
ABILITY TO APPROVE TICKET DISTRIBUTION AS A MARKETING STRATEGY AT
POTTER PARK AND POTTER PARK ZOO**

WHEREAS, the Potter Park Zoo Director wishes to develop marketing strategies that may include tickets to Potter Park and Potter Park Zoo; and

WHEREAS, marketing strategies are used by the Zoo to engage with the public to create awareness to the services provided by Potter Park and Potter Park Zoo; and

WHEREAS, increasing visitation and providing positive visitor experiences at Potter Park and Potter Park Zoo are key elements of the Potter Park Zoo mission; and

WHEREAS, the marketing strategies would be targeted to include internal partners as well as outside partners to increase visitation to Potter Park and Potter Park Zoo; and

WHEREAS, marketing strategies often include outreach to communities who might otherwise not use the services provided by Potter Park and Potter Park Zoo.

THEREFORE BE IT RESOLVED, that the Board of Commissioners grants the Potter Park Zoo Advisory Board the ability to approve ticket distribution programs as a marketing strategy after review by the Potter Park Zoo Director.

Agenda Item 5

TO: Board of Commissioners Human Services, County Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: February 28, 2022
SUBJECT: Authorization to Reorganize Four Ingham County Health Department Positions
For the Meeting Agendas of March 14, March 15, and March 16, 2022

BACKGROUND

Ingham County Health Department (ICHHD) wishes to reorganize four positions within the health department including the AmeriCorps State Specialist Position #601462, the AmeriCorps VISTA Specialist position #601463, the Maternal & Child Health Division Director Position #601138, and the Health Promotion & Prevention Manager Position #601042, each effective upon approval. The AmeriCorps State Specialist and the AmeriCorps VISTA Specialist are both currently at an Ingham County Employee's Association for Professional Employees (ICEA Pro) Grade 5 will be increased to an ICEA Pro Grade 7. The Health Promotion & Prevention Manager currently an MC 11, will increase to an MC 12, and the title will be changed from Manager to Director. The Maternal & Child Health Division Director, currently an MC 12, will increase to an MC 13. This reorganization will increase alignment, compliance, and effectiveness in support of health department operations, of ICHHD's Strategic Plan, the Community Health Improvement Plan (CHIP), and the County's strategic plan. This reorganization has been reviewed and approved by Ingham County's Human Resource Department and the ICEA County Professionals Union.

ALTERNATIVES

If these positions are left unchanged, ICHHD will be forced to hire staff under an outdated position description that is below fair market value. This may adversely impact recruitment and as a result, individuals hired may not have an accurate understanding of their position. As particular programs within ICHHD have seen high turnover in staffing, increasing these positions will better support the individuals in these roles and will help to motivate longevity in these positions. All programs will benefit from staff longevity and stability.

FINANCIAL IMPACT

The AmeriCorps State Specialist and the AmeriCorps VISTA Specialist, both currently at an ICEA Pro Grade 5, will be increased to an ICEA Pro Grade 7 and will be covered by an increase to host site fees.

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
GRADE 5	\$49,308.65	\$51,616.16	\$54,026.64	\$56,552.57	\$59,210.54
GRADE 7	\$58,458.33	\$61,191.35	\$64,048.84	\$67,044.42	\$70,195.50

The Health Promotion & Prevention Manager will be increased from MC 11 to MC 12 with the following pay scale for 2022 and will be covered by operating budgets of the applicable unit(s) within the Health Department:

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
MC 11	\$75,387.20	\$78,906.74	\$82,591.51	\$86,448.30	\$90,511.37
MC 12	\$80,939.25	\$84,719.09	\$88,676.56	\$92,815.14	\$97,177.46

The Maternal & Child Health Division Director will be increased from an MC 12 to an MC 13 with the following pay scale for 2022 and will be covered by the operating budgets of the applicable unit(s) within the Health Department:

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
MC 12	\$80,939.25	\$84,719.09	\$88,676.56	\$92,815.14	\$97,177.46
MC 13	\$86,587.48	\$90,633.25	\$94,863.50	\$99,292.91	\$103,959.67

STRATEGIC PLANNING IMPACT

This resolution supports the long-term objective of human resources and staffing, specifically section F.1 of the Action Plan – Attract and retain exceptional employees who reflect the community they serve and who prioritize public service. AmeriCorps programs support section A of the Action Plan – Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend authorizing the reorganization of four Ingham County Health Department (ICHHD) positions including the AmeriCorps State Specialist Position #601462, the AmeriCorps VISTA Specialist position #601463, the Maternal & Child Health Division Director Position #601138, and the Health Promotion & Prevention Manager Position #601042, each effective upon approval.

Agenda Item 5

TO: Ingham County Board of Commissioner's County Services

FROM: Linda S. Vail, MPA, Health Officer

DATE: February 15, 2022

SUBJECT: Authorization to Reorganize Four Ingham County Health Department Positions

BACKGROUND

Ingham County Health Department (ICHD) wishes to reorganize five positions within the health department including the AmeriCorps State Specialist Position #601462, the AmeriCorps VISTA Specialist position #601463, the Maternal & Child Health Division Director Position #601138, and the Health Promotion & Prevention Manager Position #601042, each effective upon approval. The AmeriCorps State Specialist, and the AmeriCorps VISTA Specialist, both currently at an Ingham County Employee's Association for Professional Employee's (ICEA Pro) Grade 5 will be increased to an ICEA Pro Grade 7. The Health Promotion & Prevention Manager currently an MC 11, will increase to an MC 12, and the title will be changed from Manager to Director. The Maternal & Child Health Division Director, currently an MC 12, will increase to an MC 13. This reorganization will increase alignment, compliance, and effectiveness in support of health department operations, ICHD's Strategic Plan, the Community Health Improvement Plan (CHIP), and the County's strategic plan. This reorganization has been reviewed and approved by Ingham County's Human Resource Department and the ICEA County Professionals Union.

ALTERNATIVES

If these positions are left unchanged, ICHD will be forced to hire staff under an outdated position description that is below fair market value. This may adversely impact recruitment and as a result, individuals hired may not have an accurate understanding of their position. As particular programs within ICHD have seen high turnover in staffing, increasing these positions will better support the individuals in these roles and will help to motivate longevity in these positions. All programs will benefit from staff longevity and stability.

FINANCIAL IMPACT

The AmeriCorps State Specialist and the AmeriCorps VISTA Specialist, both currently at an ICEA Pro Grade 5, will be increased to an ICEA Pro Grade 7 and will be covered by an increase to host site fees.

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
GRADE 5	\$49,308.65	\$51,616.16	\$54,026.64	\$56,552.57	\$59,210.54
GRADE 7	\$58,458.33	\$61,191.35	\$64,048.84	\$67,044.42	\$70,195.50

The Health Promotion & Prevention Manager will be increased from MC 11 to MC 12 with the following pay scale for 2022 and will be covered by operating budgets of the applicable unit(s) within the Health Department:

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
MC 11	\$75,387.20	\$78,906.74	\$82,591.51	\$86,448.30	\$90,511.37
MC 12	\$80,939.25	\$84,719.09	\$88,676.56	\$92,815.14	\$97,177.46

The Maternal & Child Health Division Director will be increased from an MC 12 to an MC 13 with the following pay scale for 2022 and will be covered by the operating budgets of the applicable unit(s) within the Health Department:

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
MC 12	\$80,939.25	\$84,719.09	\$88,676.56	\$92,815.14	\$97,177.46
MC 13	\$86,587.48	\$90,633.25	\$94,863.50	\$99,292.91	\$103,959.67

STRATEGIC PLANNING IMPACT

This resolution supports the long-term objective of human resources and staffing, specifically section F.1 of the Action Plan – Attract and retain exceptional employees who reflect the community they serve and who prioritize public service. AmeriCorps programs support section A of the Action Plan – Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend the Ingham County Board of Commissioners authorizes the reorganization of four positions within ICHD including: the AmeriCorps State Specialist Position #601462 currently at an ICEA Pro Grade 5 (\$49,308.65 - \$59,210.54), will be increased to an ICEA Pro Grade 7 (\$58,458.33 - \$70,195.50); the AmeriCorps VISTA Specialist position #601463 currently at an ICEA Pro Grade 5 (\$49,308.65 - \$59,210.54), will be increased to an ICEA Pro Grade 7 (\$58,458.33 - \$70,195.50); the Maternal & Child Health Division Director Position #601138 will be increased from an MC 12 (\$80,939.25 - \$97,177.46) to an MC 13 (\$86,587.48 - \$103,959.67); and the Health Promotion & Prevention Manager Position #601042 will be increased from MC 11 (\$75,387.20 - \$90,511.37) to MC 12 (\$80,939.25 - \$97,177.46), each effective upon approval.

Agenda Item 5

TO: Linda Vail, Health Officer

FROM: Joan Clous, Human Resources Specialist

DATE: February 1, 2022

RE: Support for Reorganization

Per your request, Human Resources has reviewed the following positions:

Health Promotion & Prevention Manager MC 11 (\$75,387.20 to \$90,511.37) will now be Health Promotion & Prevention Director MC 12 (\$80,939.25 to \$97,177.46).

Maternal & Child Health Division Director MC 12 (\$80,939.25 to \$97,177.46) will now be Maternal & Child Health Division Director MC 13 (\$86,587.48 to \$103,959.67).

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: [Joan Clous](#)
To: [Linda Vail](#)
Subject: JD changes
Date: Tuesday, February 01, 2022 11:34:29 AM
Attachments: [image001.png](#)
[image002.png](#)
[image004.png](#)

Linda,

HR evaluated the following JDs for changes in title and essential functions the results are:

Communicable Disease Control Director – MC 13 no change

Environmental Health Director – MC 13 no change

Health Promotion & Prevention Director – MC 12 new salary range \$80,939.25 to \$97,177.46

Maternal & Child Health Division Director – MC 13 new salary range \$86,587.48 to \$103,959.67

If you are ok with these changes, I will write up a memo of analysis for you to take to the board.
Joan

Joan Clous MPA, SHRM-CP

Human Resources Specialist

Ingham County

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 – Office

517-930-2075 - Cell

517-887-4396 – Fax





"It is what it is. But, it will be what you make it." ~ Pat Summit

Agenda Item 5

TO: Amanda Darche, Innovation and Planning Manager

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

DATE: February 11, 2022

RE: Memo of Analysis for Reorganization

Human Resources can confirm the following information regarding the re-organization the Health Department is requesting:

1. Position number 601462 is currently an AmeriCorps State Specialist. The Health Department has updated the job description to reflect the duties that are being performed and updated the title to AmeriCorps State Coordinator. After analysis, the salary would move from an ICEA County Pro 05 to an ICEA County Pro 07.
2. Position number 601463 is currently an AmeriCorps Vista Specialist. The Health Department has updated the job description to reflect the duties that are being performed and updated the title to AmeriCorps Vista Coordinator. After analysis, the salary would move from an ICEA County Pro 05 to an ICEA County Pro 07.

I have sent the ICEA County Pro chair notice regarding the new job descriptions and they support the re-organization. I have attached the Unions response.

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

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

From: [Desiree Cook](#)
To: [Amanda Darche](#); [Elisabeth Bliesener](#)
Cc: [Joan Clous](#)
Subject: RE: AmeriCorps Reclassification
Date: Friday, February 11, 2022 1:48:05 PM

I approve the changes to the positions. Thank you!

From: Amanda Darche <ADarche@ingham.org>
Sent: Friday, February 11, 2022 1:41 PM
To: Elisabeth Bliesener <EBliesener@ingham.org>; Desiree Cook <DCook@ingham.org>
Cc: Joan Clous <JClous@ingham.org>
Subject: RE: AmeriCorps Reclassification

Yes. The title is shifting from "Specialist" to "Coordinator"

From: Elisabeth Bliesener <EBliesener@ingham.org>
Sent: Friday, February 11, 2022 1:28 PM
To: Desiree Cook <DCook@ingham.org>; Amanda Darche <ADarche@ingham.org>
Cc: Joan Clous <JClous@ingham.org>
Subject: RE: AmeriCorps Reclassification

Amanda can you see Desiree's question below and answer as I am not sure the answer to this question.

Thanks
Beth

From: Desiree Cook <DCook@ingham.org>
Sent: Friday, February 11, 2022 1:19 PM
To: Elisabeth Bliesener <EBliesener@ingham.org>
Cc: Joan Clous <JClous@ingham.org>
Subject: RE: AmeriCorps Reclassification

I know there was some questions about changing the titles to match what the state uses so they'd be more recognizable to outside agencies. Do you know if that was talked about?

From: Elisabeth Bliesener <EBliesener@ingham.org>
Sent: Friday, February 11, 2022 1:12 PM
To: Desiree Cook <DCook@ingham.org>
Cc: Joan Clous <JClous@ingham.org>
Subject: AmeriCorps Reclassification

Hi Desiree,

Ingham County Health Department wishes to reclassify two positions: the AmeriCorps State Specialist position (Position #601462) and the AmeriCorps VISTA Specialist position (Position #601463).

Position 601462 is vacant, and position number 601463 does have a current employee in the position (Casey Paskus).

The Health Department updated the job descriptions to reflect the work the positions perform and Joan and I reviewed the JPE. It was concluded that the positions would move from an ICEA County Pro 05 to an ICEA County Pro 07.

Does the Union agree to these changes? I attached a clean copy of each job description and a marked up copy of the changes for your review as well.

Thank-you,
Beth and Joan
Ingham County
Human Resources

Transmission is Privileged and Confidential.

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INGHAM COUNTY JOB DESCRIPTION

Health Promotion and Prevention Director

General Summary:

Under the supervision of the Deputy Health Officer for Public Health Services, manages the daily operations of the Breast and Cervical Cancer Control Program (BCCCP), Registration and Enrollment (R & E), Prevention Programs, and other grant programs. Develops and monitors program policies and procedures. Ensures program compliance with local, state and federal standards, policies and guidelines. Oversees hiring, firing and training of operational staff. Represents departments at various meetings. Provides oversight, evaluation, and program management. Responsible for program budgets. Provides leadership and support for public health improvement activities

Essential Functions:

1. Manages and oversees the operations of BCCCP, Prevention Programs, R & E and grant funded programs. Performs personnel functions such as hiring, training, performance evaluation and disciplinary actions. Provides budgeting recommendations and participates in the planning and preparation of the budget for assigned programs, monitors revenue and expenses, and prepares financial reports.
2. Develops, implements and monitors policies and procedures for programs and departments.
3. Meets and collaborates with numerous groups for the purpose of improving programs operations. Examples include, but are not limited to, other county agencies, the Michigan Department of Community Health, health care providers, state & federal officials, foundation officers and the general public.
4. Provides oversight, evaluation, and budget management for Programs and grant projects. Develops outreach materials and conducts community presentations as requested. Represents programs on local and state committees. Ensures the programs meet applicable local, state and federal guidelines.
5. Develops training materials and conducts in-service trainings as needed.
6. Coordinates quality assurance programs including monitoring, standards and compliance, develops corrective action plans, and reporting. Monitors compliance for state and national accreditation.
7. Develops relationships and contracts with other units of government and nonprofit organizations, and institutions in Ingham County and other counties. Consults with county attorney and health department staff to prepare and maintain contracts.
8. Resolves complex issues and problems. Interprets information and provides guidance to staff regarding intricate standards, policies and procedures. Develops outreach and enrollment procedures and materials and ensures implementation of the Affordable Care Act and Healthy Michigan Plan.
9. Supervises and performs analysis of data as it relates to the departments. Reconciles information, creates reports and provides insight to trends.
10. Serves as liaison and point person to multiple agencies and organizations. Represents the department at various internal and external meetings.
11. Ensures that all assigned programs meet applicable local, state and federal guidelines.

12. Works with the Deputy Health Officer for Public Health Services to analyze services and programs. Determines goals, content, staffing needs and budget requirements for new and existing programs. Drafts and revises operating policies as necessary.

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.)

Public Health Core Competencies:

In the course of performing these essential functions, an employee in this position must demonstrate skill in the below public health core competencies. These examples do not include all of the competencies which the employee may be expected to demonstrate.

Policy Development/Program Planning Skills:

- Understands how policy options can influence public health programs.
- Collaborates in the development, implementation and evaluation of evidence-based public health practices and programs with team members and partnering agencies.
- Applies strategies for continuous individual and departmental performance management and quality improvement.

Communication and Cultural Competency Skills:

- Delivers linguistically and culturally appropriate information to target audiences including individuals, population groups, policy makers and governing bodies, using a variety of approaches.
- Working knowledge of the Incident Command System and ability to function within it.

Community Dimensions of Practice Skills:

- Maintains partnerships with key stakeholders and collaborates with community partners to promote the health of the population.

Public Health Science Skills:

- Applies basic public health sciences (biostatistics, epidemiology, and environmental health, social and behavioral health) to public health programs.

Financial Planning and Management Skills:

- Adheres to the organization's policies and procedures, and participates in activities which contribute to the development of budget priorities and the efficient use of resources.
- Participates in the reporting of program performance.

Leadership and Systems Thinking Skills:

- Adheres to applicable Occupational Safety and Health Administration standards.
- Contributes to a work environment where performance management and continuous quality improvement exists.
- Uses individual, team and organizational learning opportunities for personal and professional development and contributes to the growth of coworkers.

Employment Qualifications:

A minimum of *one* of the following combinations is required:

1. A Master's Degree **and** a minimum of 2 years of experience in public health or a health care program
OR
2. A Bachelor's Degree and a minimum of 3 years of experience in public health or a health care program

A strong preference is given for degrees in Health Education, Public Health, Public Administration or a related field.

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.

Physical Requirements:

1. This position requires the ability to sit, traverse, lift, carry, push, pull, reach, grasp, handle, pinch, type and endure repetitive movements of the wrists, hands or fingers.
2. This position's physical requirements require little to no stamina in lifting, carrying, pushing, pulling, reaching, grasping, handling and pinching. This position's physical requirements require regular stamina in traversing from one area to another. This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or finger.
3. This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
4. This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, reading documents and reports, etc.
5. This position requires the ability to communicate and respond to inquiries both in person and over the phone.
6. This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
7. This position requires the ability to handle varying and often high levels of stress.

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

May 2014
MCF 11
Revised October 2018
Revised January 14, 2022

INGHAM COUNTY JOB DESCRIPTION

MATERNAL AND CHILD HEALTH DIVISION DIRECTOR

General Summary:

Under the supervision of the Deputy Health Officer for Public Health Services, manages the daily operations for multiple programs within the Maternal and Child Health division including Children's Special Health Care services, and the Special Supplemental Food Program for Women, Infants, and Children (WIC), and Nurse Home Visiting programs. Develops and monitors programs policies and procedures. Ensures program compliance with local, state and federal standards, policies and guidelines. Oversees hiring, firing and training of program staff. Represents the programs at various meetings.

Essential Functions:

1. Manages and oversees the multiple programs including maternal/child health, adult case management, nutrition services, and social work support. Manages staff by performing such functions as hiring, training, performance evaluation and disciplinary actions.
2. Develops, implements and monitors policies and procedures for the assigned programs. Coordinates and prepares information to promote comprehensive program services.
3. Implements budgets for programs including the preparation and analysis of financial information as needed to meet program requirements.
4. Provides input on funding, quality improvement and program development.
5. Ensures compliance throughout the programs. Prepares reports to meet requirements of grant funders, state and federal agencies and Health Department administrators.
6. Resolves issues and problems as they relate to the programs. Provides guidance to staff regarding standards, policies and procedures.
7. Supervises and performs analysis of data as it relates to the programs. Reconciles information, creates reports and provides insight to trends.
8. Ensures data is accessed and secured in compliance with the HIPAA regulations.
9. Oversees practicum programs with local universities. Oversees placement for nursing students.
10. Serves as liaison and point person to other departments, agencies and organizations. Represents the programs at various internal and external meetings

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 Master's Degree in Nursing, Public Health or related field is required.

Experience: A minimum of 3-5 years of supervisory experience in a public health setting is required.

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 sit, stand, walk, bend and stretch in order to retrieve supplies and operate standard office equipment.
- Must be able to operate court equipment including recording devices & technology.
- 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 a standard office environment
- May attend meetings, seminars and speaking engagements throughout the County.

*MCF 12
June 2018
Revised January 14, 2022*

**INGHAM COUNTY
JOB DESCRIPTION**

**AMERICORPS STATE COORDINATOR
Grant Funded**

General Summary:

Under the supervision of the Innovation and Planning Manager with oversight provided by the Policy Analyst, this position oversees the functions of the Ingham County Health Department AmeriCorps State/National Program. Coordinates the recruitment and training of AmeriCorps members. Develops and maintains on-site guidance and technical support to AmeriCorps members and their host-site supervisors. Collects data related to AmeriCorps and reports on findings. Works with community resources to promote AmeriCorps and its mission to strengthen communities through service work.

Essential Functions:

1. Serves as a lead role in the Ingham County Health Department AmeriCorps State and National Program by planning, coordinating and implementing the AmeriCorps program, a national service program that strengthens community by involving people in service to meet local challenges.
2. Recruits AmeriCorps service members. Receives and reviews AmeriCorps applications. Organizes and participates in the interview process and makes hiring decisions. Notifies applicants of interview results. Processes background checks. Onboards AmeriCorps service members.
3. Supervises AmeriCorps service members for all AmeriCorps program compliance. Regularly reviews and submits service member timesheets. Facilitates member disciplinary measures as needed.
4. Develops and facilitates training curriculums for AmeriCorps State member groups and host site supervisors. Provides regular on-site guidance and technical assistance. Develops community resources and training opportunities to meet and promote the AmeriCorps State mission.
5. Explains the AmeriCorps program to schools, community organizations and other interested groups to recruit host sites and members. Works in partnership with community organizations to develop their capacity to become host sites for future AmeriCorps members. Oversees host site supervisors to ensure program compliance.
6. Maintains records and statistics on AmeriCorps activities required by funding sources, the Michigan Community Service Commission, and community partners.
7. Ensures grant compliance and contract requirements. Coordinates the writing and submission processes of the AmeriCorps State grant funding applications. Coordinates with the Grants Coordinator, Policy Analyst, and Accounting.
8. Assures timely completion of required progress reports including those to the Michigan Community Service Commission (MCSC). Serves as a liaison to the MSCS and coordinates on-site visits by MSCS staff.

9. Participates in staff meetings and attends or conducts conferences and workshops related to the AmeriCorps State Program.
10. Represents the AmeriCorps State Program to various community groups throughout Ingham County. Provides periodic updates to the Ingham County Health Department and its committees. Meets regularly with supervisor for program oversight and review.

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 Bachelor's Degree is required.

Experience: One year of experience working with, coordinating, or managing volunteers 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)

Physical Requirements:

- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Requires periodic exertion beyond that found in a typical office setting.
- 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.
- Travel is required to off-site locations.

**INGHAM COUNTY
JOB DESCRIPTION**

**AMERICORPS VISTA COORDINATOR
Grant Funded**

General Summary:

Under the supervision of the Innovation and Planning Manager with oversight provided by the Policy Analyst, this position oversees the functions of the Ingham County Health Department AmeriCorps VISTA Program. Coordinates the recruitment and training of AmeriCorps members. Develops and maintains on-site guidance and technical support to AmeriCorps members and their host-site supervisors. Collects data related to AmeriCorps and reports on findings. Works with community resources to promote AmeriCorps and its mission to strengthen communities through service work.

Essential Functions:

1. Serves as a lead role in the Ingham County Health Department AmeriCorps VISTA Program by planning, coordinating and implementing the AmeriCorps VISTA program, a national service program that strengthens community by involving people in service to meet local challenges.
2. Recruits AmeriCorps VISTA service members. Receives and reviews AmeriCorps VISTA applications. Organizes and participates in the interview process and makes hiring decisions. Notifies applicants of interview results. Processes background checks. Onboards AmeriCorps service members.
3. Supervises AmeriCorps service members for all AmeriCorps program compliance. Regularly reviews and submits service member timesheets. Facilitates member disciplinary measures as needed.
4. Develops and facilitates training curriculums for AmeriCorps VISTA member groups and host site supervisors. Provides regular on-site guidance and technical assistance. Develops community resources and training opportunities to meet and promote the AmeriCorps VISTA mission.
5. Explains the AmeriCorps VISTA program to schools, community organizations and other interested groups to recruit host sites and members. Works in partnership with community organizations to develop their capacity to become host sites for future AmeriCorps members. Oversees host site supervisors to ensure program compliance.
6. Maintains records and statistics on AmeriCorps activities required by funding sources, the Corporation for National and Community Service (CNCS), and community partners.
7. Ensures grant compliance and contract requirements. Coordinating the writing and submission processes of the AmeriCorps VISTA grant funding applications. Coordinate with the Grants Coordinator, Policy Analyst, and Accounting.
8. Assures timely completion of required progress reports including those to the Corporation for National and Community Service (CNCS). Serves as a liaison to the CNCS and coordinates on-site visits by CNCS staff.
9. Participates in staff meetings and attends or conducts conferences and workshops related to the AmeriCorps VISTA Program.

10. Represents the AmeriCorps VISTA Program to various community groups throughout Ingham County. Provides periodic updates to the Ingham County Health Department and its committees. Meets regularly with supervisor for program oversight and review.

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 their 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 Bachelor's Degree in a Social Science is required.

Experience: One year of experience working with, coordinating, or managing volunteers 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)

Physical Requirements:

- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Requires periodic exertion beyond that found in a typical office setting.
- 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.
- Travel is required to off-site locations.

2022 RATES

ICEA Pro 5		Step 1	Step 5
	SALARY	49,309	59,211
8951	Unemployment	246.54	296.05
1000	FICA	3,772.11	4,529.61
8846	Liability	0.00	0.00
2720	Health	19,002.69	19,002.69
8952	Health Surcharge	3,585.00	3,585.00
8955	Health Insurance Trust	2,218.89	2,664.47
2700	Dental	936.00	936.00
2710	Vision	135.00	135.00
8953	Separation	862.90	1,036.18
8986	Life	115.00	115.00
8941	Disability	64.10	76.97
7202	Retirement	13,096.38	15,726.32
7302	Retirement	493.09	1,480.26
8810	Workers Comp	14.79	17.76
Total		93,343	107,314

ICEA Pro 7		Step 1	Step 5
		58,458	70,196
8951	Unemployment	292.29	350.98
1000	FICA	4,472.06	5,369.96
8846	Liability	0.00	0.00
2720	Health	19,002.69	19,002.69
8952	Health Surcharge	3,585.00	3,585.00
8955	Health Insurance Trust	2,630.62	3,158.80
2700	Dental	936.00	936.00
2710	Vision	135.00	135.00
8953	Separation	1,023.02	1,228.42
8986	Life	115.00	115.00
8941	Disability	76.00	91.25
7202	Retirement	15,526.53	18,643.92
7302	Retirement	584.58	1,754.89
8810	Workers Comp	17.54	21.06
Total		106,837	124,567

ICEA Pro 9		Step 1	Step 5
		69,736	83,736

8951	Unemployment	348.68	418.68
1000	FICA	5,334.77	6,405.82
8846	Liability	0.00	0.00
2720	Health	19,002.69	19,002.69
8952	Health Surcharge	3,585.00	3,585.00
8955	Health Insurance Trust	3,138.10	3,768.13
2700	Dental	936.00	936.00
2710	Vision	135.00	135.00
8953	Separation	1,220.37	1,465.38
8986	Life	115.00	115.00
8941	Disability	90.66	108.86
7202	Retirement	18,521.77	22,240.35
7302	Retirement	697.36	2,093.41
8810	Workers Comp	20.92	25.12
Total		122,861	144,011

2022 Rates**FULL TIME****MC 11**

			Step 1	Step 5
0	704000	Salary	75,387.20	90,511.37
8951	714000	Unemployment	376.94	452.56
1000	715000	FICA	5,767.12	6,924.12
8846	715050	Liability	0.00	0.00
2720	716020	Health	19,002.69	19,002.69
8952	716035	Health Surcharge	3,585.00	3,585.00
8955	716040	Health Insurance Trust	3,392.42	4,073.01
2700	716100	Dental	936.00	936.00
2710	716200	Vision	135.00	135.00
8953	716450	Separation	1,319.28	1,583.95
8986	717000	Life	148.00	148.00
8941	717100	Disability	98.00	117.66
7223	718000	Retirement	22,472.92	26,981.44
7323	718500	Retirement	1,884.68	2,262.78
8810	722000	Workers Comp	22.62	27.15
			134,527.87	156,740.74

MC 12

			Step 1	Step 5
0	704000	Salary	80,939.25	97,177.46
8951	714000	Unemployment	404.70	485.89
1000	715000	FICA	6,191.85	7,434.08
8846	715050	Liability	0.00	0.00
2720	716020	Health	19,002.69	19,002.69
8952	716035	Health Surcharge	3,585.00	3,585.00
8955	716040	Health Insurance Trust	3,642.27	4,372.99
2700	716100	Dental	936.00	936.00
2710	716200	Vision	135.00	135.00
8953	716450	Separation	1,416.44	1,700.61
8986	717000	Life	148.00	148.00
8941	717100	Disability	105.22	126.33
7223	718000	Retirement	24,127.99	28,968.60
7323	718500	Retirement	2,023.48	2,429.44
8810	722000	Workers Comp	24.28	29.15
			142,682.17	166,531.23

MC 13

			Step 1	Step 5
0	704000	Salary	86,587.48	103,959.67
8951	714000	Unemployment	432.94	519.80
1000	715000	FICA	6,623.94	7,952.91
8846	715050	Liability	0.00	0.00

2720	716020	Health	19,002.69	19,002.69
8952	716035	Health Surcharge	3,585.00	3,585.00
8955	716040	Health Insurance Trust	3,896.44	4,678.19
2700	716100	Dental	936.00	936.00
2710	716200	Vision	135.00	135.00
8953	716450	Separation	1,515.28	1,819.29
8986	717000	Life	148.00	148.00
8941	717100	Disability	112.56	135.15
7223	718000	Retirement	25,811.73	30,990.38
7323	718500	Retirement	2,164.69	2,598.99
8810	722000	Workers Comp	25.98	31.19
			150,977.72	176,492.26

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE REORGANIZATION OF FOUR POSITIONS WITHIN THE
INGHAM COUNTY HEALTH DEPARTMENT**

WHEREAS, Ingham County Health Department (ICHD) wishes to reorganize four positions within the health department including: the AmeriCorps State Specialist Position #601462, the AmeriCorps VISTA Specialist position #601463, the Maternal & Child Health Division Director Position #601138, and the Health Promotion & Prevention Manager Position #601042, each effective upon approval; and

WHEREAS, both the AmeriCorps State Specialist and the AmeriCorps VISTA Specialist, currently at an Ingham County Employees Association Professional Employees (ICEA Pro) Grade 5 (\$49,308.65 - \$59,210.54) will be increased to an ICEA Pro Grade 7 (\$58,458.33 - \$70,195.50); and

WHEREAS, the Health Promotion & Prevention Manager currently an MC 11 (\$75,387.20 - \$90,511.37), will increase to an MC 12 (\$80,939.25 - \$97,177.46) and the title will be changed from Manager to Director; and

WHEREAS, the Maternal & Child Health Division Director, currently an MC 12 (\$80,939.25 - \$97,177.46), will increase to an MC 13 (\$86,587.48 - \$103,959.67); and

WHEREAS, this reorganization will increase alignment, compliance, and effectiveness in support of health department operations, of ICHD's Strategic Plan, the Community Health Improvement Plan (CHIP), and the County's strategic plan; and

WHEREAS, this reorganization has been reviewed and approved by Ingham County's Human Resource Department and the ICEA County Professionals Union; and

WHEREAS, if these positions are left unchanged, ICHD will be forced to hire staff under an outdated position description that is below fair market value and this may adversely impact recruitment and, as a result, individuals hired may not have an accurate understanding of their position; and

WHEREAS, as particular programs within ICHD have seen high turnover in staffing, increasing these positions will better support the individuals in these roles and will help to motivate longevity in these positions; and

WHEREAS, all programs will benefit from staff longevity and stability; and

WHEREAS, the AmeriCorps State Specialist and the AmeriCorps VISTA Specialist, both currently at an ICEA Pro Grade 5 (\$49,308.65 - \$59,210.54), will be increased to an ICEA Pro Grade 7 (\$58,458.33 - \$70,195.50) and will be covered by an increase to host site fees; and

WHEREAS, the Health Promotion & Prevention Manager will be increased from MC 11 (\$75,387.20 - \$90,511.37) to MC 12 (\$80,939.25 - \$97,177.46) and will be covered by the operating budgets of the applicable unit(s) within the Health Department; and

WHEREAS, the Maternal & Child Health Division Director will be increased from an MC 12 (\$80,939.25 - \$97,177.46) to an MC 13 (\$86,587.48 - \$103,959.67) and will be covered by the operating budgets of the applicable unit(s) within the health Department; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorizes the reorganization of four positions within ICHD including: the AmeriCorps State Specialist Position #601462 currently at an ICEA Pro Grade 5 (\$49,308.65 - \$59,210.54), will be increased to an ICEA Pro Grade 7 (\$58,458.33 - \$70,195.50); the AmeriCorps VISTA Specialist position #601463 currently at an ICEA Pro Grade 5 (\$49,308.65 - \$59,210.54), will be increased to an ICEA Pro Grade 7 (\$58,458.33 - \$70,195.50); the Maternal & Child Health Division Director Position #601138 will be increased from an MC 12 (\$80,939.25 - \$97,177.46) to an MC 13 (\$86,587.48 - \$103,959.67); and the Health Promotion & Prevention Manager Position #601042 will be increased from MC 11 (\$75,387.20 - \$90,511.37) to MC 12 (\$80,939.25 - \$97,177.46), each effective the first full pay period after approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the reorganization of four positions within ICHD including: the AmeriCorps State Specialist Position #601462 currently at an ICEA Pro Grade 5 (\$49,308.65 - \$59,210.54), will be increased to an ICEA Pro Grade 7 (\$58,458.33 - \$70,195.50); the AmeriCorps VISTA Specialist position #601463 currently at an ICEA Pro Grade 5 (\$49,308.65 - \$59,210.54), will be increased to an ICEA Pro Grade 7 (\$58,458.33 - \$70,195.50); the Maternal & Child Health Division Director Position #601138 will be increased from an MC 12 (\$80,939.25 - \$97,177.46) to an MC 13 (\$86,587.48 - \$103,959.67); and the Health Promotion & Prevention Manager Position #601042 will be increased from MC 11 (\$75,387.20 - \$90,511.37) to MC 12 (\$80,939.25 - \$97,177.46), each effective the first full pay period following approval of this resolution.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO COMMIT INGHAM COUNTY TO CONTINUED ACTION AGAINST
NON-POINT SOURCE POLLUTION IN COMPLIANCE WITH PHASE II OF THE
FEDERAL CLEAN WATER ACT**

WHEREAS, Ingham County has been a member of the Greater Lansing Regional Committee (GLRC) for Stormwater Management since 2003; and

WHEREAS, participation in the GLRC advances local efforts to improve responsible stewardship of natural resources; and

WHEREAS, participation in the GLRC allows for cooperative stormwater pollution abatement in the three watersheds in which the County is located; and

WHEREAS, the GLRC assists the County and its departments in complying with the regulatory requirements promulgated by the Michigan Department of Environment, Great Lakes and Energy (EGLE) Municipal Separate Storm Sewer System (MS4) stormwater discharge permit; and

WHEREAS, the County now wishes to approve the Memorandum of Agreement (as revised on December 2, 2021) and commit itself and its departments to continued participation in the GLRC; and

WHEREAS, the Ingham County Drain Commissioner has represented County Departments since 2003 in permit compliance so that only one annual report need be filed, only one annual membership fee to the GLRC (currently at \$5,917.65) need be paid and only one annual permit fee (currently at \$3,000) need be paid; and

WHEREAS, the vast majority of the costs just referenced and the staff time required for Phase II compliance in the past have been paid by the taxpayers of County Drains; and

WHEREAS, the Drain Commissioner is willing to continue this representation (called “nesting” by EGLE) if the County Departments partially share the costs of such compliance; and

WHEREAS, the Drain Commissioner and the Controller on behalf of and in consultation with the Department Heads, have agreed to the attached cost-sharing plan, contingent on the agreement of the Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners appoints the Drain Commissioner or his/her designee to serve as the County representative to the GLRC.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby approves the December 2, 2021 Memorandum of Agreement and authorizes the Chairperson of the Board to sign the Memorandum after approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that continued annual membership dues of \$5,917.65 to the GLRC for 2022 through 2027 be paid in accordance with the attached cost-sharing plan.

BE IT FURTHER RESOLVED, that annual EGLE permit fees of \$3,000 for 2022 through 2027 be paid in accordance with the attached cost-sharing plan.

BE IT FURTHER RESOLVED, that the attached cost-sharing plan is approved for use through 2027 and may be joined by the Capital Region International Airport Authority if that body wishes to remain “nested” with the Ingham County Drain Commissioner’s MS4 permit.

COST-SHARING PLAN

County Departments to be “nested” by the Drain Commissioner

Roads	Parks
Zoo	Fair
Facilities	

Costs as listed below will be divided among the 5 County Departments as decided by the County Controller and Board of Commissioners. The Drains will pay one-sixth of the permit and dues items.

Capital Region International Airport Authority has been nested with the Ingham County Drain Commissioner since 2003. If it agrees to this cost-sharing method, it and the Drains will each pay one-seventh of the permit and dues items below, leaving five-sevenths of the items to be paid by the 5 County Departments.

GLRC Dues—The dues (currently \$5,917.65 per year) would be shared, divided among the 5 Departments, the Drains and the Airport Authority if it wishes to remain nested.

EGLE Permit—The current annual fee of \$3000 would be shared, divided among the 5 Departments, the Drains and the Airport Authority if it wishes to remain nested.

NOTE: Occasionally EGLE requires a specific kind of facility to engage in site-specific planning and continuing compliance inspections. For example, all maintenance garages must prepare Storm Water Pollution Prevention Plans (SWPPPs) and conduct quarterly and or semiannual compliance inspections. All 5 Departments and the Drains have garages. Each had to pay a consultant to draft its plan and for ongoing compliance inspections. These situations are coordinated by the Drain Office and billed directly to the affected Department outside of this plan. They have not been a major expense and should not be in the future. Ongoing compliance inspections for the SWPPPs have been overseen by a Drain Office staff person qualified as an “industrial operator.”

Payment Examples

\$5,917.65 = One year of Dues to GLRC. Paid May 6 or May 7 by the 5 Departments; Drains pay January 6 or January 7 depending on Airport participation

3,000 = One-year EGLE permit fee. Paid May 6 or May 7 by the 5 Departments; Drains pay January 6 or January 7, depending on Airport participation.

**GREATER LANSING REGIONAL COMMITTEE
for Stormwater Management**

MEMORANDUM OF AGREEMENT – DECEMBER 2, 2021

**Original Agreement – MAY 21, 2004
Revised and Adopted – DECEMBER 2, 2021**

I. PURPOSE

It is the purpose of this Memorandum of Agreement (hereinafter the Agreement) to set forth the composition, duties, and responsibilities of the Greater Lansing Regional Committee for Stormwater Management (hereinafter the “GLRC”) to be formed as more particularly described below. Local public agencies, institutions, and communities believe there are substantial benefits that can be derived under this Agreement through cooperative management of the Grand River, Red Cedar River and Looking Glass River watersheds to protect the Waters of the State; to meet local initiatives for protecting the environment; and in providing mutual assistance in meeting the requirements under the Michigan Department of Environment, Great Lakes, and Energy (EGLE) National Pollutant Discharge Elimination System (NPDES) Permit for Municipal Separate Storm Sewer Systems, (hereinafter the “MS4 Permit”) or similar stormwater discharge permits issued to public entities within the Grand River, Red Cedar River, and Looking Glass River watersheds.

The Agreement will also provide a framework for consideration of new, permanent watershed organizations with potentially broader responsibilities that could provide a more cost effective and efficient means to meet state and federal requirements, and public expectations for restoration and maintenance of the beneficial uses of the watersheds.

II. HISTORY OF GLRC

On November 15, 1999, Delta Township and the City of Lansing hosted a meeting for several local communities. The meeting notice stated that this was to be “an informal meeting to discuss the Stormwater Phase II program (now referred to as the MS4 program) and how, or if, there may be a way to pool resources on a regional basis”.

Representatives from various communities, counties and EGLE discussed the Federal Regulations for Stormwater Phase II and the EGLE’s program allowing a “Voluntary Permit Program.” Originally nine communities and three counties were listed as designated communities by EGLE.

Subsequent meetings were held to continue exploring the feasibility and cost of a cooperative effort. On June 8, 2000, a draft Resolution was prepared for the establishment of the “Greater Lansing Area Regional NPDES Phase II Stormwater Regulations Committee” and for each community to name a representative to serve on the committee.

Throughout the remainder of 2000, the committee obtained Resolutions from each community; elected officers; received proposals and interviewed four consulting firms. Tetra Tech MPS was selected to assist the Committee in determining how to best comply with the Phase II Stormwater Rules. Tri-County Regional Planning Commission (TCRPC) also assisted the Committee in providing contractual, fiduciary, and administrative support.

In May 2001, Tetra Tech MPS completed the “Step 1 – Permit Strategy Development” study which incorporated the Committee’s decision (April 20, 2001) to proceed as a group using the State’s Voluntary General Permit approach. The Committee then agreed to retain Tetra Tech MPS to prepare the Voluntary General Permit Application for each of the nine communities. The cost for each community was based on a formula that included weighted factors for population and land area. Eight of the nine communities then passed a second resolution agreeing to continue as a group with voluntary general permits using the distribution of costs as presented. Williamstown Township elected to proceed with a jurisdictionally based permit.

The eight communities proceeding under the voluntary general permit, also formally agreed to have the watershed management plans developed under the individual drain commissioners.

On January 25, 2002, the Committee agreed to retain Tetra Tech MPS to prepare a watershed management plan for the Grand River, Looking Glass River, and the Red Cedar River. Again, the allocation of cost agreed to by everyone was based on weighted factors involving the percent of population and land in each watershed. Each community adopted a third resolution committing their appropriate funds for the watershed management plans.

A Public Education Advisory Committee was organized to assist in the educational portion of Voluntary General Permit Applications.

Throughout 2002 and 2003 fourteen additional communities within the three watersheds were invited to join the committee. Ten communities were required to meet the MS4 Permit requirements based on the 2000 census.

Eight communities ultimately joined and participated in the regional approach and completed the Voluntary General Permit Application utilizing Tetra Tech MPS.

In March 2003, all sixteen communities and the three counties submitted their Voluntary General Permit Applications to EGLE. In November 2003, certificates of coverage were issued to each of the sixteen communities and to each of the three counties.

In 2006 Lansing Public Schools and DeWitt Public Schools joined the GLRC. In 2007, a lawsuit filed by a Township in Kalamazoo County, established that some townships no longer required an MS4 Permit from EGLE. As this case relates to the GLRC, EGLE determined that Alameda, Bath, Oneida, Watertown, and Windsor Townships would no longer need an MS4 Permit.

At the December 14, 2007, GLRC meeting, the GLRC membership took formal action to establish an Associate Membership category to encourage any public agency, institution, or community who did not have an MS4 Permit to join the GLRC.

In 2012, the City of DeWitt entered into an agreement nesting DeWitt Public Schools.

In 2012, the EGLE changed the process for permit renewal, instead of issuing a general watershed- based permit; individual MS4 permits will be issued. The application process will detail all activities of the GLRC and members through two separate applications. Then, the EGLE will review and negotiate, with the end result being EGLE issuing a permit specific for each member.

In 2016, Waverly Community Schools joined the

GLRC. In 2017, members reapplied for permit coverage.

In 2019/2020, members were issued MS4 permits expiring in

October 2024. In 2021, members submitted MS4 Progress Reports to EGLE.

III. GREATER LANSING REGIONAL COMMITTEE (GLRC)

A. Term

While the ultimate organization of the GLRC and its responsibilities has evolved over time and after thoughtful review of alternatives, the signatories to this Agreement want to continue to work together under the following terms to assure the continuation of responsibility for essential services. These stormwater management services provide for the legal and financial responsibility to meet state and federal stormwater discharge permit requirements as well as local initiatives to protect the Waters of the State.

The current GLRC agreement expires on April 30, 2022. This agreement replaces the current GLRC agreement in its entirety for the period expiring **April 30, 2027**. As confirmed by EGLE, expiration of the current permit is October 30, 2024; an application will be due to EGLE by **April 4, 2024**. The members may mutually agree to renew and/or extend the term of the GLRC under the provisions contained in this Agreement.

Any member community may withdraw from this Agreement and the GLRC by delivering to the Executive Committee a resolution of withdrawal adopted by its governing body. Any such withdrawal adopted shall be effective 30 days following delivery of withdrawal, provided however, that any withdrawing community shall remain liable for payment of its annual assessment through the end of the current fiscal year.

B. Composition

Membership in the GLRC shall consist of “full members”, “associate members”, and “ex- officio members”.

The full members of the GLRC shall consist of a representative, or designated alternate, appointed by the appropriate governing body in each township, city, village, school district, institution, and county that has an EGLE NPDES MS4 Permit and that are signatory to this Agreement.

The associate members of the GLRC shall consist of a representative, or designated alternate, appointed by the governing body in each township, city, village, school district, institution, and county that does not have an EGLE NPDES MS4 permit and that are signatory to this Agreement. However, once an associate member obtains an EGLE NPDES MS4 Permit, they must become a full member of the GLRC.

Members, and designated alternates, shall serve until replaced in writing by the appointing authority.

The GLRC may also include ex-officio representatives from such agencies as Tri-County Regional Planning Commission (TCRPC), EGLE and others as determined by the GLRC.

C. Public Participation

All meetings of the Full Committee of the GLRC shall be noticed and conducted in accordance with the Michigan Open Meetings Act, MCL 15.261, et seq. The Full GLRC:

- Determine the rules for public participation
- Schedule meetings at facilities that are fully accessible to the interested public, and
- Routinely provide notice of meeting times and places at publicly accessible locations

D. Voting

The GLRC shall take all formal actions by a simple majority vote of a quorum. A quorum shall consist of one more than fifty (50%) of the GLRC members, or their designated alternates, eligible to vote. Members eligible to vote are those full members and associate members authorized in writing by an appropriate governing authority that has adopted this Agreement and that has paid its assessment. Ex-officio members shall be non-voting members of the GLRC.

E. Election of Officers and Appointment of Executive Committee

The GLRC shall annually elect, from among its members, a Chair, a Vice-Chair, a Secretary and a Treasurer. The Chair and the Vice-Chair shall be elected or appointed officials, or employees of a voting full member of the GLRC. The Secretary and Treasurer may be representatives of any full, associate, or ex-officio member of the GLRC. There are no limits on the consecutive terms

elected officers may serve. The Vice Chair, or the Treasurer in the event the Vice-Chair is unavailable, may assume the duties of the Chair if the Chair is unavailable.

The Executive Committee shall have a maximum of eight voting members consisting of:

- (2) the Chair and Vice Chair of the GLRC
- (3) one representative or alternate from each member county
- (3) the Chairs of the Illicit Discharge Elimination Plan (IDEP)/Post-Construction, Public Education Plan (PEP), and Total Maximum Daily Load (TMDL) Committees

The Chair of the GLRC shall chair the Executive Committee, with the responsibility succeeding to the Vice Chair, then the Chair of the PEP Committee if the Chair of the GLRC is absent. If neither the Vice Chair of the GLRC nor the Chair of the PEP Committee is present at an Executive Committee meeting, the Chair of the IDEP Committee shall serve as Chair for the meeting. The Board Officers shall not have an alternate serve on their behalf on the Executive Committee.

The Executive Committee will seek consensus on all issues brought before it. In the absence of consensus, the Executive Committee will adopt motions only when a majority of its members vote in favor of a motion. Each full and associate member will have one vote. A County or Committee may designate an alternate to serve and vote on behalf of their appointed representative to the Executive Committee. If notice is provided to the GLRC Coordinator or Chair, an agent, such as a consultant, may represent a member community in place of the appointed municipal representative.

F. Meetings

The GLRC shall meet at least twice each year at a designated time and location established by the Executive Committee. Agendas for GLRC meetings will be distributed and circulated to all members at least 7 days in advance of all meetings. The Executive Committee will meet at least five times each year at the call of the Chair. All meetings of the GLRC, Executive Committee, standing committees or special committees established under the GLRC shall operate under the Robert's Rules of Order unless modified by a majority vote of the GLRC members. The meetings of the GLRC may be rotated to locations throughout the three watersheds allowing any member or community agency to host a meeting.

a. Electronic Meetings

The Full Board of the GLRC shall meet at a physical location for all meetings. An emergency exception to in-person meeting and voting requirements may be applied by decision of the GLRC Chair *if* the area where the meeting was scheduled to occur, or if the jurisdiction of

members, is located in an area where a federal, state, or local authority has declared a state of emergency or major disaster.

The GLRC Executive Committee, IDEP/Post-Construction, PEP, and TMDL Committees, and any additional or ad-hoc committee, may transact business at electronic meetings. Electronic meetings must feature combination of internet/telephone, that integrate audio (and optionally video), and text. Virtual voting is permitted at GLRC's Committees, and virtual attendance satisfies quorum requirements. Login information must be shared with members and provided to the public at least 7 days in advance of the scheduled meeting. The public will be invited to attend and a comment period will be provided.

G. GLRC Duties

The GLRC shall have the following duties:

1. Budget and Assessments

The fiscal year for the GLRC shall coincide with the calendar year. Upon execution of this Agreement, review and approve the annual budget for the GLRC and establish the allocation of annual assessments for each member category. The GLRC shall adopt a budget before each December 31 for the calendar year that follows.

2. Standing Committees

Establish and outline a charge for up to three standing committees. The IDEP/Post- Construction, PEP, and TMDL Committees will continue to function. Any member or designated alternate may serve on any standing committee. See Appendix A for a chart of the GLRC structure.

3. Watershed Management

The GLRC is committed to working with watershed partners in the region. This includes but is not limited to: Middle Grand River Watershed Planning Project (319), Red Cedar River Watershed Planning Project (319), Friends of the Looking Glass River Watershed, Middle Grand River Organization of Watersheds (MGROW), Mid-Michigan Environmental Action Council (Mid-MEAC), student groups, etc. The GLRC values the watershed efforts being conducted and will work with these groups to improve water resources in the Tri-County region.

4. Other Duties

- Maintain official written record of meetings that includes attendance, issues discussed and votes taken.
- Recommend to member communities, institutions, school districts, and counties any subsequent changes needed to this Agreement.
- Take other actions required, including delegation of responsibilities to the Chair or Executive Committee to carry out the purposes and conduct the business of the GLRC including, but not limited to, directing the activities of any committees established under this Agreement or subsequently authorized by

the GLRC.

- Encourage and promote public input into decisions and recommendations of the GLRC, and of all committees established by the GLRC.

H. Executive Committee Duties

The Executive Committee shall have the following duties:

1. Budget

With the advice of the standing committees, supervise the expenditure of GLRC monies consistent with the approved annual budget.

2. Supervise Staff and Arrange Support Services

Arrange for the services of staff responsible for facilitating meetings, preparing agendas, and negotiating and advocating on behalf of the GLRC. Supervise and provide direction to staff of the GLRC, make provisions for necessary management support services for operation of the GLRC.

All staff or employees employed by the GLRC shall be and remain at all times solely the agents, servants, or employees of the GLRC and shall not be construed for any purposes to be an agent, servant, or employee of any constituent member of the GLRC.

3. Provide Forum for Discussion

Provide a forum for discussion, and, if appropriate, resolution of issues related to the implementation of this Agreement brought to its attention by any member of the GLRC.

4. Other Duties

- Assist the standing committees and special committees of the GLRC in meeting their respective responsibilities.
- Maintain a brief written record of each Executive Committee meeting including, at a minimum, attendance, list of issues, and a record of decisions.
- Take other actions that are consistent with the provisions of this Agreement and direction provided by the GLRC.

IV. RESOLUTION

The communities, institutions, school districts, and counties entering into this Agreement shall do so by the passage of a formal resolution, or exercising authority that includes the ability to commit to the payment of their appropriate assessments based on their membership category for support of the GLRC. In subsequent years, communities, institutions, school districts, and counties shall indicate their acceptance to continue this Agreement, should it remain unchanged, through the payment of their appropriate annual assessment in support of annual budgets approved by the GLRC.

Modifications to this Agreement as may be recommended by formal action of the GLRC shall be subject to acceptance of the appropriate authority of each community, institution, school district, or county.

Services provided through the GLRC and grant funds if obtained for stormwater management shall be, to the extent practical, limited to members that have signed and met their respective financial obligations under this Agreement.

V. FIDUCIARY SERVICES

The TCRPC has agreed to provide fiduciary services for the collection and expenditure of assessments paid under the terms of this Agreement. It is understood that the assessments paid under the terms of this Agreement will be used only for the services identified in the GLRC Annual Budget as adopted by the GLRC members. It is further understood that the assessments paid may be used to provide the required local match for federal grant dollars used to support the annual GLRC budget.

TCRPC has agreed to provide the Executive Committee full and complete access to records concerning the use of the funds collected from the members so that all expenditures of monies collected through assessments to members can be audited through a process determined to be appropriate by the Executive Committee. TCRPC has further agreed to provide a financial accounting of all funds collected and expended to the GLRC within 45 days following the end of each calendar year. Copies of the annual accounting and audit reports shall be made available to all GLRC member communities upon request. TCRPC shall obtain Executive Committee consensus before expenditure of any of the assessments collected.

VI. INDEMNIFICATION, INSURANCE AND LEGAL FEES

Each signatory to this agreement, as part of its general liability coverage, shall maintain coverage for any damages, claims, causes of action, or actions of any nature whatsoever arising from this agreement, and does hereby agree to indemnify and save and hold harmless each other signatory, respectively, its officers, employees, and agents from and against any and all such damages, claims, actions and causes of action, including legal fees, based on this agreement, as may arise from any action taken or permitted by each signatory, respectively.

This agreement is not intended to create a legal entity subject to suit. Nothing in this section shall be construed to give any third party any claim to which said third party would not otherwise be entitled, nor shall it abrogate or diminish the defense of governmental immunity, or any other defense, for any claim against any party.

APPENDIX A

STRUCTURE OF

THE

GREATER LANSING REGIONAL COMMITTEE

FOR STORMWATER MANAGEMENT



Elected Officers

Chair, Vice Chair,
Secretary, Treasurer

Executive Committee

Chair & Vice Chair of GLRC
County Representatives
GLRC Committee Chairs
Secretary & Treasurer (Ex-off)

Clinton County

Ingham County

Eaton County

Public Education
Committee

IDEP
Post-Construction
Committee

Total Maximum
Daily Load
Committee

Agenda Item 6b

TO: County Services Committee and Finance Committee

FROM: Patrick E. Lindemann, Ingham County Drain Commissioner

RE: Resolution for American Rescue Plan Funds for Smith and Oesterle Drain

DATE: February 15, 2022

I am requesting that the Ingham County Board of Commissioners approve the allocation of \$392,000 of American Rescue Plan (ARP) funds to the Smith and Oesterle Drain Drainage District (the “Drainage District”) for the purposes of maintenance and improvement of the Smith and Oesterle Drain (the “Drain”), located in Leroy Township.

On May 20, 2020, I received a petition requesting the maintenance and improvement of the Drain. The petition submitted is intended to alleviate the persistent and significant flooding of county road, properties and homes. The properties within the Drainage Districts are all located on septic systems and wells. The Drain also serves two county roads including Dietz Road which is a county primary road. On July 8, 2020, the petition was found necessary and conducive to the public health, convenience, or welfare by a statutory Board of Determination. The construction of the Drain is proposed for the Spring/Summer of 2022. The contractor who won the bid is preparing to begin work once the Notice to Proceed is signed.

The issues within the Smith and Oesterle Drainage District are unique in that the existing clay tile originally constructed in 1910 has now failed and is beyond its useful life. The failure of the Smith and Oesterle tile forces flooding across Frost Road and then across private property to Dietz Creek. It is no longer cost effective to continue to repair this failed and undersized system. The Drain is critical infrastructure that needs to be replaced to serve agricultural businesses adversely affected by COVID-19 including the County’s only organic dairy farm; affordable rural homes; and county road assets, including one primary road.

The Smith and Oesterle Drain Project involves the reconstruction of this critical stormwater infrastructure to restore drainage into the Dietz Creek Drain and reduce the incidence of flooding over Frost Road. The Project is designed to meet current stormwater standards and, as such, will reduce the incidence of flooding of a county road protecting the public in general, and protecting private property, homes and sanitary drain fields. The project is a long-term solution and, when complete, can be expected to last another 100 years.

The cost of this capital improvement for replacement of the drain is \$980,000. Since the Drainage District is small (4 farming operations and 20 residences) we are seeking ARP funding for 40% of the cost (\$392,000) to help offset costs to the landowners and public corporations.

Thank you for consideration of my request. I will be in attendance at your County Services meeting March 1, 2022 and Finance Committee meeting March 2, 2022, to answer any questions you might have regarding my request. It is an honor and a privilege to serve the citizens, municipalities, and businesses of Ingham County.

INGHAM COUNTY MICHIGAN ARPA ASSISTANCE REQUEST

ORGANIZATION INFORMATION

Organization: **Smith and Oesterle Drain Drainage District**
Location: **Ingham County**
Primary Contact: **Patrick E. Lindemann, Ingham County Drain Commissioner**
707 Buhl Street, PO Box 220
Mason, MI 48854
(517) 676-8395 Phone
Signatory Contact: **Carla F. Clos, Ingham County Deputy Drain Commissioner**
If any contact information has changed, email us at cclos@ingham.org

NARRATIVE

Project Title: **Smith and Oesterle Drain Project**
Amount Requested: **\$392,000**
Project Start Date: **March, 2022**
Project End Date: **Fall 2022**

1. Executive Summary

Provide a high-level overview of the jurisdiction's proposed use of funding including, but not limited to: the jurisdiction's plan for use of funds to promote a response to the pandemic and economic recovery, with key outcome goals.

In recent years, increased precipitation throughout Michigan has resulted in regional flooding impacting low lying properties and county roads. As Ingham County Drain Commissioner, in the past three to five years, my office has received an unprecedented number of petitions requesting improvements to stormwater infrastructure for drains to address and relieve severe flooding, erosion, water quality and other stormwater related problems throughout Ingham County. One of the adversely impacted areas has been within the Smith and Oesterle Drain Drainage District (“Drainage District”). In May 2020 during the COVID-19 Pandemic, I received a landowners’ Petition to address flooding issues within the Drainage District, specifically flooding across Frost Road. The Petition was found necessary and conducive to the public health, convenience and welfare by an independent board of determination.

The issues within the Smith and Oesterle Drainage District are unique in that the existing clay tile, originally constructed over 100 years ago in 1910, has now failed and is well beyond its useful life. The failure of the Smith and Oesterle tile forces flooding across Frost Road and then across private property to Dietz Creek. It is no longer cost effective to continue to repair this failed and undersized system. The Drain is critical infrastructure that needs to be replaced to serve agricultural businesses adversely affected by COVID-19 including the County’s only organic dairy farm; affordable rural homes; and county road assets, including one primary road. The Chaffee family’s organic dairy farm has approximately 15% of the County’s dairy herd.

In Michigan, county drains are critical infrastructure which support millions of dollars of property values as well as agriculture. Within the Smith and Oesterle Drain District this drain supports about \$3,000,000 of taxable value which generates over \$20,000 annual revenue for the General Fund.

The Smith and Oesterle Drain Project involves the reconstruction of critical stormwater infrastructure to restore drainage into the Dietz Creek Drain and reduce the incidence of flooding over Frost Road. The Project is designed to meet current standards and, as such, will reduce the incidence of flooding of a county road, protecting the public in general, and protecting private property, homes and sanitary drain fields. The project is a long-term solution and, when complete, can be expected to last another 100 years. This is a long-term solution for this critical infrastructure and will evidence low maintenance costs during the 20-year term of the assessment.

While this Project will provide for health, convenience and welfare, it comes at a cost of \$980,000, the cost of which would normally be spread over this drainage district. The American Rescue Plan Act (“ARPA”) funding would directly offset the cost of the Smith and Oesterle Drain Project that will still largely be borne by the impacted landowners and public corporations within the Drainage District who are assessed for the cost of the Project.

Use of these funds for this Project is appropriate under Section 603(c)(1)(D) of ARPA as eligible uses include investment in water, stormwater, sewer and broadband infrastructure.

More importantly, payment for this Project is through assessments to the citizens in the Drainage District. During a recent public hearing regarding this Project, we confirmed that many of the individuals responsible for assessments are affordable rural residential or agricultural property owners (4 farms, 20 residences). Should the County Commissioners approve this request, the funds will be used to lower assessments to the citizens and the public corporations responsible for these payments. This provides property tax assistance, assisting with the County’s financial stabilization. Keep in mind that some of these citizens have already suffered from the flooding which limited access to their properties or caused property damage.

To assist with the consideration of this request, this Project and this Request, at a minimum, falls within the categories of “Appendix 1: Expenditure Categories” attached hereto. Specifically, this Project fits within the following categories:

- 2.2 Household Assistance: Rent, Mortgage, and Utility Aid
- 2.11 Aid to Tourism, Travel, or Hospitality
- 5.6 Clean Water: Stormwater
- 5.9 Clean Water: Non-point source

This Project also provides other public health and economic benefits to the community as a whole.

2. Purpose of Grant

Describe in further detail your jurisdiction's intended uses of the funds, such as how your jurisdiction's approach would help support a strong and equitable recovery from the COVID-19 pandemic and economic downturn. Describe any strategies employed to maximize

programmatic impact and effective, efficient, and equitable outcomes. Given the broad eligible uses of funds and the specific needs of the jurisdiction, please also explain how the funds would support the communities, populations, or individuals in your jurisdiction. Your description should address how you are promoting each of the following, to the extent they apply:

- a. Public Health (EC 1): As relevant, describe how funds are being used to respond to COVID-19 and the broader health impacts of COVID-19 and the COVID-19 public health emergency.
- b. Negative Economic Impacts (EC 2): As relevant, describe how funds are being used to respond to negative economic impacts of the COVID-19 public health emergency, including to households and small businesses.
- c. Services to Disproportionately Impacted Communities (EC 3): As relevant, describe how funds are being used to provide services to communities disproportionately impacted by the COVID-19 public health emergency.
- d. Premium Pay (EC 4): As relevant, describe the approach, goals, and sectors or occupations served in any premium pay program. Describe how your approach prioritizes low-income workers.
- e. Water, sewer, and broadband infrastructure (EC 5): Describe the approach, goals, and types of projects being pursued, if pursuing.
- f. Revenue Replacement (EC 6): Describe the loss in revenue due to the COVID-19 public health emergency and how funds have been used to provide government services.

The intended use of the ARPA funds falls into categories of (EC-1) Public Health (EC-2) Negative Economic Impacts and (EC-5) Water, sewer, and broadband infrastructure.

(EC-1) There are considerable public health benefits to the Project. Homes within the district rely on septic drain fields to dispose of sewage. Septic drain fields utilize soil to filter waste constituents from sewage effluent before infiltration to the groundwater level. Failed septic drain fields are a public health issue, not only on private property but to downstream public waters.

The flooding in and of itself constitutes a public health issue. Mold and mildew in homes and/or failed septic drain fields is a direct public health threat. At times during the flooding, vehicles, including emergency vehicles, would not have been able to get to certain points in Ingham County due to road flooding. All of these exacerbate issues related to COVID-19. Already overwhelmed systems are further stressed by the combination of local and international health crisis.

(EC-2) We believe that this Project will provide a positive economic impact by protecting properties values and encouraging commerce. Upon completion of the Project, we believe that the Project will provide general economic benefits to the area reducing property damage, reducing the incidence of flooding and insuring access for residents and emergency vehicles.

Additionally, the farming operations with property in the district have

experienced supply chain issues due to the COVID-19 pandemic. Supply chain delayed deliveries have directly affected equipment maintenance as well as the farming operations.

The ARPA funds will be used to directly offset the costs of the Smith and Oesterle Drain Project for the landowners and municipal corporations. This will assist those who have already suffered negative economic impacts from the COVID-19 crisis and flooding. If granted, the Drain Commissioner will reduce the apportionment of the costs to the detrimentally impacted landowners to 10% without raising the at-large apportionment to the municipal corporations.

(EC-5) The investment in this critical stormwater infrastructure project will significantly reduce any future costs to the district for long term maintenance and will provide long term continued service for the lands within the district as well as public roads.

3. Community Engagement

Please describe how your jurisdiction's proposed use of funds incorporates written, oral, and other forms of input that capture diverse feedback from constituents, community-based organizations, and the communities themselves. Where relevant, this description must include how funds will build the capacity of community organizations to serve people with significant barriers to services, including people of color, people with low incomes, limited English proficient populations, and other traditionally underserved groups.

During the course of Project planning, meetings were held to update those citizens in the community and township officials that needed to understand the Project, the scope of the project and the economic impact of the Project. These outreach programs were of particular benefit to those concerned about future assessments.

We also believe, as stated above, that this Project will encourage commerce and economic growth of agricultural properties. Not addressing the flooding may lead to other additional losses to those already sustained by the COVID-19 shut downs and supply chain issues. This would lead to further loss of business and jobs – some of which do fall within the low-income category.

4. Labor Practices

Describe workforce practices on any infrastructure projects being pursued (EC 5). How are projects using strong labor standards to promote effective and efficient delivery of high-quality infrastructure projects while also supporting the economic recovery through strong employment opportunities for workers? For example, report whether any of the following practices are being utilized: project labor agreements, community benefits agreements, prevailing wage requirements, and local hiring.

Michigan law requires open bidding for this infrastructure Project. In addition, the Ingham County Drain Commissioner requires that the work be done as a Prevailing Wage project, consistent with Ingham County policy.

5. Use of Evidence

Briefly describe the goals of the project, and the evidence base for the interventions to be funded. Recipients must specifically identify the dollar amount of the total project spending that is allocated towards evidence-based interventions for each project in the Public Health (EC 1), Negative Economic Impacts (EC 2), and Water, sewer, and broadband infrastructure (EC 5) Expenditure Categories.²¹

²¹ Of note, recipients are only required to report the amount of the total funds that are allocated to evidence-based interventions in the areas of Public Health, Negative Economic Impacts, and Services to Disproportionately Impacted Communities that are marked by an asterisk in Appendix 1: Expenditure Categories.

The total Project cost is \$980,000. All of this is paid for through special assessments. The goals of the Project, as provided above, are flooding abatement and to relieve public health crisis (i.e. roads impassable for emergency vehicles (ambulance, police, fire), public safety and public health. The evidence-based interventions are the Project itself and similar projects that have relieved flooding and improved the living environment throughout the State of Michigan.

6. Table of Expenses by Expenditure Category

Please include a table listing the amount of funds to be used in each Expenditure Category (See Appendix 1).

The requested amount of \$392,000 will be used to offset a portion of the total project cost and is not assigned to any single expenditure category.

Attached are the following documents for the Project:

- ***Appendix 1: Expenditure Categories**
- ***Appendix 2: Evidence Based Intervention Additional Information**
- **Photographs**

(a)*Excerpts from “Compliance and Reporting Guidance, State and Local Fiscal Recovery Funds”, U.S. Department of Treasury, November 15, 2021, Version: 2.1

(b)Appendix 1: Expenditure Categories

The Expenditure Categories (EC) listed below must be used to categorize each project as noted in Part 2 above. The term "Expenditure Category" refers to the detailed level (e.g., 1.1 COVID-10 Vaccination). When referred to at the summary level (e.g., EC 1) it includes all Expenditure Categories within that summary level.

1: Public Health	
	Vaccination A
1.2	COVID-19 Testing A
1.3	COVID-19 Contact Tracing
1.4	Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, etc.)*
1.5	Personal Protective Equipment
1.6	Medical Expenses (including Alternative Care Facilities)
1.7	Capital Investments or Physical Plant Changes to Public Facilities that respond to the COVID-19 public health emergency
1.8	Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)
1.9	Payroll Costs for Public Health, Safety, and Other Public Sector Staff Responding to COVID-19
1.10	Mental Health Services*
1.11	Substance Use Services*
1.12	Other Public Health Services
2: Negative Economic Impacts	
	Programs* A
2.2	Household Assistance: Rent, Mortgage, and Utility Aid* A
2.3	Household Assistance: Cash Transfers* A
2.4	Household Assistance: Internet Access Programs* A
2.5	Household Assistance: Eviction Prevention* A
2.6	Unemployment Benefits or Cash Assistance to Unemployed Workers*
2.7	Job Training Assistance (e.g., Sectoral job-training, Subsidized Employment, Employment Supports or Incentives)* A
2.8	Contributions to UI Trust Funds
2.9	Small Business Economic Assistance (General)* A
2.10	Aid to Nonprofit Organizations*
2.11	Aid to Tourism, Travel, or Hospitality
2.12	Aid to Other Impacted Industries
2.13	Other Economic Support* A
2.14	Rehiring Public Sector Staff
3: Services to Disproportionately Impacted Communities	
3.2	Education Assistance: Aid to High-Poverty Districts A
3.3	Education Assistance: Academic Services* A

3.4	Education Assistance: Social, Emotional, and Mental Health Services* A
3.5	Education Assistance: Other* A
3.6	Healthy Childhood Environments: Child Care* A
3.7	Healthy Childhood Environments: Home Visiting* A
3.8	Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System*
3.9	Healthy Childhood Environments: Other* A
3.10	Housing Support: Affordable Housing* A
3.11	Housing Support: Services for Unhoused Persons* A
3.12	Housing Support: Other Housing Assistance* A
3.13	Social Determinants of Health: Other* A
3.14	Social Determinants of Health: Community Health Workers or Benefits Navigators* A
3.15	Social Determinants of Health: Lead Remediation A
3.16	Social Determinants of Health: Community Violence Interventions* A
4: Premium Pay	
	Employees
4.2	Private Sector: Grants to Other Employers
5: Infrastructure²⁷	
	Centralized Wastewater Treatment
5.2	Clean Water: Centralized Wastewater Collection and Conveyance
5.3	Clean Water: Decentralized Wastewater
5.4	Clean Water: Combined Sewer Overflows
5.5	Clean Water: Other Sewer Infrastructure
5.6	Clean Water: Stormwater
5.7	Clean Water: Energy Conservation
5.8	Clean Water: Water Conservation
5.9	Clean Water: Nonpoint Source
5.10	Drinking water: Treatment
5.11	Drinking water: Transmission & Distribution
5.12	Drinking water: Transmission & Distribution: Lead Remediation
5.13	Drinking water: Source
5.14	Drinking water: Storage
5.15	Drinking water: Other water infrastructure
5.16	Broadband: "Last Mile" projects
5.17	Broadband: Other projects
6: Revenue Replacement	
	Services
7: Administrative	
	Expenses
7.2	Evaluation and Data Analysis
7.3	Transfers to Other Units of Government
7.4	Transfers to Non-entitlement Units (States and territories only)

*Denotes areas where recipients must identify the amount of the total funds that are allocated to evidence-based interventions (see Use of Evidence section above for details)

A Denotes areas where recipients must report on whether projects are primarily serving disadvantaged communities (see Project Demographic Distribution section above for details)

²⁷ Definitions for water and sewer Expenditure Categories can be found in the EPA's handbooks. For "clean water" expenditure category definitions, please see: <https://www.epa.gov/sites/production/files/2018-03/documents/cwdefinitions.pdf>. For "drinking water" expenditure category definitions, please see: <https://www.epa.gov/dwsrf/drinking-water-state-revolving-fund-national-information-management-system-repo>

(c)Appendix 2: Evidenced-Based Intervention Additional Information

1. What is evidence-based?

For the purposes of the SLFRF, evidence-based refers to interventions with strong or moderate evidence as defined below:

Strong evidence means the evidence base that can support causal conclusions for the specific program proposed by the applicant with the highest level of confidence. This consists of one or more well-designed and well-implemented experimental studies conducted on the proposed program with positive findings on one or more intended outcomes.

Moderate evidence means that there is a reasonably developed evidence base that can support causal conclusions. The evidence base consists of one or more quasi-experimental studies with positive findings on one or more intended outcomes OR two or more non-experimental studies with positive findings on one or more intended outcomes. Examples of research that meet the standards include: well-designed and well-implemented quasi-experimental studies that compare outcomes between the group receiving the intervention and a matched comparison group (i.e., a similar population that does not receive the intervention).

Preliminary evidence means that the evidence base can support conclusions about the program's contribution to observed outcomes. The evidence base consists of at least one non-experimental study. A study that demonstrates improvement in program beneficiaries over time on one or more intended outcomes OR an implementation (process evaluation) study used to learn and improve program operations would constitute preliminary evidence. Examples of research that meet the standards include: (1) outcome studies that track program beneficiaries through a service pipeline and measure beneficiaries' responses at the end of the program; and (2) pre- and post-test research that determines whether beneficiaries have improved on an intended outcome.

SMITH AND OESTERLE DRAIN PROJECT SUMMARY DESCRIPTION

This project replaces a combination of tile and open channel drain originally constructed in 1910. The tile is badly deteriorated, with parts having failed. This has resulted in the frequent flooding of Frost Road, a county road under jurisdiction of the Ingham County Road Department, as illustrated below.



Looking westerly along Frost Road during the May 18, 2020 flooding . Note the "Flooding Over the Road" sign in the distance. This flooding event resulted in the petition being filed with the Drain Commissioner's Office.



Still photo taken from a landowner recorded video during October 4, 2021 flooding over the Frost Road. Flooding over the road not only resulted in a road closure but also private property damage.

The project is designed to accommodate a rainfall of 4.1 inches (25-year 24-hour storm) with sufficient additional capacity to help reduce flooding for larger rainfall events. The design solution reduces the incidence of the persistent flooding of Frost Road and provides an improved suitable outlet for the road and other district properties.

The project includes the following:

- installation of 2,915 feet of 12 thru 42-inch tile to replace the failing tile;
- the 42-inch tile replaces a 24-inch tile at the outlet, providing a more than three-fold increase in capacity; and,
- cleaning out of 3,929 feet of open channel drain along with replacement of driveway and road culverts.

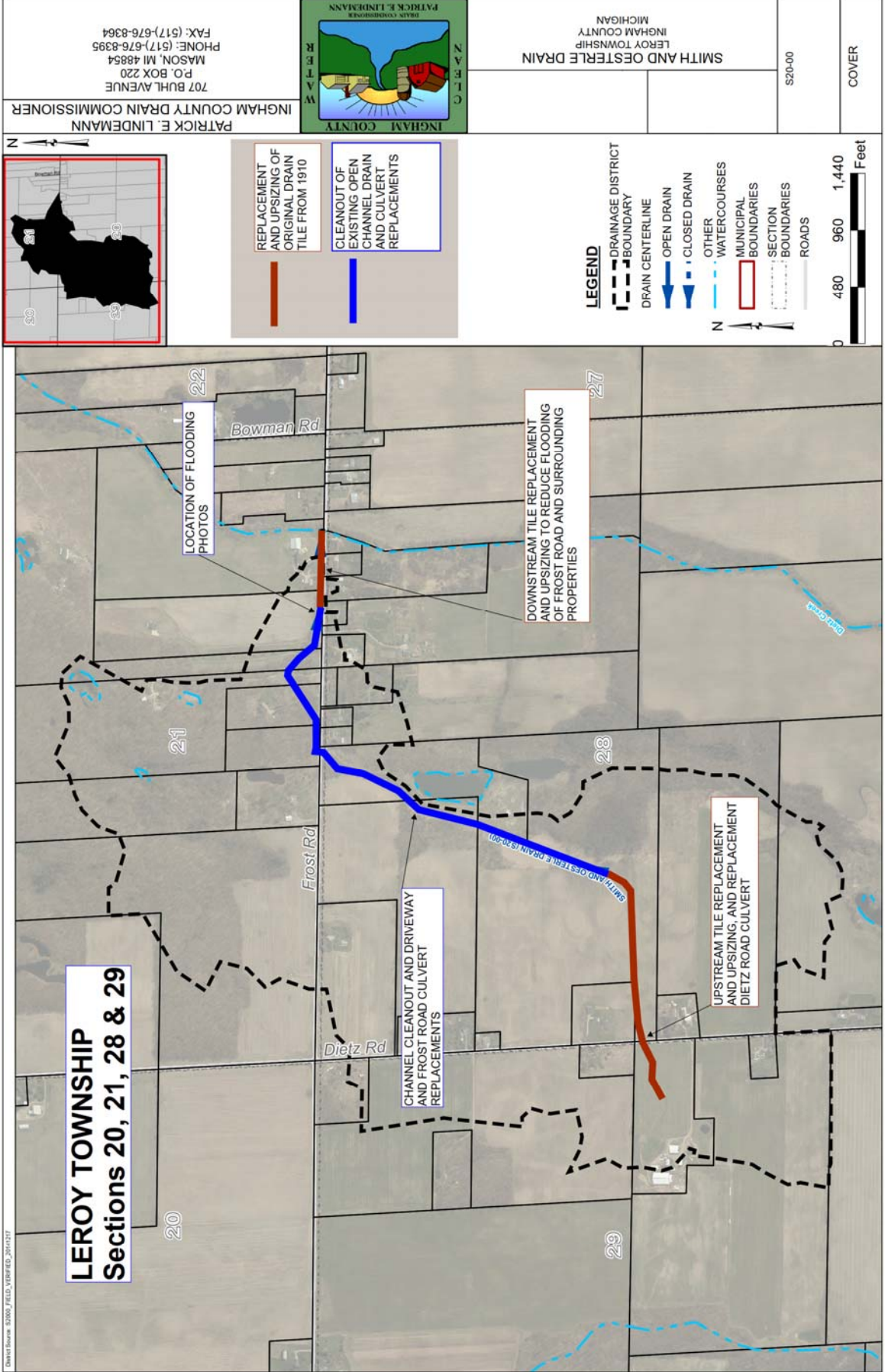
SMITH AND OESTERLE DRAIN

Public Safety Issues: Frost Road flooding
 Public road access
 Emergency vehicle access

Property Damage/Flooding: 3860 E. Frost Road
 3880 E. Frost Road (not in drainage district)
 3900 E. Frost Road (not in drainage district)

- The drain project includes replacement of a failed tile with a new, larger, perforated tile to reduce the incidence of flooding and provide road embankment under/subdrainage.
- This tile conveys runoff along the northside of Frost Road to the Dietz Creek Drain. If the flow conveyed by the tile followed the natural flow path there would be the need for an additional culvert crossing of Frost Road to the south. That flow would then be included in the flows through the Frost Road bridge/culvert over the Dietz Creek Drain, likely necessitating an increase in the bridge/culvert size.
- The drain project also includes culvert upgrades/replacements of the existing culverts for both Frost Road and Dietz Road.

Revised 20220126



Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ALLOCATE \$392,000 IN AMERICAN RESCUE PLAN FUNDS TO FUND THE
MAINTENANCE AND IMPROVEMENT OF THE
SMITH AND OESTERLE DRAIN**

WHEREAS, on May 20, 2020, property owners filed a petition with the Ingham County Drain Commissioner for the maintenance and improvement of the Smith and Oesterle Drain recognizing that said maintenance and improvement was necessary and conducive for public health, convenience, or welfare; and

WHEREAS, on July 8, 2020, a Board of Determination did determine and order that the maintenance and improvement of the Smith and Oesterle Drain was necessary and conducive to public health, convenience, or welfare and further necessary for the protection of the public health of Leroy Township; and

WHEREAS, the Smith and Oesterle Drain was originally constructed in 1910, and has failed and exceeded its useful life, and is in need of an affordable long-term solution; and

WHEREAS, the construction of the Smith and Oesterle Drain includes a long-term solution for replacement of existing critical infrastructure serving agricultural businesses adversely affected by COVID-19, including the County's only organic dairy farm; affordable rural homes; and county road assets, including a primary road; and

WHEREAS, the Smith and Oesterle Drain project includes the installation of 2,915 feet of enclosed storm drain pipe ranging in size from 12 inches to 42 inches and 3,929 feet of open channel drain cleanout including replacement of culverts, some of which are under county roads, including a county primary road; and

WHEREAS, the construction of the Smith and Oesterle Drain has been bid and is proposed to be constructed in 2022; and

WHEREAS, on March 11, 2021 the H.R. 1319 of the 117th Congress, also known as the American Rescue Plan Act of 2021, became a law; and

WHEREAS, *Subtitle M – Coronavirus State and Local Fiscal Recovery Funds* of the American Rescue Plan provides funding to metropolitan cities, non-entitlement units of local government, and counties to mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (COVID–19); and

WHEREAS, Ingham County will receive \$56,796,438 in American Rescue Plan funds in two separate tranches of \$28,398,219; and

WHEREAS, the First Tranche Amount was received on May 20, 2021 and the Second Tranche Amount will be received no earlier than 12 months after the first tranche payment is received; and

WHEREAS, under Section 603(c)(1)(D) of the American Rescue Plan, an eligible use of funds includes making necessary investments in water, sewer, or broadband infrastructure; and

WHEREAS, the national labor and material shortages and resulting cost increases will negatively affect the Smith and Oesterle Drain and the Ingham County Drain Commissioner's ability to cost effectively complete the maintenance and improvement of the Smith and Oesterle Drain that is necessary for the protection of the public health of Leroy Township.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes funding from Ingham County's allocation from the American Rescue Plan in an amount not to exceed \$392,000 to assist in the completion of the maintenance and improvement of the Smith and Oesterle Drain that is necessary for the protection of the public health of Leroy Township.

Agenda Item 7a

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: April 5, 2022

RE: Resolution to Authorize a Purchase Order to Knight Watch for New Access Swipes at the Allen Street Neighborhood Clinic

For the meeting agendas of: April 19 & 20

BACKGROUND

The Allen Street Neighborhood Clinic is a new community health center in a leased space that requires card swipe access. Knight Watch who is on the GSA Cooperative contract therefore three quote are not required per the Ingham county Purchasing Policy, submitted a proposal of \$18,520.26.

ALTERNATIVES

The alternative would be to do an RFP which will delay getting the system installed for their target opening date and risk higher prices.

FINANCIAL IMPACT

Funds are available in line item #511-61525-818000-02385.

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to Knight Watch for new access swipes at the Allen Street Neighborhood Clinic.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO KNIGHT WATCH INC. FOR
NEW ACCESS SWIPES AT THE ALLEN STREET NEIGHBORHOOD CLINIC**

WHEREAS, the Allen Street Neighborhood Clinic is a new clinic and does not have any access controls; and

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

WHEREAS, Knight Watch is on the GSA Cooperative contract; and

WHEREAS, the Facilities Department recommends a purchase order to Knight Watch Inc., who submitted a proposal of \$18,520.26 for the new access swipes at the Allen Street Neighborhood Clinic; and

WHEREAS, funds are available in line item #511-61525-818000-02385.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Knight Watch Inc., 3005 Business One Drive, Kalamazoo, Michigan 49048, for new access swipes for an amount not to exceed \$18,520.26.

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 7b

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: April 5, 2022

RE: Resolution to Authorize an Agreement with John E. Green Company to Replace the Blower Fan Assemblies in the Two CRAC Units at the 9-1-1 Center

For the meeting agendas of: April 19 & 20

BACKGROUND

The blower fans in the two CRAC (Computer Room Air Conditioning) units that service the 9-1-1 Center have worn bearings creating a vibration and noise in the blower motors. The condition of the bearing will continue to deteriorate causing an increase in the noise and the units will fail. John E. Green Company submitted a proposal of \$54,000 to replace both blower fan assemblies in the CRAC units at the 9-1-1 Center. We are requesting a contingency of \$3,000 of any unforeseen circumstances for total amount not to exceed \$57,000.

ALTERNATIVES

The alternative would be to hold off risking higher prices and the for the units to fail.

FINANCIAL IMPACT

Funds are available in the 9-1-1 Center's equipment repair line item #261-32500-932000.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
261-32500-932000	\$200,000	\$196,045.06	\$57,000	\$139,045.06
Equipment Repair				

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 John E. Green Company to replace the blower fan assemblies in the two CRAC units at the 9-1-1 Center.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH JOHN E. GREEN COMPANY TO
REPLACE THE BLOWER FAN ASSEMBLIES IN THE TWO CRAC UNITS AT THE 9-1-1 CENTER**

WHEREAS, the bearings in the blower fans are worn creating a vibration and noise; and

WHEREAS, the condition of the bearings will continue to deteriorate and the units will fail; and

WHEREAS, the Facilities Department recommends an agreement with John E. Green Company who submitted a proposal of \$54,000 to replace the blower fan assemblies in the two CRAC units at the 9-1-1 Center; and

WHEREAS, the Facilities Department is requesting a contingency of \$3,000 for an unforeseen circumstance; and

WHEREAS, funds are available in Equipment Repair line item #261-32500-932000 which has a balance of \$196,045.06.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with John E. Green Company, 4910 Dawn Avenue, East Lansing, Michigan 48823, to replace the blower fan assemblies in the two CRAC units at the 9-1-1 Center for an amount not to exceed \$57,000.

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 7c

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: March 22, 2022

RE: Resolution to Authorize a Purchase Order to Deer Creek Sales, Inc. for a Replacement Kubota Tractor

For the meeting agendas of: April 5 and 6

BACKGROUND

The two tractors that are used to maintain the grounds of the Sheriff's Office, Jail, 55th District Court, Drain, and Animal Shelter are in constant need of repairs and have outlived their useful life.

Three quotes were received and Deer Creek Sales, Inc., a local vendor submitted a revised quote of \$36,400 for the Kubota tractor.

ALTERNATIVES

The alternative would be to hold off, risking higher prices.

FINANCIAL IMPACT

Funding in the 2022 approve CIP line item #664-23303-978000-22F08 falls short by \$11,400. We are requesting line item transfers from line item #664-30199-978000-8F14 which has a balance of \$8,500 and from line item #664-30199-735100-8F13 which has a balance of \$3,000.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
664-23303-978000-22F08	\$25,000	\$25,000	\$25,000	\$0
Equip. Revolving Fund				
664-30199-978000-8F14	\$8,500	\$8,500	\$8,500	\$0
General Fund				
664-30199-735100-8F13	\$3,000	\$3,000	\$2,900	\$100
General Fund				

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to Deer Creek Sales, Inc. for the Kubota tractor.

Agenda Item 7c

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: April 5, 2022

RE: Memorandum of Performance for Packet #85-22 Utility Vehicle with Rotary Broom and Spreader for the Facilities Department

The Purchasing Department can confirm that quotations were received from experienced and qualified vendors in order to purchase a new utility vehicle with working lights, rotary broom, and drop spreader.

The following grid is a summary of the vendors' costs:

Company Name	Local Preference	Amount
Deer Creek Sales Inc.	Yes, Williamston MI	\$36,690.00*
Capital Equipment	No, DeWitt MI	\$36,400.00
Williams Farm Inc.	No, Charlotte MI	\$40,675.92

*Deer Creek Sales Inc. has agreed to match Capital Equipment's bid of \$36,400.00 in accordance with the Local Purchasing Preference Policy.

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

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

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO DEER CREEK SALES, INC.
FOR A REPLACEMENT KUBOTA TRACTOR**

WHEREAS, the two tractors that are used to maintain the grounds of the Sheriff's Office, Jail, 55th District Court, Drain, and Animal Shelter are in constant need of repairs and have outlived their useful life; and

WHEREAS, three quotes were received; and

WHEREAS, the Facilities Department recommends a purchase order to Deer Creek Sales, Inc. a local vendor who submitted the revised quote of \$36,400 for the Kubota tractor; and

WHEREAS, funding in the 2022 approve CIP line item #664-23303-978000-22F08 of \$25,000 falls short by \$11,400; and

WHEREAS, the Facilities Department is requesting line item transfers from line item #664-30199-978000-8F14 which has a balance of \$8,500 and from line item #664-30199-735100-8F13 which has a balance of \$3,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Deer Creek Sales, Inc., 1540 Linn Rd., Williamston, Michigan 48895, for the Kubota tractor for an amount not to exceed \$36,400.

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 8a

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: April 5, 2022

SUBJECT: Proposed Resolution to Authorize Agreements with Locke, Meridian, and Wheatfield Townships for the 2022 Local Road Program

For the meeting agendas of April 19, 20 and 26

BACKGROUND

As provided in Act 51 of 1951 as amended, the cost of improvements on local roads must be funded at least 50% by other sources than the Road Department, such as the township, millage, or special assessment district. Both Lansing and Meridian Townships have a millage for road improvements.

Each year, a portion of the Road Department's budget is allocated toward the shared 50% match with each township for road work occurring on local roads within their boundaries. The annual allocation of funding from the Road Department to each of the 16 townships is called the "Local Road Program" and is based on the local road miles and population within each township. The Road Department coordinates with each township to determine the priority of road projects included in the annual program. Project costs exceeding the annually allocated 50% capped funding match by the Road Department becomes the full financial responsibility of the Township.

Most of the projects included in the Local Road Program can be performed by the Road Department. As the Road Department only charges for materials and vendor expenses, this further increases the value of the Local Road Program funding. However, certain projects require a higher level of service than what the Road Department is able to provide, necessitating the use of outside contractors.

Locke, Meridian and Wheatfield Townships have coordinated with the Road Department to schedule work for the 2022 construction season. The attached table provides details regarding the 2022 funding allocation available from the Road Department, the project scope, the estimated project cost, the funding responsibility for the Township and the funding responsibility of the Road Department.

Several other discussions are in progress with the remaining Townships, so another resolution will be requested in the future as priorities and budgets are determined.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department match contribution for the Local Road Program in the amount of \$272,400 for these three Townships is included in the adopted 2022 Road Fund Budget. The work listed in the attached table is proposed to be done primarily by the Road Department, but certain types of road repairs may need to be performed by contractors with specialty equipment (such as with Meridian Township). Any project costs exceeding the capped match amounts from the Road Department will be the Township's financial responsibility.

OTHER CONSIDERATIONS

This is the first group of Township Local Road Program agreements. Others will be forthcoming as Townships continue discussions with the Road Department.

RECOMMENDATION

Based on the information provided, the Road Department respectfully requests the following resolution be approved to authorize Local Road Program Agreements with Locke, Meridian, and Wheatfield Townships.

2022 Local Road Program (LRP)

Township	Match Balance Thru 2021	2022 ICRD Match Allocation	Total 2022 Match Available	Proposed 2022 Local Road Projects	Estimated Total LRP Cost	Estimated Township Cost	ICRD LRP Contribution
Locke	\$0.00	\$33,300.00	\$33,300.00	Asphalt wedging and overlay of Horstman Rd (Haslett Rd to Bell Oak Rd) and Sherwood Rd (Morrice Rd to Herrington Rd)	\$180,000.00	\$146,700.00	\$33,300.00
Meridian	\$0.00	\$172,500.00	\$172,500.00	The Township is managing their own local road program.	\$3,000,000.00	\$2,827,500.00	\$172,500.00
Wheatfield	\$33,300.00	\$33,300.00	\$66,600.00	Asphalt wedging and overlay of Bray Rd (Howell Rd to Dennis Rd) and Waldo Rd (Bray Rd to Zimmer Rd)	\$135,000.00	\$68,400.00	\$66,600.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AGREEMENTS WITH LOCKE, MERIDIAN, AND
WHEATFIELD TOWNSHIPS FOR THE 2022 LOCAL ROAD PROGRAM**

WHEREAS, per Act 51 of 1951 as amended, the cost of improvements on local roads must be funded at least 50% by other sources than the Road Department, such as a township, millage, or special assessment district; and

WHEREAS, a portion of the Road Department's budget is annually allocated toward the capped 50% match with each Township, based on population and local road mileage, for road work occurring on local roads within their boundaries; and

WHEREAS, the Road Department coordinated with each Township to determine the priority of road projects included in the annual Local Road Program; and

WHEREAS, Locke Township, Meridian Township, and Wheatfield Township have coordinated with the Road Department to schedule work for the 2022 construction season, as detailed in the attached table; and

WHEREAS, the Road Department is willing to perform the road improvements for the 2022 construction season, except in Meridian Township, where the work will be performed by outside contractors; and

WHEREAS, the Road Department shall provide labor without charge on the projects performed by Road Department staff, and will pay 50% of the project costs up to the capped allocation for each Township; and

WHEREAS, the project costs exceeding the annually allocated 50% capped funding match by the Road Department becomes the full financial responsibility of the Township; and

WHEREAS, the Road Department's capped match contribution in the total amount of \$272,400 combined for these three Townships is included in the adopted 2022 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into agreements with Locke Township, Meridian Township, and Wheatfield Township for the 2022 Local Road Program.

BE IT FURTHER RESOLVED, that the Road Department is authorized to match up to 50% of the costs for the respective township projects up to the capped allocation amounts as shown in the attached table.

BE IT FURTHER RESOLVED, that the Road Department shall invoice each respective township for their portion of the project costs at the conclusion of the construction season.

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

TO: Board of Commissioners, County Services and Finance Committees

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: April 5, 2022

SUBJECT: Request to Reclassify Reception/Permits/Public Information Clerk to Reception and Public Information Coordinator

For the meeting agendas of April 19, 20 and 26

BACKGROUND

The Road Department currently has a position titled “Reception/Permits/Public Information Clerk”, which is in the Office and Professional Employees International Union (OPEIU) Technical Clerical Unit at Grade 3. Due to the extraordinary number of permits being processed on a daily basis, the focus of the employee in this position has been skewed heavily towards permits and pulled away from other required job duties associated with the reception and public information responsibilities of the job description. It was determined the bulk of the permit related work needed to be transferred to the Engineering Department to improve the overall efficiency of the Road Department.

To properly define the job duties of the Receptionist position, a revised job description was created with involvement and concurrence from both the Human Resources Department and the OPEIU Technical Clerical Unit. As a result, a reclassification is being requested to convert the existing “Reception/Permits/Public Information Clerk” position to a “Reception and Public Information Coordinator”, remaining in the OPEIU Technical Clerical Unit at Grade 3.

ALTERNATIVES

If the position is left unchanged, the level of service provided to the public will continue to decline as staff try to balance the increasing workload.

FINANCIAL IMPACT

Per the attached Personnel Cost Projection provided by the County Budget Office, the annual personnel cost will have no impact to the budget, as both job descriptions are a Grade 3 and currently included in the budget.

OTHER CONSIDERATIONS

Per the attached email, the OPEIU Technical Clerical Unit is agreeable to the proposed reclassification.

RECOMMENDATION

Based on the information presented, I respectfully recommend authorizing the reclassification of the “Reception/Permits/Public Information Clerk” to a “Reception and Public Information Coordinator”.

Agenda Item 8b

TO: Kelly Jones, Managing Director

FROM: Joan Clous, Human Resources Specialist

DATE: March 8, 2022

RE: Support for changes to Job Descriptions Permit Clerk and Reception and Public Information Coordinator

Per your request, Human Resources has reviewed the following positions:

Permit Clerk – it will be placed in the OPEIU Clerical Technical unit at a level 4 (\$46,774.58 to \$61,803.56)

Reception and Public Information Coordinator will be placed in the OPEIU Technical unit at a level 3 (\$43,511.39 to \$57,497.52).

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: [Mark Swanson](#)
To: [Kelly Jones](#)
Subject: FW: Changes to JDs
Date: Tuesday, March 01, 2022 3:39:14 PM
Attachments: [image006.png](#)
[image005.png](#)
[image010.png](#)

*Mark Swanson
Engineering Technician
Ingham County Road Department
P. O. Box 38
Mason, MI. 48854
(517) 676-9722 ext. 2314*

From: Mark Swanson
Sent: Tuesday, March 1, 2022 7:35 AM
To: Joan Clous <JClous@ingham.org>
Subject: RE: Changes to JDs

Hi Joan,

OPEIU Local 512 Clerical and Technical Bargaining Group supports the proposed changes to the "Reception and Public Information Coordinator" and the "Permit Clerk" job descriptions. The Bargaining Group appreciates the continued opportunity to serve the People of Ingham County and County Board of Commissioners.

*Mark Swanson
OPEIU Local 512
Steward - Clerical & Technical Unit
Ingham County Road Department
(517) 719-1367*

From: Joan Clous
Sent: Tuesday, February 1, 2022 7:58 AM
To: Mark Swanson <MSwanson@ingham.org>
Subject: Changes to JDs

Mark,

The attached JDs had changes made to them, please review and let me know if the union is ok with the placement of the positions.

Joan

Joan Clous MPA, SHRM-CP
Human Resources Specialist

Ingham County

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 – Office

517-930-2075 - Cell

517-887-4396 – Fax



"It is what it is. But, it will be what you make it." ~ Pat Summit

INGHAM COUNTY JOB DESCRIPTION

RECEPTION and PUBLIC INFORMATION COORDINATOR Road Department

General Summary:

Under the supervision of the Managing Director, or their designee, is responsible for receiving visitors at the Road Department's front counter, answering telephone calls and providing information or routing calls and inquires to the appropriate personnel. Responsible for taking complaints from citizens and others, and maintaining the complaint system database. Provides administrative and clerical support for the Road Department. Prepares periodic news releases, presentations, information brochures, and other communications regarding Road Department activities, and responds to FOIA requests. Designs, maintains and updates the Road Department's web and social media sites.

Essential Functions:

1. Answers incoming calls and either supplies requested information or directs the call to the appropriate person or office.
2. Responds to walk-in visitors. Determines their respective needs and supplies the requested information or directs the inquiry to the appropriate person or office.
3. Responsible for taking complaint calls/emails, entering information about the complaint into the complaint system database, routing the complaint form to the appropriate personnel for resolution and entering information in the database when the complaint has been resolved.
4. Receives emails, calls by telephone or on the Road Department's radio frequency from police agencies, Road Department personnel or the general public regarding hazardous road conditions or emergency situations. Immediately notifies appropriate Road Department personnel or the appropriate agency so that repairs can be made or the hazard mitigated.
5. Receives Freedom of Information Act (FOIA) request for Road Department information, collects requested information from other Road Department staff as necessary and responds as directed.
6. Performs clerical, data input, document preparation, and record keeping tasks for the Road Department as assigned.
7. Responsible for disseminating received mail and posting Road Department outgoing mail.
8. Sets up and maintains the Road Department's web site, Facebook and/or other social media sites. Makes changes and updates as necessary or requested.
9. Prepares news releases, construction and maintenance project updates, and various other public information releases, as requested, for Road Department employees, retirees, customers, citizens, emergency services, county commissioners, county departments and/or units of government.
10. Prepares PowerPoint presentations, handouts, general road information brochures, project information mail fliers and other similar public information items as requested.
11. Assists the Engineering and Operations Departments as required.

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 High School diploma or the equivalent is required. College course work preferred.

Experience: A minimum of three (3) years relative experience is required. Expertise in the utilization of word processing, spreadsheet, presentation, and web page design software and familiarity with the Internet and social media outlets is required.

Other Requirements:

- Must possess a valid Michigan Motor Vehicle Operator's License.
- The position requires the proficient use of word processing, spreadsheet, presentation, and website development software. The position also requires basic knowledge and experience with social media software programs such as, but not limited to, Facebook, Instagram, LinkedIn, and Twitter.

(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:

3. 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, 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 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.)

**OPEIU (Road Dept)
Pay Grade 3
January 2022**

ROAD

		Step 1	Step 7
OPEIU Grade 3		43,511	57,498
715000	1000 FICA	3,329	4,399
716100	2700 DENTAL	936	936
716200	2710 VISION	135	135
716020	2820 PHP MED	19,002	19,002
718000	7114 MERS 1414	15,229	20,124
715050	8841 LIABILITYC	371	491
717100	8941 DISABIL 60	57	75
714000	8951 UNEMPLYMT	218	287
716035	8952 RTEE CHG B	3,585	3,585
716450	8953 SEPARATE	761	1,006
716040	8955 RET/HLTH/T	1,958	2,587
717000	8985 LIFE 40K	118	118
Total		89,210	110,243

		Step 1	Step 7
OPEIU Grade 4		46,775	61,804
715000	1000 FICA	3,578	4,728
716100	2700 DENTAL	936	936
716200	2710 VISION	135	135
716020	2820 PHP MED	19,002	19,002
718000	7114 MERS 1414	16,371	21,631
715050	8841 LIABILITYC	399	528
717100	8941 DISABIL 60	61	80
714000	8951 UNEMPLYMT	234	309
716035	8952 RTEE CHG B	3,585	3,585
716450	8953 SEPARATE	819	1,082
716040	8955 RET/HLTH/T	2,105	2,781
717000	8985 LIFE 40K	118	118
Total		94,117	116,718

		Step 1	Step 7
OPEIU Grade 5		52,614	69,540
715000	1000 FICA	4,025	5,320
716100	2700 DENTAL	936	936
716200	2710 VISION	135	135
716020	2820 PHP MED	19,002	19,002
718000	7114 MERS 1414	18,415	24,339

715050	8841 LIABILITYC	449	594
717100	8941 DISABIL 60	68	90
714000	8951 UNEMPLYMT	263	348
716035	8952 RTEE CHG B	3,585	3,585
716450	8953 SEPARATE	921	1,217
716040	8955 RET/HLTH/T	2,368	3,129
717000	8985 LIFE 40K	118	118
Total		102,899	128,353

Introduced by the County Services and Finance Committees of the

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RECLASSIFY RECEPTION/PERMITS/PUBLIC INFORMATION CLERK
TO RECEPTION AND PUBLIC INFORMATION COORDINATOR**

WHEREAS, the Road Department wishes to reclassify the Reception/Permits/Public Information Clerk in the Office and Professional Employees International Union (OPEIU) Technical Clerical Unit to a Reception and Public Information Coordinator in the OPEIU Technical Clerical Unit, both positions remaining at a Grade 3, effective upon approval; and

WHEREAS, the Reception/Permits/Public Information Clerk position is currently an OPEIU Technical Clerical Unit Grade 3 (\$43,511.39-\$57,497.52) and the Reception and Public Information Coordinator position will also be an OPEIU Technical Clerical Unit Grade 3 (\$43,511.39-\$57,497.52), resulting in no financial impact to the Road Department; and

WHEREAS, the Budget Office provided Personnel Cost Projections for the OPEIU Technical Clerical Unit Grades 3-5, which demonstrates an annual personnel cost for the Grade 3 position ranging from \$89,210-\$110,243 and which is included in the Road Fund Budget; and

WHEREAS, this reclassification will allow for an increased level of service and improved efficiency by redirecting the bulk of the permit work to the Engineering Department and allowing this position to focus on the responsibilities associated with the reception and public information dispersal for the Road Department; and

WHEREAS, this reclassification has been reviewed and approved by the Human Resources Department and the OPEIU Technical Clerical Unit.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the Road Department to reclassify the Reception/Permits/Public Information Clerk in the OPEIU Technical Clerical Unit to a Reception and Public Information Coordinator in the OPEIU Technical Clerical Unit, both positions remaining at a Grade 3 (\$43,511.39-\$57,497.52), effective upon approval.

Agenda Item 9

To: Finance Committee
Ingham County Board of Commissioners

From: William E. Fowler, Director
Equalization/Tax Mapping Department

Date: April 8, 2022

Re: 2022 Ingham County Equalization Report

Attached please find the resolution to approve and adopt the 2022 Ingham County Equalization Report.

Further, attached please find the supporting documentation.

BACKGROUND:

Pursuant to MCL 211.34 each county within the State of Michigan through its County Board of Commissioners is required to meet annually during the month of April to determine the current tax year's County Equalized Valuations for the six classes of real property and total personal property.

ALTERNATIVES:

None

FINANCIAL IMPACT:

Based upon a full and comprehensive analysis it is the determination of the Ingham County Equalization/Tax Mapping Department that the total 2022 County Equalization Valuation for Ingham County to \$11,369,254,990. An Increase in valuation of \$575,175,463 when compared to the 2021 County Equalized Valuation of \$10,794,079,527. This is an increase of 5.33%. Further, the attached report projects the total 2022 County Taxable Valuation to be \$9,259,401,126. An increase in valuation of \$469,956,285 when compared to the 2021 County Taxable Valuation of \$8,789,444,841. This is an increase of 5.35%

OTHER CONSIDERATIONS:

None

RECOMMENDATION:

Respectfully recommend the formal approval and adoption of the 2022 Ingham County Equalization Report.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

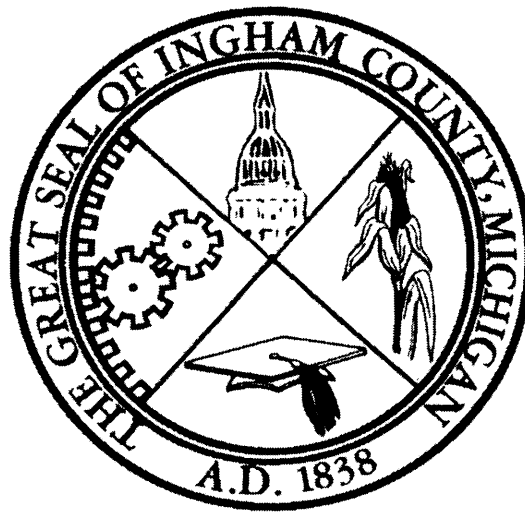
**RESOLUTION TO ADOPT THE 2022 COUNTY EQUALIZATION REPORT
AS SUBMITTED WITH THE ACCOMPANYING STATEMENTS**

WHEREAS, the Equalization Department has examined the assessment rolls of the 16 townships and five cities within Ingham County to ascertain whether the real and personal property in the respective townships and cities has been equally and uniformly assessed; and

WHEREAS, the attached report is the result of the foregoing process.

THEREFORE BE IT RESOLVED, by the Board of Commissioners of the County of Ingham, that the accompanying statements be, and the same hereby are, approved and adopted by the Board of Commissioners of the County of Ingham as the equalized value of all taxable property, both real and personal, for each of the 16 townships and five cities in said County for real property values equalized at \$10,688,414,620 and personal property values equalized at \$680,840,370, for a total equalized value of real and personal property at \$11,369,254,990 pursuant to Section 211.34 MCL, 1948, as amended.

2022
INGHAM COUNTY
EQUALIZATION REPORT



EQUALIZATION/TAX MAPPING DEPARTMENT STAFF

William E. Fowler, MMAO, PPE, Director
Mary A. Selover-Rider, MAAO, PPE, Deputy Director
Barbara E. Gray, MCAT, Administrative Secretary
Marcin P. Lubas, MCAO, PPE, Real Property Appraiser
James T. MacKinnon, Tax Mapping/Deputy, GIS Analyst
Christopher Sabatini, Tax Mapping, GIS Technician

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COUNTY OF INGHAM ANALYSIS OF 2022 EQUALIZED VALUATIONS

This report has been prepared through the combined efforts of the staff of the Ingham County Equalization/Tax Mapping Department and with the concurrence of the Ingham County Board of Commissioners. Their cooperation , continued support and guidance is greatly appreciated.



William E. Fowler, MMAO, PPE, Director

This report is available at eq.ingham.org

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ADOPT THE 2022 COUNTY EQUALIZATION REPORT AS
SUBMITTED WITH THE ACCOMPANYING STATEMENTS**

RESOLUTION #22-

WHEREAS, the Equalization Department has examined the assessment rolls of the 16 townships and five cities within Ingham County to ascertain whether the real and personal property in the respective townships and cities has been equally and uniformly assessed; and

WHEREAS, the attached report is the result of the foregoing process.

THEREFORE BE IT RESOLVED, by the Board of Commissioners of the County of Ingham, that the accompanying statements be, and the same hereby are, approved and adopted by the Board of Commissioners of the County of Ingham as the equalized value of all taxable property, both real and personal, for each of the 16 townships and five cities in said County for real property values equalized at \$10,688,414,620 and personal property values equalized at \$680,840,370, for a total equalized value of real and personal property at \$11,369,254,990 pursuant to Section 211.34 MCL, 1948, as amended.

Certification of Recommended County Equalized Valuations by Equalization Director

This form is issued under the authority of MCL 211.148. Filing is mandatory.

TO: State Tax Commission

FROM: Equalization Director of Ingham County

RE: State Assessor Certification of Preparer of the required Recommended County Equalized Valuations for Ingham County for 2022

The Recommended County Equalized Valuation for the above referenced county and year were prepared under my direct supervision and control in my role as Equalization Director.

I am certified as an assessor at the level required for the county by Michigan Compiled Laws 211.10d and the rules of the State Tax Commission.

The State Tax Commission requires a MMAO State Assessor Certification for this county.


I am certified as a MMAO Certified Assessing Officer by the State Tax Commission.

The following are my total Recommended County Equalized Valuations for each separately equalized class of property in Ingham County:

Agricultural	<u>489,095,108</u>	Timber-Cutover	<u>0</u>
Commercial	<u>2,821,221,606</u>	Developmental	<u>2,728,800</u>
Industrial	<u>249,764,705</u>	Total Real Property	<u>10,688,414,620</u>
Residential	<u>7,125,604,401</u>	Personal Property	<u>680,840,370</u>
		Total Real and Personal Property	<u>11,369,254,990</u>

Please mail this form to the address below within fifteen days of submission of the Recommended County Equalized Valuations to the County Board of Commissioners.

Michigan Department of Treasury
Assessment and Certification Division
Local Assessment Review
P.O. Box 30790
Lansing, Michigan 48909

Signature of Equalization Director 	Date
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2022
INGHAM COUNTY
ASSESSED AND EQUALIZED TOTALS

REAL AND PERSONAL PROPERTY

ASSESSMENT JURISDICTION	REAL		PERSONAL		TOTAL REAL & PERSONAL	
	ASSESSED	CEV	ASSESSED	CEV	ASSESSED	CEV
Townships						
Alaiedon	302,802,800	302,802,800	15,743,200	15,743,200	318,546,000	318,546,000
Aurelius	218,856,100	218,856,100	5,373,800	5,373,800	224,229,900	224,229,900
Bunker Hill	106,050,400	106,050,400	20,876,000	20,876,000	126,926,400	126,926,400
Delhi Charter	1,028,860,615	1,028,860,615	54,792,400	54,792,400	1,083,653,015	1,083,653,015
Ingham	125,741,500	125,741,500	5,625,900	5,625,900	131,367,400	131,367,400
Lansing Charter	364,705,200	364,705,200	25,879,500	25,879,500	390,584,700	390,584,700
Leroy	187,754,400	187,754,400	15,272,138	15,272,138	203,026,538	203,026,538
Leslie	127,020,118	127,020,118	25,196,552	25,196,552	152,216,670	152,216,670
Locke	131,018,500	131,018,500	4,434,050	4,434,050	135,452,550	135,452,550
Meridian Charter	2,285,275,878	2,285,275,878	70,571,000	70,571,000	2,355,846,878	2,355,846,878
Onondaga	137,606,300	137,606,300	9,990,300	9,990,300	147,596,600	147,596,600
Stockbridge	194,046,900	194,046,900	126,391,100	126,391,100	320,438,000	320,438,000
Vevay	185,624,900	185,624,900	12,707,050	12,707,050	198,331,950	198,331,950
Wheatfield	128,540,700	128,540,700	2,028,300	2,028,300	130,569,000	130,569,000
White Oak	92,638,300	92,638,300	29,931,700	29,931,700	122,570,000	122,570,000
Williamstown	339,500,196	339,500,196	10,346,300	10,346,300	349,846,496	349,846,496
Township Totals	5,956,042,807	5,956,042,807	435,159,290	435,159,290	6,391,202,097	6,391,202,097
Cities						
East Lansing	1,260,000,900	1,260,000,900	57,654,500	57,654,500	1,317,655,400	1,317,655,400
Lansing	2,971,827,443	2,971,827,443	164,985,400	164,985,400	3,136,812,843	3,136,812,843
Leslie	48,904,550	48,904,550	4,368,200	4,368,200	53,272,750	53,272,750
Mason	295,883,020	295,883,020	12,548,830	12,548,830	308,431,850	308,431,850
Williamston	155,755,900	155,755,900	6,124,150	6,124,150	161,880,050	161,880,050
City Totals	4,732,371,813	4,732,371,813	245,681,080	245,681,080	4,978,052,893	4,978,052,893
County Totals	10,688,414,620	10,688,414,620	680,840,370	680,840,370	11,369,254,990	11,369,254,990

2022
INGHAM COUNTY
ASSESSED VALUATIONS BY CLASS

REAL PROPERTY

ASSESSMENT JURISDICTION	AG	COM	IND	RES	DEV	TOTAL REAL ASSESSED
Townships						
Alaiedon	44,345,500	84,332,000	22,336,700	151,788,600	NC	302,802,800
Aurelius	42,630,000	964,600	274,600	174,986,900	NC	218,856,100
Bunker Hill	28,770,000	1,273,350	8,550	75,998,500	NC	106,050,400
Delhi Charter	8,725,900	200,817,200	18,439,000	800,878,515	NC	1,028,860,615
Ingham	29,265,300	2,032,300	NC	94,443,900	NC	125,741,500
Lansing Charter	NC	211,096,000	3,413,800	150,195,400	NC	364,705,200
Leroy	43,878,300	20,852,300	15,792,300	107,231,500	NC	187,754,400
Leslie	36,901,458	1,608,806	163,835	88,346,019	NC	127,020,118
Locke	52,205,900	769,300	1,325,900	76,717,400	NC	131,018,500
Meridian Charter	NC	519,160,650	5,165,000	1,760,950,228	NC	2,285,275,878
Onondaga	32,962,300	1,438,700	776,600	102,428,700	NC	137,606,300
Stockbridge	33,144,800	10,319,100	8,822,700	141,760,300	NC	194,046,900
Vevay	29,141,450	14,146,100	4,821,700	137,515,650	NC	185,624,900
Wheatfield	40,196,600	1,669,500	929,200	85,745,400	NC	128,540,700
White Oak	47,249,000	1,576,200	115,700	43,697,400	NC	92,638,300
Williamstown	19,678,600	10,154,900	1,587,700	306,458,096	1,620,900	339,500,196
Township Totals	489,095,108	1,082,211,006	83,973,285	4,299,142,508	1,620,900	5,956,042,807
Cities						
East Lansing	NC	511,919,100	922,400	747,159,400	NC	1,260,000,900
Lansing	NC	1,127,966,100	120,961,300	1,722,900,043	NC	2,971,827,443
Leslie	NC	8,892,900	3,665,150	36,346,500	NC	48,904,550
Mason	NC	58,359,300	26,637,270	210,886,450	NC	295,883,020
Williamston	NC	31,873,200	13,605,300	109,169,500	1,107,900	155,755,900
City Totals	0	1,739,010,600	165,791,420	2,826,461,893	1,107,900	4,732,371,813
County Totals	489,095,108	2,821,221,606	249,764,705	7,125,604,401	2,728,800	10,688,414,620

NC = None Classed

2022
INGHAM COUNTY
EQUALIZED VALUATIONS BY CLASS

REAL PROPERTY

ASSESSMENT JURISDICTION	AG	COM	IND	RES	DEV	TOTAL REAL CEV
Townships						
Alaiedon	44,345,500	84,332,000	22,336,700	151,788,600	NC	302,802,800
Aurelius	42,630,000	964,600	274,600	174,986,900	NC	218,856,100
Bunker Hill	28,770,000	1,273,350	8,550	75,998,500	NC	106,050,400
Delhi Charter	8,725,900	200,817,200	18,439,000	800,878,515	NC	1,028,860,615
Ingham	29,265,300	2,032,300	NC	94,443,900	NC	125,741,500
Lansing Charter	NC	211,096,000	3,413,800	150,195,400	NC	364,705,200
Leroy	43,878,300	20,852,300	15,792,300	107,231,500	0	187,754,400
Leslie	36,901,458	1,608,806	163,835	88,346,019	NC	127,020,118
Locke	52,205,900	769,300	1,325,900	76,717,400	NC	131,018,500
Meridian Charter	NC	519,160,650	5,165,000	1,760,950,228	NC	2,285,275,878
Onondaga	32,962,300	1,438,700	776,600	102,428,700	NC	137,606,300
Stockbridge	33,144,800	10,319,100	8,822,700	141,760,300	NC	194,046,900
Vevay	29,141,450	14,146,100	4,821,700	137,515,650	NC	185,624,900
Wheatfield	40,196,600	1,669,500	929,200	85,745,400	NC	128,540,700
White Oak	47,249,000	1,576,200	115,700	43,697,400	NC	92,638,300
Williamstown	19,678,600	10,154,900	1,587,700	306,458,096	1,620,900	339,500,196
Township Totals	489,095,108	1,082,211,006	83,973,285	4,299,142,508	1,620,900	5,956,042,807
Cities						
East Lansing	NC	511,919,100	922,400	747,159,400	NC	1,260,000,900
Lansing	NC	1,127,966,100	120,961,300	1,722,900,043	NC	2,971,827,443
Leslie	NC	8,892,900	3,665,150	36,346,500	NC	48,904,550
Mason	NC	58,359,300	26,637,270	210,886,450	NC	295,883,020
Williamston	NC	31,873,200	13,605,300	109,169,500	1,107,900	155,755,900
City Totals		1,739,010,600	165,791,420	2,826,461,893	1,107,900	4,732,371,813
County Totals	489,095,108	2,821,221,606	249,764,705	7,125,604,401	2,728,800	10,688,414,620

NC = None Classed

2022
INGHAM COUNTY
ASSESSED VALUATIONS BY CLASS

PERSONAL PROPERTY

ASSESSMENT JURISDICTION	COM	IND	RES	UTIL	TOTAL PERSONAL ASSESSED
Townships					
Alaiedon	8,594,800	347,900	NC	6,800,500	15,743,200
Aurelius	882,400	NC	NC	4,491,400	5,373,800
Bunker Hill	344,600	NC	NC	20,531,400	20,876,000
Delhi Charter	34,717,300	1,231,000	NC	18,844,100	54,792,400
Ingham	135,300	NC	NC	5,490,600	5,625,900
Lansing Charter	19,592,000	105,300	NC	6,182,200	25,879,500
Leroy	4,250,219	2,177,786	NC	8,844,133	15,272,138
Leslie	1,578,302	NC	NC	23,618,250	25,196,552
Locke	318,950	NC	NC	4,115,100	4,434,050
Meridian Charter	28,384,600	1,987,200	NC	40,199,200	70,571,000
Onondaga	446,400	6,730,900	NC	2,813,000	9,990,300
Stockbridge	646,800	3,000	NC	125,741,300	126,391,100
Vevay	1,612,550	527,800	NC	10,566,700	12,707,050
Wheatfield	291,400	2,000	NC	1,734,900	2,028,300
White Oak	463,400	NC	NC	29,468,300	29,931,700
Williamstown	1,112,700	195,400	NC	9,038,200	10,346,300
Township Totals	103,371,721	13,308,286	0	318,479,283	435,159,290
Cities					
East Lansing	37,861,800	1,095,100	NC	18,697,600	57,654,500
Lansing	92,975,500	13,033,500	NC	58,976,400	164,985,400
Leslie	244,950	2,587,800	NC	1,535,450	4,368,200
Mason	5,697,860	1,536,060	NC	5,314,910	12,548,830
Williamston	1,840,990	1,594,390	NC	2,688,770	6,124,150
City Totals	138,621,100	19,846,850	0	87,213,130	245,681,080
County Totals	241,992,821	33,155,136	0	405,692,413	680,840,370

NC = None Classed

**2022
INGHAM COUNTY
EQUALIZED VALUATIONS BY CLASS**

PERSONAL PROPERTY

ASSESSMENT JURISDICTION	COM	IND	RES	UTIL	TOTAL PERSONAL CEV
Townships					
Alaiedon	8,594,800	347,900	NC	6,800,500	15,743,200
Aurelius	882,400	NC	NC	4,491,400	5,373,800
Bunker Hill	344,600	NC	NC	20,531,400	20,876,000
Delhi Charter	34,717,300	1,231,000	NC	18,844,100	54,792,400
Ingham	135,300	NC	NC	5,490,600	5,625,900
Lansing Charter	19,592,000	105,300	NC	6,182,200	25,879,500
Leroy	4,250,219	2,177,786	NC	8,844,133	15,272,138
Leslie	1,578,302	NC	NC	23,618,250	25,196,552
Locke	318,950	NC	NC	4,115,100	4,434,050
Meridian Charter	28,384,600	1,987,200	NC	40,199,200	70,571,000
Onondaga	446,400	6,730,900	NC	2,813,000	9,990,300
Stockbridge	646,800	3,000	NC	125,741,300	126,391,100
Vevay	1,612,550	527,800	NC	10,566,700	12,707,050
Wheatfield	291,400	2,000	NC	1,734,900	2,028,300
White Oak	463,400	NC	NC	29,468,300	29,931,700
Williamstown	1,112,700	195,400	NC	9,038,200	10,346,300
Township Totals	103,371,721	13,308,286	0	318,479,283	435,159,290
Cities					
East Lansing	37,861,800	1,095,100	NC	18,697,600	57,654,500
Lansing	92,975,500	13,033,500	NC	58,976,400	164,985,400
Leslie	244,950	2,587,800	NC	1,535,450	4,368,200
Mason	5,697,860	1,536,060	NC	5,314,910	12,548,830
Williamston	1,840,990	1,594,390	NC	2,688,770	6,124,150
City Totals	138,621,100	19,846,850	0	87,213,130	245,681,080
County Totals	241,992,821	33,155,136	0	405,692,413	680,840,370

NC = None Classed

**2022
INGHAM COUNTY
COMPARISON OF EQUALIZED VALUES**

REAL PROPERTY

ASSESSMENT JURISDICTION	2021 CEV	2022 CEV	DOLLAR CHANGE 2020-2021	% CHANGE
<u>Townships</u>				
Alaiedon	293,501,000	302,802,800	9,301,800	3.17%
Aurelius	205,772,600	218,856,100	13,083,500	6.36%
Bunker Hill	95,818,200	106,050,400	10,232,200	
Delhi Charter	971,301,732	1,028,860,615	57,558,883	5.93%
Ingham	119,031,992	125,741,500	6,709,508	5.64%
Lansing Charter	354,968,200	364,705,200	9,737,000	2.74%
Leroy	174,109,100	187,754,400	13,645,300	7.84%
Leslie	117,955,189	127,020,118	9,064,929	7.69%
Locke	128,103,600	131,018,500	2,914,900	2.28%
Meridian Charter	2,176,335,900	2,285,275,878	108,939,978	5.01%
Onondaga	135,588,000	137,606,300	2,018,300	1.49%
Stockbridge	182,354,050	194,046,900	11,692,850	6.41%
Vevay	179,165,250	185,624,900	6,459,650	3.61%
Wheatfield	124,543,450	128,540,700	3,997,250	3.21%
White Oak	86,412,300	92,638,300	6,226,000	7.20%
Williamstown	327,732,021	339,500,196	11,768,175	3.59%
Township Totals	5,672,692,584	5,956,042,807	283,350,223	4.99%
<u>Cities</u>				
East Lansing	1,222,067,500	1,260,000,900	37,933,400	3.10%
Lansing	2,749,385,100	2,971,827,443	222,442,343	8.09%
Leslie	45,093,650	48,904,550	3,810,900	8.45%
Mason	282,926,080	295,883,020	12,956,940	4.58%
Williamston	141,462,300	155,755,900	14,293,600	10.10%
City Totals	4,440,934,630	4,732,371,813	291,437,183	6.56%
County Totals	10,113,627,214	10,688,414,620	574,787,406	5.68%

2022
INGHAM COUNTY
COMPARISON OF EQUALIZED VALUES

PERSONAL PROPERTY

ASSESSMENT JURISDICTION	2021 CEV	2022 CEV	DOLLAR CHANGE 2019-2020	% CHANGE
<u>Townships</u>				
Alaiedon	15,389,600	15,743,200	353,600	2.30%
Aurelius	5,142,200	5,373,800	231,600	4.50%
Bunker Hill	29,011,700	20,876,000	(8,135,700)	-28.04%
Delhi Charter	44,864,800	54,792,400	9,927,600	22.13%
Ingham	5,596,200	5,625,900	29,700	0.53%
Lansing Charter	25,460,400	25,879,500	419,100	1.65%
Leroy	14,526,205	15,272,138	745,933	5.14%
Leslie	24,997,578	25,196,552	198,974	0.80%
Locke	3,623,450	4,434,050	810,600	22.37%
Meridian Charter	70,840,500	70,571,000	(269,500)	-0.38%
Onondaga	9,843,100	9,990,300	147,200	1.50%
Stockbridge	135,835,500	126,391,100	(9,444,400)	-6.95%
Vevay	12,696,800	12,707,050	10,250	0.08%
Wheatfield	2,009,100	2,028,300	19,200	0.96%
White Oak	27,855,400	29,931,700	2,076,300	7.45%
Williamstown	9,697,200	10,346,300	649,100	6.69%
Township Totals	437,389,733	435,159,290	(2,230,443)	-0.51%
<u>Cities</u>				
East Lansing	58,365,100	57,654,500	(710,600)	-1.22%
Lansing	160,952,200	164,985,400	4,033,200	2.51%
Leslie	4,554,400	4,368,200	(186,200)	-4.09%
Mason	11,811,810	12,548,830	737,020	6.24%
Williamston	7,379,070	6,124,150	(1,254,920)	-17.01%
City Totals	243,062,580	245,681,080	2,618,500	1.08%
County Totals	680,452,313	680,840,370	388,057	0.06%

**2022
INGHAM COUNTY
COMPARISON OF EQUALIZED VALUES**

REAL AND PERSONAL PROPERTY

ASSESSMENT JURISDICTION	2021 CEV	2022 CEV	DOLLAR CHANGE 2020-2021	% CHANGE
Townships				
Alaiedon	308,890,600	318,546,000	9,655,400	3.13%
Aurelius	210,914,800	224,229,900	13,315,100	6.31%
Bunker Hill	124,829,900	126,926,400	2,096,500	1.68%
Delhi Charter	1,016,166,532	1,083,653,015	67,486,483	6.64%
Ingham	124,628,192	131,367,400	6,739,208	5.41%
Lansing Charter	380,428,600	390,584,700	10,156,100	2.67%
Leroy	188,635,305	203,026,538	14,391,233	7.63%
Leslie	142,952,767	152,216,670	9,263,903	6.48%
Locke	131,727,050	135,452,550	3,725,500	2.83%
Meridian Charter	2,247,176,400	2,355,846,878	108,670,478	4.84%
Onondaga	145,431,100	147,596,600	2,165,500	1.49%
Stockbridge	318,189,550	320,438,000	2,248,450	0.71%
Vevay	191,862,050	198,331,950	6,469,900	3.37%
Wheatfield	126,552,550	130,569,000	4,016,450	3.17%
White Oak	114,267,700	122,570,000	8,302,300	7.27%
Williamstown	337,429,221	349,846,496	12,417,275	3.68%
Township Totals	6,110,082,317	6,391,202,097	281,119,780	4.60%
Cities				
East Lansing	1,280,432,600	1,317,655,400	37,222,800	2.91%
Lansing	2,910,337,300	3,136,812,843	226,475,543	7.78%
Leslie	49,648,050	53,272,750	3,624,700	7.30%
Mason	294,737,890	308,431,850	13,693,960	4.65%
Williamston	148,841,370	161,880,050	13,038,680	8.76%
City Totals	4,683,997,210	4,978,052,893	294,055,683	6.28%
County Totals	10,794,079,527	11,369,254,990	575,175,463	5.33%

2022
INGHAM COUNTY
% OF TOTAL ASSESSED, EQUALIZED, AND TAXABLE VALUES

REAL AND PERSONAL PROPERTY

ASSESSMENT JURISDICTION	TOTAL ASSESSED	% OF TOTAL ASSESSED	TOTAL CEV	% OF TOTAL CEV	TOTAL TAXABLE	% OF TOTAL TAXABLE
Townships						
Alaiedon	318,546,000	2.80	318,546,000	2.80	248,596,991	2.68
Aurelius	224,229,900	1.97	224,229,900	1.97	171,701,210	1.85
Bunker Hill	126,926,400	1.12	126,926,400	1.12	86,018,078	0.93
Delhi Charter	1,083,653,015	9.53	1,083,653,015	9.53	921,590,037	9.95
Ingham	131,367,400	1.16	131,367,400	1.16	90,711,422	0.98
Lansing Charter	390,584,700	3.44	390,584,700	3.44	337,070,044	3.64
Leroy	203,026,538	1.79	203,026,538	1.79	149,513,240	1.61
Leslie	152,216,670	1.34	152,216,670	1.34	107,107,131	1.16
Locke	135,452,550	1.19	135,452,550	1.19	88,208,156	0.95
Meridian Charter	2,355,846,878	20.72	2,355,846,878	20.72	2,006,503,581	21.67
Onondaga	147,596,600	1.30	147,596,600	1.30	100,327,916	1.08
Stockbridge	320,438,000	2.82	320,438,000	2.82	250,693,577	2.71
Vevay	198,331,950	1.74	198,331,950	1.74	150,375,659	1.62
Wheatfield	130,569,000	1.15	130,569,000	1.15	88,367,166	0.95
White Oak	122,570,000	1.08	122,570,000	1.08	83,971,515	0.91
Williamstown	349,846,496	3.08	349,846,496	3.08	285,384,962	3.08
Township Totals	6,391,202,097	56.21	6,391,202,097	56.21	5,166,140,685	55.79
Cities						
East Lansing	1,317,655,400	11.59	1,317,655,400	11.59	1,106,518,389	11.95
Lansing	3,136,812,843	27.59	3,136,812,843	27.59	2,549,864,447	27.54
Leslie	53,272,750	0.47	53,272,750	0.47	44,784,733	0.48
Mason	308,431,850	2.71	308,431,850	2.71	260,019,393	2.81
Williamston	161,880,050	1.42	161,880,050	1.42	132,073,479	1.43
City Totals	4,978,052,893	43.79	4,978,052,893	43.79	4,093,260,441	44.21
County Totals	11,369,254,990	100.00	11,369,254,990	100.00	9,259,401,126	100.00

TENTATIVE 2022 STARTING RATIOS & FACTORS

ASSESSMENT JURISDICTION		REAL PROPERTY					PERSONAL PROPERTY
		AG	COM	IND	RES	DEV	
Townships							
Alaiedon	'22 Tent Ratio	49.21	48.28	49.92	49.43	NC	50.00
	'22 Tent Factor	1.0000	1.0356	1.0000	1.0000	NC	1.0000
Aurelius	'22 Tent Ratio	46.15	48.67	47.34	46.84	NC	50.00
	'22 Tent Factor	1.0834	1.0273	1.0562	1.0675	NC	1.0000
Bunker Hill	'22 Tent Ratio	47.71	49.13	50.00	45.43	NC	50.00
	'22 Tent Factor	1.0480	1.0000	1.0000	1.1006	NC	1.0000
Delhi Charter	'22 Tent Ratio	49.57	48.69	49.15	46.88	NC	50.00
	'22 Tent Factor	1.0000	1.0269	1.0000	1.0666	NC	1.0000
Ingham	'22 Tent Ratio	47.27	46.06	NC	47.55	NC	50.00
	'22 Tent Factor	1.0578	1.0855	NC	1.0515	NC	1.0000
Lansing Charter	'22 Tent Ratio	NC	49.95	40.86	46.92	NC	50.00
	'22 Tent Factor	NC	1.0000	1.2237	1.0656	NC	1.0000
Leroy	'22 Tent Ratio	47.13	46.93	47.40	46.76	NC	50.00
	'22 Tent Factor	1.0609	1.0654	1.0549	1.0693	NC	1.0000
Leslie	'22 Tent Ratio	48.27	48.75	49.61	45.62	NC	50.00
	'22 Tent Factor	1.0358	1.0256	1.0000	1.0960	NC	1.0000
Locke	'22 Tent Ratio	49.11	46.12	49.13	48.79	NC	50.00
	'22 Tent Factor	1.0000	1.0841	1.0000	1.0248	NC	1.0000
Meridian Charter	'22 Tent Ratio	NC	47.27	43.16	47.94	NC	50.00
	'22 Tent Factor	NC	1.0578	1.1585	1.0430	NC	1.0000
Onondaga	'22 Tent Ratio	49.99	45.93	49.07	49.25	NC	50.00
	'22 Tent Factor	1.0000	1.0886	1.0000	1.0000	NC	1.0000
Stockbridge	'22 Tent Ratio	46.95	50.45	45.74	47.15	NC	50.00
	'22 Tent Factor	1.0650	0.9911	1.0931	1.0604	NC	1.0000
Vevay	'22 Tent Ratio	48.00	45.98	49.60	48.70	NC	50.00
	'22 Tent Factor	1.0417	1.0874	1.0000	1.0267	NC	1.0000
Wheatfield	'22 Tent Ratio	48.74	50.17	49.53	48.50	NC	50.00
	'22 Tent Factor	1.0259	0.9966	1.0000	1.0309	NC	1.0000
White Oak	'22 Tent Ratio	46.49	47.45	47.02	46.67	NC	50.00
	'22 Tent Factor	1.0755	1.0537	1.0634	1.0714	NC	1.0000
Williamstown	'22 Tent Ratio	49.23	49.96	47.11	48.50	46.76	50.00
	'22 Tent Factor	1.0000	1.0000	1.0613	1.0309	1.0693	1.0000
Cities							
East Lansing	'22 Tent Ratio	NC	50.47	48.13	47.14	NC	50.00
	'22 Tent Factor	NC	0.9907	1.0389	1.0607	NC	1.0000
Lansing	'22 Tent Ratio	NC	46.43	47.25	46.44	NC	50.00
	'22 Tent Factor	NC	1.0769	1.0582	1.0767	NC	1.0000
Leslie	'22 Tent Ratio	NC	48.26	43.89	47.37	NC	50.00
	'22 Tent Factor	NC	1.0361	1.1392	1.0555	NC	0.0000
Mason	'22 Tent Ratio	NC	49.54	48.64	47.61	NC	50.00
	'22 Tent Factor	NC	1.0000	1.0280	1.0502	NC	1.0000
Williamston	'22 Tent Ratio	NC	43.36	51.53	47.73	44.81	50.00
	'22 Tent Factor	NC	1.1531	0.9703	1.0476	1.1158	1.0000

NC = None Classed

FINAL 2022 RATIOS & FACTORS

ASSESSMENT JURISDICTION		REAL PROPERTY					PERSONAL PROPERTY
		AG	COM	IND	RES	DEV	
Townships							
Alaiedon	'22 Final Ratio	49.92	49.89	49.92	49.90	NC	50.00
	'22 Final Factor	1.00000	1.00000	1.00000	1.00000	NC	1.00000
Aurelius	'22 Final Ratio	49.81	49.94	49.56	49.41	NC	50.00
	'22 Final Factor	1.00000	1.00000	1.00000	1.00000	NC	1.00000
Bunker Hill	'22 Final Ratio	49.99	49.84	50.00	49.92	NC	50.00
	'22 Final Factor	1.00000	1.00000	1.00000	1.00000	NC	1.00000
Delhi Charter	'22 Final Ratio	49.87	49.52	49.44	49.48	NC	50.00
	'22 Final Factor	1.00000	1.00000	1.00000	1.00000	NC	1.00000
Ingham	'22 Final Ratio	49.95	49.29	NC	49.56	NC	50.00
	'22 Final Factor	1.00000	1.00000	NC	1.00000	NC	1.00000
Lansing Charter	'22 Final Ratio	NC	49.81	49.68	49.74	NC	50.00
	'22 Final Factor	NC	1.00000	1.00000	1.00000	NC	1.00000
Leroy	'22 Final Ratio	49.97	49.54	49.83	49.90	NC	50.00
	'22 Final Factor	1.00000	1.00000	1.00000	1.00000	NC	1.00000
Leslie	'22 Final Ratio	49.70	49.29	49.66	49.87	NC	50.00
	'22 Final Factor	1.00000	1.00000	1.00000	1.00000	NC	1.00000
Locke	'22 Final Ratio	49.92	49.76	49.76	49.92	NC	50.00
	'22 Final Factor	1.00000	1.00000	1.00000	1.00000	NC	1.00000
Meridian Charter	'22 Final Ratio	NC	49.28	49.46	49.89	NC	50.00
	'22 Final Factor	NC	1.00000	1.00000	1.00000	NC	1.00000
Onondaga	'22 Final Ratio	49.68	49.48	49.67	49.72	NC	50.00
	'22 Final Factor	1.00000	1.00000	1.00000	1.00000	NC	1.00000
Stockbridge	'22 Final Ratio	49.73	49.97	49.81	49.79	NC	50.00
	'22 Final Factor	1.00000	1.00000	1.00000	1.00000	NC	1.00000
Vevay	'22 Final Ratio	49.89	49.77	49.94	49.97	NC	50.00
	'22 Final Factor	1.00000	1.00000	1.00000	1.00000	NC	1.00000
Wheatfield	'22 Final Ratio	49.98	49.72	49.71	49.95	NC	50.00
	'22 Final Factor	1.00000	1.00000	1.00000	1.00000	NC	1.00000
White Oak	'22 Final Ratio	49.45	49.67	49.50	49.95	NC	50.00
	'22 Final Factor	1.00000	1.00000	1.00000	1.00000	NC	1.00000
Williamstown	'22 Final Ratio	49.90	49.98	49.93	49.97	49.87	50.00
	'22 Final Factor	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000
Cities							
East Lansing	'22 Final Ratio	NC	49.85	49.84	49.40	NC	50.00
	'22 Final Factor	NC	1.00000	1.00000	1.00000	NC	1.00000
Lansing	'22 Final Ratio	NC	49.10	49.17	49.95	NC	50.00
	'22 Final Factor	NC	1.00000	1.00000	1.00000	NC	1.00000
Leslie	'22 Final Ratio	NC	49.80	49.93	49.99	NC	50.00
	'22 Final Factor	NC	1.00000	1.00000	1.00000	NC	1.00000
Mason	'22 Final Ratio	NC	50.00	49.71	49.95	NC	50.00
	'22 Final Factor	NC	1.00000	1.00000	1.00000	NC	1.00000
Williamston	'22 Final Ratio	NC	49.85	49.40	49.65	49.57	50.00
	'22 Final Factor	NC	1.00000	1.00000	1.00000	1.00000	1.00000

NC = None Classed

**2022
INGHAM COUNTY
101 AGRICULTURAL**

ASSESSMENT JURISDICTION	ASSESSED VALUE	ADDED OR DEDUCTED FOR EQUALIZATION	CEV	RATIO	FACTOR	% OF TOTAL CEV
Townships						
Alaiedon	44,345,500		44,345,500	49.92	1.00000	9.06685
Aurelius	42,630,000		42,630,000	49.81	1.00000	8.71610
Bunker Hill	28,770,000		28,770,000	49.99	1.00000	5.88229
Delhi Charter	8,725,900		8,725,900	49.87	1.00000	1.78409
Ingham	29,265,300		29,265,300	49.95	1.00000	5.98356
Lansing Charter	NC		NC	NC	NC	
Leroy	43,878,300		43,878,300	49.97	1.00000	8.97132
Leslie	36,901,458		36,901,458	49.70	1.00000	7.54484
Locke	52,205,900		52,205,900	49.92	1.00000	10.67398
Meridian Charter	NC		NC	NC	NC	
Onondaga	32,962,300		32,962,300	49.68	1.00000	6.73945
Stockbridge	33,144,800		33,144,800	49.73	1.00000	6.77676
Vevay	29,141,450		29,141,450	49.89	1.00000	5.95824
Wheatfield	40,196,600		40,196,600	49.98	1.00000	8.21857
White Oak	47,249,000		47,249,000	49.45	1.00000	9.66049
Williamstown	19,678,600		19,678,600	49.90	1.00000	4.02347
Township Totals	489,095,108	0	489,095,108			100.00000
Cities						
East Lansing	NC		NC	NC	NC	
Lansing	NC		NC	NC	NC	
Leslie	NC		NC	NC	NC	
Mason	NC		NC	NC	NC	
Williamston	NC		NC	NC	NC	
City Totals	0	0	0			0.00000
County Totals	489,095,108	0	489,095,108			100.00000

NC = None Classed

**2022
INGHAM COUNTY
201 COMMERCIAL**

ASSESSMENT JURISDICTION	ASSESSED VALUE	ADDED OR DEDUCTED FOR EQUALIZATION	CEV	RATIO	FACTOR	% OF TOTAL CEV
Townships						
Alaiedon	84,332,000		84,332,000	49.89	1.00000	2.98920
Aurelius	964,600		964,600	49.94	1.00000	0.03419
Bunker Hill	1,273,350		1,273,350	49.84	1.00000	0.04513
Delhi Charter	200,817,200		200,817,200	49.52	1.00000	7.11809
Ingham	2,032,300		2,032,300	49.29	1.00000	0.07204
Lansing Charter	211,096,000		211,096,000	49.81	1.00000	7.48243
Leroy	20,852,300		20,852,300	49.54	1.00000	0.73912
Leslie	1,608,806		1,608,806	49.29	1.00000	0.05703
Locke	769,300		769,300	49.76	1.00000	0.02727
Meridian Charter	519,160,650		519,160,650	49.28	1.00000	18.40198
Onondaga	1,438,700		1,438,700	49.48	1.00000	0.05100
Stockbridge	10,319,100		10,319,100	49.97	1.00000	0.36577
Vevay	14,146,100		14,146,100	49.77	1.00000	0.50142
Wheatfield	1,669,500		1,669,500	49.72	1.00000	0.05918
White Oak	1,576,200		1,576,200	49.67	1.00000	0.05587
Williamstown	10,154,900		10,154,900	49.98	1.00000	0.35995
Township Totals	1,082,211,006	0	1,082,211,006			38.35966
Cities						
East Lansing	511,919,100		511,919,100	49.85	1.00000	18.14530
Lansing	1,127,966,100		1,127,966,100	49.10	1.00000	39.98148
Leslie	8,892,900		8,892,900	49.80	1.00000	0.31521
Mason	58,359,300		58,359,300	50.00	1.00000	2.06858
Williamston	31,873,200		31,873,200	49.85	1.00000	1.12977
City Totals	1,739,010,600	0	1,739,010,600			61.64034
County Totals	2,821,221,606	0	2,821,221,606			100.00000

NC = None Classified

**2022
INGHAM COUNTY
301 INDUSTRIAL**

ASSESSMENT JURISDICTION	ASSESSED VALUE	ADDED OR DEDUCTED FOR EQUALIZATION	CEV	RATIO	FACTOR	% OF TOTAL CEV
Townships						
Alaiedon	22,336,700		22,336,700	49.92	1.00000	8.94310
Aurelius	274,600		274,600	49.56	1.00000	0.10994
Bunker Hill	8,550		8,550	50.00	1.00000	0.00342
Delhi Charter	18,439,000		18,439,000	49.44	1.00000	7.38255
Ingham	NC		NC	NC	NC	
Lansing Charter	3,413,800		3,413,800	49.68	1.00000	1.36681
Leroy	15,792,300		15,792,300	49.83	1.00000	6.32287
Leslie	163,835		163,835	49.66	1.00000	0.06560
Locke	1,325,900		1,325,900	49.76	1.00000	0.53086
Meridian Charter	5,165,000		5,165,000	49.46	1.00000	2.06795
Onondaga	776,600		776,600	49.67	1.00000	0.31093
Stockbridge	8,822,700		8,822,700	49.81	1.00000	3.53240
Vevay	4,821,700		4,821,700	49.94	1.00000	1.93050
Wheatfield	929,200		929,200	49.71	1.00000	0.37203
White Oak	115,700		115,700	49.50	1.00000	0.04632
Williamstown	1,587,700		1,587,700	49.93	1.00000	0.63568
Township Totals	83,973,285	0	83,973,285			33.62096
Cities						
East Lansing	922,400		922,400	49.84	1.00000	0.36931
Lansing	120,961,300		120,961,300	49.17	1.00000	48.43010
Leslie	3,665,150		3,665,150	49.93	1.00000	1.46744
Mason	26,637,270		26,637,270	49.71	1.00000	10.66495
Williamston	13,605,300		13,605,300	49.40	1.00000	5.44725
City Totals	165,791,420	0	165,791,420			66.37904
County Totals	249,764,705	0	249,764,705			100.00000

NC = None Classed

**2022
INGHAM COUNTY
401 RESIDENTIAL**

ASSESSMENT JURISDICTION	ASSESSED VALUE	ADDED OR DEDUCTED FOR EQUALIZATION	CEV	RATIO	FACTOR	% OF TOTAL CEV
Townships						
Alaiedon	151,788,600		151,788,600	49.90	1.00000	2.13019
Aurelius	174,986,900		174,986,900	49.41	1.00000	2.45575
Bunker Hill	75,998,500		75,998,500	49.92	1.00000	1.06656
Delhi Charter	800,878,515		800,878,515	49.48	1.00000	11.23945
Ingham	94,443,900		94,443,900	49.56	1.00000	1.32542
Lansing Charter	150,195,400		150,195,400	49.74	1.00000	2.10783
Leroy	107,231,500		107,231,500	49.90	1.00000	1.50488
Leslie	88,346,019		88,346,019	49.87	1.00000	1.23984
Locke	76,717,400		76,717,400	49.92	1.00000	1.07664
Meridian Charter	1,760,950,228		1,760,950,228	49.89	1.00000	24.71299
Onondaga	102,428,700		102,428,700	49.72	1.00000	1.43747
Stockbridge	141,760,300		141,760,300	49.79	1.00000	1.98945
Vevay	137,515,650		137,515,650	49.97	1.00000	1.92988
Wheatfield	85,745,400		85,745,400	49.95	1.00000	1.20334
White Oak	43,697,400		43,697,400	49.95	1.00000	0.61324
Williamstown	306,458,096		306,458,096	49.97	1.00000	4.30080
Township Totals	4,299,142,508	0	4,299,142,508			60.33372
Cities						
East Lansing	747,159,400		747,159,400	49.40	1.00000	10.48556
Lansing	1,722,900,043		1,722,900,043	49.95	1.00000	24.17900
Leslie	36,346,500		36,346,500	49.99	1.00000	0.51008
Mason	210,886,450		210,886,450	49.95	1.00000	2.95956
Williamston	109,169,500		109,169,500	49.65	1.00000	1.53207
City Totals	2,826,461,893	0	2,826,461,893			39.66628
County Totals	7,125,604,401	0	7,125,604,401			100.00000

NC = None Classed

**2022
INGHAM COUNTY
601 DEVELOPMENTAL**

ASSESSMENT JURISDICTION	ASSESSED VALUE	ADDED OR DEDUCTED FOR EQUALIZATION	CEV	RATIO	FACTOR	% OF TOTAL CEV
Townships						
Alaiedon	NC		NC	NC	NC	
Aurelius	NC		NC	NC	NC	
Bunker Hill	NC		NC	NC	NC	
Delhi Charter	NC		NC	NC	NC	
Ingham	NC		NC	NC	NC	
Lansing Charter	NC		NC	NC	NC	
Leroy	NC		0	NC	NC	
Leslie	NC		NC	NC	NC	
Locke	NC		NC	NC	NC	
Meridian Charter	NC		NC	NC	NC	
Onondaga	NC		NC	NC	NC	
Stockbridge	NC		NC	NC	NC	
Vevay	NC		NC	NC	NC	
Wheatfield	NC		NC	NC	NC	
White Oak	NC		NC	NC	NC	
Williamstown	1,620,900		1,620,900	49.87	1.00000	59.39974
Township Totals	1,620,900	0	1,620,900			59.39974
Cities						
East Lansing	NC		NC	NC	NC	
Lansing	NC		NC	NC	NC	
Leslie	NC		NC	NC	NC	
Mason	NC		NC	NC	NC	
Williamston	1,107,900		1,107,900	49.57	1.00000	40.60026
City Totals	1,107,900	0	1,107,900			40.60026
County Totals	2,728,800	0	2,728,800			100.00000

NC = None Classed

**2022
INGHAM COUNTY
PERSONAL PROPERTY**

ASSESSMENT JURISDICTION	ASSESSED VALUE	ADDED OR DEDUCTED FOR EQUALIZATION	CEV	RATIO	FACTOR	% OF TOTAL CEV
Townships						
Alaiedon	15,743,200		15,743,200	50.00	1.00000	2.31232
Aurelius	5,373,800		5,373,800	50.00	1.00000	0.78929
Bunker Hill	20,876,000		20,876,000	50.00	1.00000	3.06621
Delhi Charter	54,792,400		54,792,400	50.00	1.00000	8.04776
Ingham	5,625,900		5,625,900	50.00	1.00000	0.82632
Lansing Charter	25,879,500		25,879,500	50.00	1.00000	3.80111
Leroy	15,272,138		15,272,138	50.00	1.00000	2.24313
Leslie	25,196,552		25,196,552	50.00	1.00000	3.70080
Locke	4,434,050		4,434,050	50.00	1.00000	0.65126
Meridian Charter	70,571,000		70,571,000	50.00	1.00000	10.36528
Onondaga	9,990,300		9,990,300	50.00	1.00000	1.46735
Stockbridge	126,391,100		126,391,100	50.00	1.00000	18.56398
Vevay	12,707,050		12,707,050	50.00	1.00000	1.86638
Wheatfield	2,028,300		2,028,300	50.00	1.00000	0.29791
White Oak	29,931,700		29,931,700	50.00	1.00000	4.39629
Williamstown	10,346,300		10,346,300	50.00	1.00000	1.51964
Township Totals	435,159,290	0	435,159,290			63.91502
Cities						
East Lansing	57,654,500		57,654,500	50.00	1.00000	8.46814
Lansing	164,985,400		164,985,400	50.00	1.00000	24.23261
Leslie	4,368,200		4,368,200	50.00	1.00000	0.64159
Mason	12,548,830		12,548,830	50.00	1.00000	1.84314
Williamston	6,124,150		6,124,150	50.00	1.00000	0.89950
City Totals	245,681,080	0	245,681,080			36.08498
County Totals	680,840,370	0	680,840,370			100.00000

NC = None Classed

**2022
INGHAM COUNTY
PARCEL COUNT AND EQUALIZED VALUATIONS BY CLASS
REAL AND PERSONAL PROPERTY**

ASSESSMENT JURISDICTION	REAL										PERSONAL		TOTALS			
	AG		COM		IND		RES		DEV		TOTAL REAL		TOTAL PERSONAL		PCL CT	CEV
Townships																
Alaiedon	208	44,345,500	180	84,332,000	4	22,336,700	1,271	151,788,600	0	NC	1,663	302,802,800	380	15,743,200	2,043	318,546,000
Aurelius	303	42,630,000	8	964,600	4	274,600	1,753	174,986,900	0	NC	2,068	218,856,100	65	5,373,800	2,133	224,229,900
Bunker Hill	174	28,770,000	10	1,273,350	2	8,550	904	75,998,500	0	NC	1,090	106,050,400	46	20,876,000	1,136	126,926,400
Delhi Charter	65	8,725,900	497	200,817,200	32	18,439,000	9,569	800,878,515	0	NC	10,163	1,028,860,615	810	54,792,400	10,973	1,083,653,015
Ingham	236	29,265,300	34	2,032,300	0	NC	1,004	94,443,900	0	NC	1,274	125,741,500	61	5,625,900	1,335	131,367,400
Lansing Charter	0	NC	553	211,096,000	22	3,413,800	2,551	150,195,400	0	NC	3,126	364,705,200	667	25,879,500	3,793	390,584,700
Leroy	267	43,878,300	92	20,852,300	30	15,792,300	1,206	107,231,500	0	0	1,595	187,754,400	158	15,272,138	1,753	203,026,538
Leslie	293	36,901,458	18	1,608,806	14	163,835	1,051	88,346,019	0	NC	1,376	127,020,118	64	25,196,552	1,440	152,216,670
Locke	336	52,205,900	6	769,300	7	1,325,900	664	76,717,400	0	NC	1,013	131,018,500	38	4,434,050	1,051	135,452,550
Meridian Charter	0	NC	671	519,160,650	42	5,165,000	13,247	1,760,950,228	0	NC	13,960	2,285,275,878	1,529	70,571,000	15,489	2,355,846,878
Onondaga	221	32,962,300	13	1,438,700	6	776,600	1,227	102,428,700	0	NC	1,467	137,606,300	77	9,990,300	1,544	147,596,600
Stockbridge	243	33,144,800	95	10,319,100	19	8,822,700	1,619	141,760,300	0	NC	1,976	194,046,900	131	126,391,100	2,107	320,438,000
Vevay	199	29,141,450	84	14,146,100	18	4,821,700	1,287	137,515,650	0	NC	1,588	185,624,900	79	12,707,050	1,667	198,331,950
Wheatfield	197	40,196,600	11	1,669,500	3	929,200	677	85,745,400	0	NC	888	128,540,700	72	2,028,300	960	130,569,000
White Oak	293	47,249,000	4	1,576,200	3	115,700	505	43,697,400	0	NC	805	92,638,300	36	29,931,700	841	122,570,000
Williamstown	91	19,678,600	52	10,154,900	12	1,587,700	2,116	306,458,096	13	1,620,900	2,284	339,500,196	144	10,346,300	2,428	349,846,496
Township Totals	3,126	489,095,108	2,328	1,082,211,006	218	83,973,285	40,651	4,299,142,508	13	1,620,900	46,336	5,956,042,807	4,357	435,159,290	50,693	6,391,202,097
Cities																
East Lansing	0	NC	635	511,919,100	8	922,400	6,443	747,159,400	0	NC	7,086	1,260,000,900	1,393	57,654,500	8,479	1,317,655,400
Lansing	0	NC	2,502	1,127,966,100	462	120,961,300	36,125	1,722,900,043	0	NC	39,089	2,971,827,443	2,937	164,985,400	42,026	3,136,812,843
Leslie	0	NC	73	8,892,900	19	3,665,150	667	36,346,500	0	NC	759	48,904,550	110	4,368,200	869	53,272,750
Mason	0	NC	228	58,359,300	48	26,637,270	2,947	210,886,450	0	NC	3,223	295,883,020	430	12,548,830	3,653	308,431,850
Williamston	0	NC	154	31,873,200	18	13,605,300	1,270	109,169,500	4	1,107,900	1,446	155,755,900	221	6,124,150	1,667	161,880,050
City Totals	0	-	3,592	1,739,010,600	555	165,791,420	47,452	2,826,461,893	4	1,107,900	51,603	4,732,371,813	5,091	245,681,080	56,694	4,978,052,893
County Totals	3,126	489,095,108	5,920	2,821,221,606	773	249,764,705	88,103	7,125,604,401	17	2,728,800	97,939	10,688,414,620	9,448	680,840,370	107,387	11,369,254,990

NC = None Classed

**2022
INGHAM COUNTY
PARCEL COUNT AND TAXABLE VALUATIONS BY CLASS
REAL AND PERSONAL PROPERTY**

ASSESSMENT JURISDICTION	REAL										PERSONAL		TOTALS			
	AG		COM		IND		RES		DEV		TOTAL REAL		TOTAL PERSONAL	PCL CT	TAXABLE	
Townships																
Alaiedon	208	19,176,195	180	75,488,024	4	12,431,498	1,271	125,758,074	0	NC	1,663	232,853,791	380	15,743,200	2,043	248,596,991
Aurelius	303	18,952,607	8	708,469	4	219,503	1,753	146,446,831	0	NC	2,068	166,327,410	65	5,373,800	2,133	171,701,210
Bunker Hill	174	11,600,221	10	1,116,320	2	6,226	904	52,419,311	0	NC	1,090	65,142,078	46	20,876,000	1,136	86,018,078
Delhi Charter	65	3,597,404	497	177,252,485	32	17,757,463	9,569	668,190,285	0	NC	10,163	866,797,637	810	54,792,400	10,973	921,590,037
Ingham	236	11,670,776	34	1,658,815	0	NC	1,004	71,755,931	0	NC	1,274	85,085,522	61	5,625,900	1,335	90,711,422
Lansing Charter	0	NC	553	189,215,004	22	2,053,710	2,551	119,921,830	0	NC	3,126	311,190,544	667	25,879,500	3,793	337,070,044
Leroy	267	20,562,986	92	17,319,760	30	14,334,855	1,206	82,023,501	0	NC	1,595	134,241,102	158	15,272,138	1,753	149,513,240
Leslie	293	14,641,162	18	1,245,391	14	94,396	1,051	65,929,630	0	NC	1,376	81,910,579	64	25,196,552	1,440	107,107,131
Locke	336	25,180,900	6	625,987	7	1,241,607	664	56,725,612	0	NC	1,013	83,774,106	38	4,434,050	1,051	88,208,156
Meridian Charter	0	NC	671	433,498,692	42	3,881,034	13,247	1,498,552,855	0	NC	13,960	1,935,932,581	1,529	70,571,000	15,489	2,006,503,581
Onondaga	221	12,945,791	13	1,035,875	6	541,962	1,227	75,813,988	0	NC	1,467	90,337,616	77	9,990,300	1,544	100,327,916
Stockbridge	243	14,089,095	95	8,495,511	19	4,236,649	1,619	97,481,222	0	NC	1,976	124,302,477	131	126,391,100	2,107	250,693,577
Vevay	199	13,104,941	84	11,492,433	18	4,171,815	1,287	108,899,420	0	NC	1,588	137,668,609	79	12,707,050	1,667	150,375,659
Wheatfield	197	15,982,219	11	1,374,422	3	755,755	677	68,226,470	0	NC	888	86,338,866	72	2,028,300	960	88,367,166
White Oak	293	19,313,872	4	1,492,453	3	88,805	505	33,144,685	0	NC	805	54,039,815	36	29,931,700	841	83,971,515
Williamstown	91	10,624,229	52	7,873,843	12	1,111,039	2,116	254,333,489	13	1,096,062	2,284	275,038,662	144	10,346,300	2,428	285,384,962
Township Totals	3,126	211,442,398	2,328	929,893,484	218	62,926,317	40,651	3,525,623,134	13	1,096,062	46,336	4,730,981,395	4,357	435,159,290	50,693	5,166,140,685
Cities																
East Lansing	0	NC	635	438,564,756	8	620,272	6,443	609,678,861	0	NC	7,086	1,048,863,889	1,393	57,654,500	8,479	1,106,518,389
Lansing	0	NC	2,502	896,250,162	462	107,743,253	36,125	1,380,885,632	0	NC	39,089	2,384,879,047	2,937	164,985,400	42,026	2,549,864,447
Leslie	0	NC	73	7,682,106	19	3,529,530	667	29,204,897	0	0	759	40,416,533	110	4,368,200	869	44,784,733
Mason	0	NC	228	52,169,279	48	23,956,025	2,947	171,345,589	0	NC	3,223	247,470,893	430	12,548,500	3,653	260,019,393
Williamston	0	NC	154	25,143,447	18	12,629,473	1,270	87,696,417	4	479,992	1,446	125,949,329	221	6,124,150	1,667	132,073,479
City Totals	0	-	3,592	1,419,809,750	555	148,478,553	47,452	2,278,811,396	4	479,992	51,603	3,847,579,691	5,091	245,680,750	56,694	4,093,260,441
County Totals	3,126	211,442,398	5,920	2,349,703,234	773	211,404,870	88,103	5,804,434,530	17	1,576,054	97,939	8,578,561,086	9,448	680,840,040	107,387	9,259,401,126

NC = None Classed

Ingham County Assessed Value, Equalized Value & Taxable Value Summary - 2022

Unit:	Total Real & Personal				
Townships:	Assessed Value	Equalized Value	Taxable Value	TV as a % of EV	Gap
Alaiedon	318,546,000	318,546,000	248,596,991	78.04%	21.96%
Aurelius	224,229,900	224,229,900	171,701,210	76.57%	23.43%
Bunker Hill	126,926,400	126,926,400	86,018,078	67.77%	32.23%
Delhi	1,083,653,015	1,083,653,015	921,590,037	85.04%	14.96%
Ingham	131,367,400	131,367,400	90,711,422	69.05%	30.95%
Lansing	390,584,700	390,584,700	337,070,044	86.30%	13.70%
Leroy	203,026,538	203,026,538	149,513,240	73.64%	26.36%
Leslie	152,216,670	152,216,670	107,107,131	70.36%	29.64%
Locke	135,452,550	135,452,550	88,208,156	65.12%	34.88%
Meridian	2,355,846,878	2,355,846,878	2,006,503,581	85.17%	14.83%
Onondaga	147,596,600	147,596,600	100,327,916	67.97%	32.03%
Stockbridge	320,438,000	320,438,000	250,693,577	78.23%	21.77%
Vevay	198,331,950	198,331,950	150,375,659	75.82%	24.18%
Wheatfield	130,569,000	130,569,000	88,367,166	67.68%	32.32%
White Oak	122,570,000	122,570,000	83,971,515	68.51%	31.49%
Williamstown	349,846,496	349,846,496	285,384,962	81.57%	18.43%
Cities:					
East Lansing	1,317,655,400	1,317,655,400	1,106,518,389	83.98%	16.02%
Lansing	3,136,812,843	3,136,812,843	2,549,864,447	81.29%	18.71%
Leslie	53,272,750	53,272,750	44,784,733	84.07%	15.93%
Mason	308,431,850	308,431,850	260,019,393	84.30%	15.70%
Williamston	161,880,050	161,880,050	132,073,479	81.59%	18.41%
Totals:	11,369,254,990	11,369,254,990	9,259,401,126	81.44%	18.56%

Ingham County Equalized Value & Taxable Value Summary - 2015 to 2022

Unit:				
Townships:	2021 CEV	2022 CEV	\$ Change	% Change
Alaiedon	308,890,600	318,546,000	9,655,400	3.03%
Aurelius	210,914,800	224,229,900	13,315,100	5.94%
Bunker Hill	124,829,900	126,926,400	2,096,500	1.65%
Delhi	1,016,166,532	1,083,653,015	67,486,483	6.23%
Ingham	124,628,192	131,367,400	6,739,208	5.13%
Lansing	380,428,600	390,584,700	10,156,100	2.60%
Leroy	188,635,305	203,026,538	14,391,233	7.09%
Leslie	142,952,767	152,216,670	9,263,903	6.09%
Locke	131,727,050	135,452,550	3,725,500	2.75%
Meridian	2,247,176,400	2,355,846,878	108,670,478	4.61%
Onondaga	145,431,100	147,596,600	2,165,500	1.47%
Stockbridge	318,189,550	320,438,000	2,248,450	0.70%
Vevay	191,862,050	198,331,950	6,469,900	3.26%
Wheatfield	126,552,550	130,569,000	4,016,450	3.08%
White Oak	114,267,700	122,570,000	8,302,300	6.77%
Williamstown	337,429,221	349,846,496	12,417,275	3.55%
Cities:			0	
East Lansing	1,280,432,600	1,317,655,400	37,222,800	2.82%
Lansing	2,910,337,300	3,136,812,843	226,475,543	7.22%
Leslie	49,648,050	53,272,750	3,624,700	6.80%
Mason	294,737,890	308,431,850	13,693,960	4.44%
Williamston	148,841,370	161,880,050	13,038,680	8.05%
			0	
Totals:	10,794,079,527	11,369,254,990	575,175,463	5.06%

	2021 TV	2022 TV	\$ Change	% Change
	234,710,268	248,596,991	13,886,723	5.59%
	163,870,760	171,701,210	7,830,450	4.56%
	89,612,230	86,018,078	-3,594,152	-4.18%
	864,155,295	921,590,037	57,434,742	6.23%
	86,596,430	90,711,422	4,114,992	4.54%
	329,699,263	337,070,044	7,370,781	2.19%
	140,613,221	149,513,240	8,900,019	5.95%
	103,124,106	107,107,131	3,983,025	3.72%
	83,350,286	88,208,156	4,857,870	5.51%
	1,914,507,053	2,006,503,581	91,996,528	4.58%
	95,006,328	100,327,916	5,321,588	5.30%
	252,587,329	250,693,577	-1,893,752	-0.74%
	143,508,475	150,375,659	6,867,184	4.57%
	83,714,976	88,367,166	4,652,190	5.26%
	79,152,615	83,971,515	4,818,900	5.74%
	272,124,518	285,384,962	13,260,444	4.65%

1,059,883,468	1,106,518,389	46,634,921	4.21%
2,381,776,295	2,549,864,447	168,088,152	6.59%
41,799,254	44,784,733	2,985,479	6.67%
247,164,609	260,019,393	12,854,784	4.94%
122,488,062	132,073,479	9,585,417	7.26%
8,789,444,841	9,259,401,126	469,956,285	5.08%

Ingham County Equalized Value & Taxable Value Summary - 2015 to 2022

	2015	2016	2017	2018
CEV	7,962,695,894	8,348,398,957	8,752,507,785	9,029,578,058
\$ Change		385,703,063	404,108,828	277,070,273
% Change		4.84%	4.84%	3.17%

	2019	2020	2021	2022
	9,612,432,229	10,274,051,222	10,794,079,527	11,369,254,990
	582,854,171	661,618,993	520,028,305	575,175,463
	6.45%	6.88%	5.06%	5.33%

	2015	2016	2017	2018
TV	7,277,720,492	7,386,544,658	7,580,908,085	7,830,424,660
\$ Change		108,824,166	194,363,427	249,516,575
% Change		1.50%	2.63%	3.29%

	2019	2020	2021	2022
	8,122,887,376	8,447,048,113	8,789,444,841	9,259,401,126
	292,462,716	324,160,737	342,396,728	469,956,285
	3.73%	3.99%	4.05%	5.35%

TO: Board of Commissioners County Services Committee
FROM: Gregg Todd, Controller
DATE: April 6, 2022
SUBJECT: Resolution to Approve the Reorganization of the Controller's Office
For the meeting agendas of the April 19th County Services and April 20th Finance

BACKGROUND

Per the April 5th County Services Committee, please see the following Controller's Office reorganization recommendations.

- Addition of an Executive Assistant shared between the DEI/Community Corrections Offices at MC Level 5 (\$45,855.88 to \$55,057.56)
- Reclassify Executive Secretary-Controller (MC 4) to Assistant to the Controller MC Level 5 (\$45,855.88 to \$55,057.56)
- Reclassify Deputy Controller (MC 15) positions to MC 17 (\$116,780.85 to \$140,210.89)

The DEI Director will be responsible for a variety of tasks that will require administrative support; Racial Equity Taskforce staffing, Health in all Policies Committee staffing, Safe Space Advocates; and the Community Corrections part-time position, in which there was a recent retirement, will not be filled so the Executive Assistant will assist in those duties as well.

Additional responsibilities have been added to the Controller's Office administrative functions including; administrative support of various committees (Housing Trust Fund, Broadband Taskforce, Environmental Affairs Committee), researching, and providing analytical evaluations and recommendations on various County initiatives.

The Deputy Controller's job descriptions were not inclusive of the supervision of various department heads and liaison duties to the various liaison committees. Their overall responsibilities were not adequately compensated at an MC15.

Human Resources is in support of this reorganization as the attached memo indicates.

ALTERNATIVES

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

FINANCIAL IMACT

	MCF 4 Step 1	MCF 4 Step 5	MCF 5 Step 1	MCF 5 Step 5
Wages	\$42,933	\$51,547	\$45,856	\$55,058
Unemployment	215	258	229	275
FICA	3,284	3,943	3,508	4,212
Health	19,002	19,002	19,002	19,002
Dental	936	936	936	936
Vision	135	135	135	135
Retirement	13,245	15,902	14,147	16,985
Retirement	1,073	1,289	1,146	1,376
Future Retiree Health	1,932	2,320	2,064	2,478
Life	144	144	144	144
Work Comp	1,481	1,778	1,582	1,899
Disability	56	67	60	72
Current Retiree Health	3,585	3,585	3,585	3,585
Liability	586	703	626	751
Separation	751	902	802	964
Total Cost	\$89,358	\$102,511	\$93,821	\$107,872
	MCF 15 Step 1	MCF 15 Step 5	MCF 17 Step 1	MCF 17 Step 5
Wages	\$100,856	\$121,094	\$116,781	\$140,211
Unemployment	504	605	584	701
FICA	7,715	9,264	8,934	10,726
Health	19,002	19,002	19,002	19,002
Dental	936	936	936	936
Vision	135	135	135	135
Retirement	31,114	37,358	36,027	43,255
Retirement	2,521	3,027	2,920	3,505
Future Retiree Health	4,539	5,449	5,255	6,309
Life	144	144	144	144
Work Comp	3,480	4,178	4,029	4,837
Disability	131	157	152	182
Current Retiree Health	3,585	3,585	3,585	3,585
Liability	1,376	1,652	1,593	1,913
Separation	1,765	2,119	2,044	2,454
Total Cost	\$177,803	\$208,706	\$202,119	\$237,896
Current Level 5 Costs			\$311,217	
Proposed Level 5 Costs			\$453,640	
Increase to Budget			\$142,423	
Less Unfilled Community Corrections Assistant			\$ (49,016.00)	
Total Increase to Budget			\$93,407	

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to reorganize the Ingham County Controller's Office.

Agenda Item 10a

TO: Gregg Todd, Controller/Administrator

FROM: Joan Clous, Human Resources Specialist

DATE: March 22, 2022

RE: Memo of Analysis for the reorganization of the Controller's Office

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

1. The newly created position of Executive Assistant DEI office has been determined to fall within the scope of the MC jobs and was classified at a MC Level 5 (\$45,855.88 to \$55,057.56).
2. Executive Secretary-Controller (MC 4) will now be title Assistant to the Controller MC Level 5 (\$45,855.88 to \$55,057.56).
3. Deputy Controller (MC 15) will now be classified at MC 17 (\$116,780.85 to \$140,210.89)
4. Controller/Administrator (MC 19) no change.
5. Budget Director (MC 13) no change.

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
EXECUTIVE ASSISTANT – DEI OFFICE/COMMUNITY CORRECTIONS**

General Summary: Under the direction of the DEI Director and Community Corrections Manager, provides a variety of administrative support to the DEI Office and Community Corrections as directed. Schedules meetings and training sessions, gathers materials, types correspondence, resolutions, maintains confidential information. Assists with ensuring appropriate actions and deadlines are met. Coordinates public relations functions of the DEI Office, and serves as liaison between the DEI Office and the general public, other agencies, elected officials, Board of Commissioners, and County Department Heads. Assists with the Racial Equity Taskforce, Health in all Policies Committee, Safe Space Advocates and Community Corrections Advisory Board with general secretarial and administrative support.

Essential Functions:

1. Provides a variety of secretarial and administrative support services for the DEI Office and Community Corrections including typing letters, reports, and other documents, answering telephone calls, scheduling appointments, and preparing and maintaining files; including confidential information.
2. Upon Direction of the DEI Director/Community Corrections Manager, prepares and organizes agendas for various meetings including Racial Equity Taskforce, Health in all Policies, Community Corrections Advisory Board and other groups as assigned. Assembles, copies and distributes meeting support documents.
3. Provides remote access equipment, meeting software and set up for various meetings that require a remote option for attendees.
4. Pays invoices and performs wire transfers for the DEI Office and Community Corrections Office.
5. Prepares biweekly payroll for the DEI Office and Community Corrections Office and enters personnel action requests including; new hires, terminations, retirements, promotions, and transfers.
6. Uses a variety of software programs to provide administrative support including typing, data entry, proofreading, filing, copying, scanning, faxing, processing incoming mail, distributing outgoing mail and other clerical functions. Composes correspondence, documents and reports for the Department Head's review and signature.
7. Monitors contracts and prepares payments associated with contracts, includes viewing invoice amounts as they relate to scope of service, and ensuring that invoice charges do not exceed allotted amounts. Prepares grant applications, mailings and invoices for payment as it relates to contracts.
8. Acts as procurement card site coordinator for DEI Office and Community Corrections Office.
9. Answers telephone and routes calls to appropriate individuals, receives and screens visitors. Assists in researching issues by calling other offices within the County, and collecting and compiling information
10. Attends meetings, and takes and transcribes minutes.
11. The ability to multi-task and manage interruptions while meeting multiple deadlines is required.

Other Functions:

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

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

Employment Qualifications:

Education: A minimum of a high school diploma or equivalent with some college-level course work in Secretarial Skills, Business, Data Processing or a related field is required

Experience: Two years of related administrative experience

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)

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, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require little to no stamina in crawling and pinching.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, stooping/crouching, squatting, kneeling, pushing, pulling, reaching, grasping, and handling.
- This position's physical requirements require regular stamina in walking, traversing, lifting, and carrying.
- This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs sedentary work requiring a negligible amount of effort in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

INGHAN COUNTY JOB DESCRIPTION

ASSISTANT TO THE COUNTY CONTROLLER

General Summary:

Under supervision of the Controller, this position provides a variety of clerical support services including: typing correspondence, resolutions, reports, and other documents; prepares agendas for various meetings; takes and transcribes minutes of meetings; answers telephones; and maintains office filing systems. Monitors contracts, pays invoices relating to such contracts and prepares personnel action requests. Assists the Building Authority, Housing Trust Fund Board, Broadband Task Force, Environmental Affairs Commission and Budget Office with general secretarial and administrative support functions.

Essential Functions:

1. Provides secretarial and administrative support to Controller's Office including setting-up and typing correspondence, resolutions, reports, surveys and other documents. Proofreads and edits documents.
2. Upon direction of the Controller, prepares and organizes agendas for various meetings including standing committees of the Board of Commissioners, Building Authority, Housing Trust Fund Board, Broadband Task Force, Environmental Affairs Commission and other groups as assigned. Assembles, copies and distributes meeting support documents.
3. Provides remote access equipment, meeting software and set up for various meetings that require a remote option for attendees.
4. Pays invoices and performs wire transfers for Controller's Office, and Budget Office.
5. Prepare biweekly payroll for the Controller's Office and enter personnel action requests.
6. Acts as procurement card site coordinator for Controller's Office and Budget Office.
7. Monitors contracts and prepares payments associated with contracts, includes viewing invoice amounts as they relate to scope of service, and ensuring that invoice charges do not exceed allotted amounts. Prepares grant applications, mailings and invoices for payment as it relates to contracts.
8. Responsible for general administrative and clerical support functions to include scheduling of meetings, mailings, creating address label files, proofreading documents and assisting with special events.
9. Prepares annual schedule for Board meetings and Liaison Committee meetings.
10. Answers telephone and routes calls to appropriate individuals, receives and screens visitors. Assists in researching issues by calling other offices within the County, and collecting and compiling information. Performs analytical evaluations and recommendations to Controller on various County initiatives.
11. Establishes and maintains office filing systems, and provides other general administrative/clerical support.

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 high school diploma or equivalent with some college-level course work in Secretarial Skills, Business, Data Processing or a related field is required.

Experience: A minimum of two years of secretarial or related administrative 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)

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.

MCF 5
March 2022

**INGHAM COUNTY
JOB DESCRIPTION**

DEPUTY CONTROLLER

General Summary:

Under general supervision of the Controller/Administrator, serves as liaison to one or more standing committees of the Board of Commissioners, assigned County departments, offices and agencies. Liaison responsibilities to Board of Commissioners' standing committees include; interacting with committee chairs to establish agendas, ensuring committee packets and resolutions are complete and accurate and implementing committee sponsored projects and initiatives. Liaison responsibilities to County departments, offices and agencies. Include, analyzing and recommending action on department requests, including budget; identifying needs and priorities for consideration by the Controller/Administrator and the Board of Commissioners in the context of long term objectives. Facilitates interaction between departments and agencies as necessary to address and resolve issues. As assigned, directs and supervises various departments. Functions as Acting Controller/Administrator in the absence of the Controller. Supervises various staff as assigned.

Essential Functions:

11. Liaison Responsibility:

- a. In cooperation with Board of Commissioners Committee Chair, establishes meeting agenda, committee packets and resolutions. Researches, analyzes, implements and manages Committee initiatives and projects. Serves as a liaison between the Committee and the departments, offices and agencies that report to the Committee.
- b. Identifies needs, challenges and priorities in assigned functional areas for consideration by the Controller/Administrator and Board in relation to county long-term objectives.
- c. Analyzes and recommends action on needs and requests of Departments, offices and agencies to the Controller/Administrator and appropriate boards and committees.
- d. Analyzes, coordinates and recommends action on budgetary requests for departments, offices and agencies within assigned functional areas.
- e. Works with departments, offices and agencies in the context of County policies and plans to resolve challenges and address needs.
- f. Staffs various advisory committees as assigned.
- g. Serves as the Controller's liaison to other agencies as assigned.

12. Carries out special projects and prepares reports.

13. Conducts and directs surveys, evaluations of departments/programs as requested by the Board, Controller/Administrator or otherwise deemed appropriate.

14. Works as a member of the County Administrative team to ensure special projects run smoothly.

15. Works with Controller/Administrator, Board and other County officials to develop policies and long-range plans for budgeting, capital projects, capital improvements and long-term financing for special projects and programs.
16. Acts on behalf of the Controller/Administrator for designated purposes and is the Acting Controller/Administrator in the absence of the Controller.
17. Supervises, manages and oversees departments as assigned.
18. Acts as interim department head when vacancies occur, to ensure stability and customer service until department head position is filled.
19. Works with the Director to the Board of Commissioners to assure communication and smooth flow of information from the Controller/Administrator's Office and the Board Office, particularly with respect to Committee and Board agendas.
20. In conjunction with assigned Department Heads, hires, disciplines and terminates employees in assigned areas.
21. Works with Corporate Counsel on the development of contracts, oversees contract compliance of vendors, agencies and municipalities on behalf of the County.
22. Serves as a member of the County management collective bargaining team. Interacts with Corporate Counsel, County Commissioners, Elected Officials, Judges and Department Heads with union negotiations.

Other Functions:

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

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

Employment Qualifications:

Education: A minimum of a Bachelor's degree in Public or Business Administration or related field is required. Postgraduate studies and degree is desired.

Experience: Five years of related work experience and administration of an organization of comparable complexity; previous governmental experience desired. An appropriate postgraduate degree may be considered in lieu of some required work experience.

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)

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.
- Ability to lift computer equipment, microprocessors and terminal weighing up to 20 pounds.

(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.
- Occasionally, travel to other sites is required and exposure to unusual elements such as inclement weather, smoke, unpleasant odors, loud noises and extreme temperatures rises.

MCF 17
March 2022

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE REORGANIZATION OF THE INGHAM COUNTY
CONTROLLER'S OFFICE**

WHEREAS, reviewing the Controller's Office compensation was requested by the Finance Committee; and

WHEREAS, as part of the review, it was determined that the newly created DEI Office and the Community Corrections Office would benefit from a shared Executive Assistant position; and

WHEREAS, additional job responsibilities and clarification of existing duties that were not captured in the existing job descriptions for the Deputy Controllers and Executive Secretary-Controller resulted in reclassifications in higher grades; and

WHEREAS, the Controller's Office reorganization is proposed to consist of:

- Addition of an Executive Assistant shared between the DEI/Community Corrections Offices at MC Level 5 (\$45,855.88 to \$55,057.56)
- Reclassify Executive Secretary-Controller (MC 4) to Assistant to the Controller MC Level 5 (\$45,855.88 to \$55,057.56)
- Reclassify Deputy Controller (MC 15) positions to MC Level 17 (\$116,780.85 to \$140,210.89); and

WHEREAS, the Human Resources Department was consulted and the job descriptions for various positions were updated and reprinted; and

WHEREAS, the Controller's Office has complied with the County's Reorganization Policy; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the proposed reorganization of the Ingham County Controller's Office.

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

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
223002	Executive Secretary Controller's Office	Move from MC 4 to MC 5, update the current job description, and change the title to Assistant to the Controller
223004	Deputy Controller	Move from MC 15 to MC 17, update the current job description
223005	Deputy Controller	Move from MC 15 to MC 17, update the current job description

New Position Executive Assistant MC 5
 DEI/Community
 Corrections

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

Current Position	Current Max. Cost	Future Max. Cost	Difference
Executive Secretary to Assistant to Controller	\$ 102,511.05	\$ 107,871.81	\$ 5,360.76
Executive Assistant to DEI/CC	\$ -	\$ 107,871.81	\$ 107,871.81
Deputy Controller	\$ 208,705.99	\$ 237,896.18	\$ 29,190.19
Deputy Controller	\$ 208,705.99	\$ 237,896.18	\$ 29,190.19
TOTAL	\$ 519,923.02	\$ 691,535.98	\$ 171,612.96
		Total	\$ 171,612.96
Less Community Corrections staff consultant contract			\$ (49,026.00)
			\$ 122,586.96

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.

Agenda Item 10b

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: April 6, 2022
SUBJECT: Resolution Approving \$9 Million in American Rescue Plan Funds for Affordable Housing Opportunities through the Ingham County Housing Trust Fund
For the meeting agendas of April 19 and April 20

BACKGROUND

The Ingham County Housing Trust Fund Committee (ICHTFC) is requesting a \$9 million allocation from the second tranche of ARP funds to go toward affordable housing initiatives in Ingham County. The ICHTFC intends to utilize the funding in the following areas:

- Create partnerships to construct energy efficient, affordable housing options including: medium-density housing such as row houses and small apartment buildings, single-family homes, and duplexes
- Create a revolving loan fund for down payment assistance targeted to households under 80% AMI, including single parents and minorities
- Create partnerships to provide energy-efficient home rehabilitation and reconditioning assistance programs for low- and moderate-income households

ALTERNATIVES

The Board of Commissioners may decline to approve the use of ARP funds for affordable housing.

FINANCIAL IMPACT

The cost will be covered by ARP funds.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO UTILIZE \$9 MILLION IN AMERICAN RESCUE PLAN FUNDS FOR
AFFORDABLE HOUSING OPPORTUNITIES THROUGH THE INGHAM COUNTY
HOUSING TRUST FUND**

WHEREAS, H.R. 1319 of the 117th Congress, also known as the American Rescue Plan Act of 2021 became law on March 11, 2021; and

WHEREAS, *Subtitle M – Coronavirus State and Local Fiscal Recovery Funds* of the American Rescue Plan provides funding to metropolitan cities, nonentitlement units of local government, and counties to mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (COVID–19); and

WHEREAS, eligible uses of the American Rescue Plan funds include:

- (A) to respond to the public health emergency with respect to COVID–19 or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
- (B) to respond to workers performing essential work during the COVID–19 public health emergency by providing premium pay to eligible workers of the metropolitan city, nonentitlement unit of local government, or county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;
- (C) for the provision of government services to the extent of the reduction in revenue of such metropolitan city, nonentitlement unit of local government, or county due to the COVID–19 public health emergency relative to revenues collected in the most recent full fiscal year of the metropolitan city, nonentitlement unit of local government, or county prior to the emergency;
- (D) to make necessary investments in water, sewer, or broadband infrastructure; and

WHEREAS, Ingham County will receive \$56,796,438 in American Rescue Plan funds in two separate tranches of \$28,398,219, the First Tranche Amount was received on May 20, 2021 and the Second Tranche Amount not earlier than 12 months after the first tranche payment is received; and

WHEREAS, the Ingham County Commissioners have identified affordable housing as a barrier to home ownership for many residents of Ingham County; and

WHEREAS, Resolution #21-398 created the Ingham County Housing Trust Fund Committee to develop policies and procedures for the implementation of a housing trust fund to ensure fair and equitable access to funding; and

WHEREAS, the Ingham County Housing Trust Fund Committee is requesting \$9 million in American Rescue Plan funding be dedicated to the Ingham County Housing Trust Fund to:

- Create partnerships to construct energy efficient, affordable housing options including: medium-density housing such as row houses and small apartment buildings, single-family homes, and duplexes
- Create a revolving loan fund for down payment assistance targeted to households under 80% AMI, including single parents and minorities
- Create partnerships to provide energy-efficient home rehabilitation and reconditioning assistance programs for low- and moderate-income households

THEREFORE BE IT RESOLVED, that the Board of Ingham County Commissioners allocates \$9 million in American Rescue Plan funds to the Ingham County Housing Trust Fund.

BE IT FURTHER RESOLVED, that the Controller's Office will ensure the request is eligible for American Rescue Plan funding.

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

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: April 6, 2022
SUBJECT: Resolution Approving American Rescue Plan Funds for 30th Circuit Court Visiting Judge Program
For the meeting agendas of April 19 and April 20

BACKGROUND

The 30th Circuit Court is requesting ARP funds to establish a visiting judge program to address the COVID-19 related stop of criminal jury trials for multiple months. There are currently over 830 open felony cases assigned to Circuit Court judges in addition to 180 Circuit Court defendants awaiting trial in the Ingham County Jail; 45 of these defendants have been in the jail for over a year.

The visiting judge program would require the following:

- Three year lease for 426 Walnut Street, Lansing for the purpose of resolving pending criminal jury trials
- Up-front one-time expenses: \$150,500 (a small portion eligible for grant funding)
- Yearly expenses (June/July-May/June), for three years: \$856,576 (a little over \$100,000 of 2022 expenses eligible for grant funding)

ALTERNATIVES

The Board of Commissioners may decline to approve the use of ARP funds for the visiting judge program.

FINANCIAL IMPACT

The 30th Circuit Court has received federal grant funding in the amount of \$118,000 which will go to this program. The remaining \$2,602,228 will be through Second Tranche ARP funds.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AMERICAN RESCUE PLAN FUNDS FOR THE
30TH CIRCUIT COURT VISITING JUDGE PROGRAM**

WHEREAS, H.R. 1319 of the 117th Congress, also known as the American Rescue Plan Act of 2021 became law on March 11, 2021; and

WHEREAS, *Subtitle M – Coronavirus State and Local Fiscal Recovery Funds* of the American Rescue Plan provides funding to metropolitan cities, nonentitlement units of local government, and counties to mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (COVID–19); and

WHEREAS, eligible uses of the American Rescue Plan funds include:

- (A) to respond to the public health emergency with respect to COVID–19 or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
- (B) to respond to workers performing essential work during the COVID–19 public health emergency by providing premium pay to eligible workers of the metropolitan city, nonentitlement unit of local government, or county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;
- (C) for the provision of government services to the extent of the reduction in revenue of such metropolitan city, nonentitlement unit of local government, or county due to the COVID–19 public health emergency relative to revenues collected in the most recent full fiscal year of the metropolitan city, nonentitlement unit of local government, or county prior to the emergency;
- (D) to make necessary investments in water, sewer, or broadband infrastructure; and

WHEREAS, Ingham County will receive \$56,796,438 in American Rescue Plan funds in two separate tranches of \$28,398,219, the First Tranche Amount was received on May 20, 2021 and the Second Tranche Amount not earlier than 12 months after the first tranche payment is received; and

WHEREAS, the Ingham County Commissioners recognize the impact that COVID-19 has had on the 30th Circuit Court's ability to try cases; and

WHEREAS, the 30th Circuit Court currently has 830 open felony cases assigned to its judges with an additional 180 defendants awaiting trial in the Ingham County Jail with 45 of these defendants having been in the jail for over a year; and

WHEREAS, use of American Rescue Plan funds to address administrative court needs caused by the COVID-19 pandemic is an allowable use of these funds; and

WHEREAS, the 30th Circuit Court has requested \$2,602,228 in American Rescue Plan funds to develop a Visiting Judge Program that would include a three-year rental of Lansing office space for the purpose of resolving pending criminal jury trials, up-front expenses to secure and outfit the building to court safety and technology standards, and yearly payroll and operating expenses for the visiting judge and support personnel.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners allocates \$2,602,228 in American Rescue Plan funds to the 30th Circuit Court Visiting Judge Program to address the backlog in court cases.

BE IT FURTHER RESOLVED, that the Controller's Office will ensure the request is eligible for American Rescue Plan funding.

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.