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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, JANUARY 19, 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 [December 8, 2021](#) Minutes and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Drain Commissioner - Resolution Pledging Full Faith and Credit to [Smith and Oesterle](#) Drain Drainage District Bonds
2. Sheriff's Office
 - a. Resolution to Authorize a Contract for Services with [Danielle Patrick](#) to Audit Evidence and Evidence Records at the Ingham County Sheriff's Office
 - b. Resolution to Authorize the Purchase of [Axon](#) Body Worn Cameras, Equipment, and Licenses
 - c. Resolution to Reclassify the [Central Records Office Coordinator](#) to Central Records and Freedom of Information Act Coordinator
 - d. Resolution to Authorize Contract Addendum with [Securus Technologies](#) to Address Applicable Portions of the Federal Communications Commission Ruling on Inmate Telephone Fees
 - e. Resolution to Authorize a Contract Renewal to Continue Maintenance and Support from [LexisNexis](#) for their E-Citation and UD-10 Crash Reporting Systems
3. Probate Court - Resolution to Accept the 2022 Coronavirus Emergency Supplemental Funding ([CESF](#)) [Grant](#) for Probate Court
4. Circuit Court – Resolution to Accept the 2022 Coronavirus Emergency Supplemental Funding ([CESF](#)) [Grant](#) for Circuit Court
5. Health Department
 - a. Resolution to Authorize an Agreement with People Ready Activating Youth ([P.R.A.Y.](#)) and [Peckham](#) Using a Partnership Approach to Implement and Operate the Lansing/Ingham Peacemaker Fellowship® and to Build and Sustain Local Community Capacity to Interrupt Gun Violence
 - b. Resolution to Authorize an Agreement with [Safe Passages DBA Advance Peace](#) for a Licensing Agreement for the LifeMAP Management App™ Data Collection Tool
 - c. Resolution to Amend Agreement with [Dignified Aging](#) Project
 - d. Resolution to Amend Resolution #10-275 with [Nextgen®](#) Healthcare Information Systems, Inc. for Nextgen® Mobile

6. 9-1-1 Dispatch Center
 - a. Resolution to Approve the Disposal of the County-Owned Surplus Property from the Decommissioned [Harris EDACS Radio System](#)
 - b. Resolution to Authorize the Purchase of [Scheduling Software/Services](#)
7. Animal Control
 - a. Resolution to Purchase [LexisNexis e-Citation](#) Programming and One Year of Software Support
 - b. Resolution to Authorize a Contract for [Website Redesign](#) for Ingham County Animal Control and Shelter
8. Potter Park Zoo
 - a. Resolution to Authorize a [Reorganization](#) of Potter Park Zoo Maintenance Positions
 - b. Resolution to Amend Resolution #20-015 [Visitor Incentive Programs](#) at Potter Park Zoo
 - c. Resolution to Authorize a Contract Extension with [Shane's Camels](#)
9. Parks Department
 - a. Resolution to Authorize a Contract with [American Ramp Company](#) dba Progressive Bike Ramps for Construction of a Bike Skills Park at Burchfield Park
 - b. Resolution to Authorize the Development of an 18-Hole [Disc Golf Course](#) at Lake Lansing Park North
10. Lansing Economic Area Partnership – Resolution to Amend Contract with [Capital Consultants, Inc.](#) for State Community Development Block Grant Site Readiness Preliminary Engineering Services
11. Ingham Conservation District – Resolution to Authorize an Agreement with the Ingham [Conservation District](#)
12. Equalization Department – Resolution to Contract for [Commercial and Industrial Appraisals](#)
13. Innovation and Technology Department – Resolution to Approve the Lease of Dark Fiber from [Zayo Group](#)
14. Facilities Department
 - a. Resolution to Authorize an Agreement with [Lansing Tile](#) for the Carpet Replacement at the Human Services Building Admin Office Area
 - b. Resolution to Authorize an Agreement with [Trane U.S. Inc.](#), for the Replacement of Multiple Units and Upgrade Tracer Summit at Several Ingham County
15. Road Department – Resolution to Authorize an Engineering Design Services Contract with [Bergmann](#) and Authorize a 2nd Party Agreement with the City of East Lansing for the Lake Lansing Road Project from Abbot Road to Hagadorn Road
16. Controller/Administrator's Office
 - a. Resolution to Approve a Letter of Agreement between Ingham County and Capitol City Labor Program, [Corrections Unit](#), for COVID-19 Related Use of Leave Time
 - b. [American Rescue Plan](#) Act Second Tranche (*Discussion*)

17. Human Resources Department – Pursuant to MCL 15.268(h) a Written Attorney/Client Privileged Legal Opinion from Corporate Counsel (*Closed Session*)

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
December 8, 2021
Draft Minutes

Members Present: Grebner, Crenshaw, Maiville, Polsdofer, Stivers (arrived at 6:02 p.m.), and Tennis.

Members Absent: Schafer.

Others Present: Morgan Cole, Lori Noyer, Sara Lurie, Gregg Todd, Bonnie Toskey, Michael Townsend, Michelle Wright, Mary Konieczny, and others.

The meeting was called to order by Chairperson Grebner at 6:01 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 November 17, 2021 Minutes

CHAIRPERSON GREBNER STATED THAT, WITHOUT OBJECTION, THE MINUTES OF THE NOVEMBER 17, 2021 FINANCE COMMITTEE MEETING WERE APPROVED AS WRITTEN. Absent: Commissioners Schafer and Stivers.

Additions to the Agenda

Commissioner Stivers arrived at 6:02 p.m.

2. Sheriff's Office

- c. Resolution to Authorize an Agreement with Jensen Partners LLC for Correctional Medical Consulting Services
- d. Resolution to Authorize an Agreement with Fox 47 for a Recruitment Campaign for Jail Medical Staff Positions

7. Health Services Millage –

- b. Resolution to Authorize a Contract with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties for Health Services Millage Eligible Services

12. Human Resources Department

- d. Resolution to Approve the 2022 - 2024 Collective Bargaining Agreement with the ICEA Park Rangers Unit
- e. Resolution to Approve the 2022 - 2024 Collective Bargaining Agreement with the COAM 9-1-1 Supervisory Unit
- f. Resolution to Approve the 2022 - 2024 Collective Bargaining Agreement with the ICEA County Professional Employees Unit
- g. Resolution to Approve the 2022 - 2024 Collective Bargaining Agreement with the ICEA Public Health Nurses Unit

- h. Resolution to Approve the 2022 - 2024 Collective Bargaining Agreement with the ICEA Professional Court Employees Unit

Limited Public Comment

Morgan Cole, Court Administrator and Probate Register, stated her appreciation to the Finance Committee and all employees that were involved in supporting the recent Probate Court reclassification requests.

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

1. Clerk's Office – Resolution to Authorize the Purchase of Software for Electronic Processing of Campaign Finance Statements
2. Sheriff's Office
 - a. Resolution to Authorize a Contractual Agreement with Axon Enterprise, Inc. to Purchase Seventeen New Tasers and Associated Equipment
 - b. Resolution to Authorize a Contract with Guardian Tracking, LLC
 - c. Resolution to Authorize an Agreement with Jensen Partners LLC for Correctional Medical Consulting Services
 - d. Resolution to Authorize an Agreement with Fox 47 for a Recruitment Campaign for Jail Medical Staff Positions
3. Homeland Security & Emergency Management
 - a. Resolution to Accept Grant Funds from the Michigan Commission on Law Enforcement Standards Michigan Justice Training Fund for the 2022 Capital Region Integrated Critical Skills Training Program
 - b. Resolution to Accept Grant Funds from the State of Michigan for the Emergency Management Performance Grant American Rescue Plan Act for Fiscal Year 2021
 - c. Resolution to Authorize an Equipment Purchase Agreement with W.S. Darley & Company to Purchase a DJI Mavic 2 Enterprise Advanced Unmanned Aerial System
 - d. Resolution to Authorize a Contract with the State of Michigan, Making Ingham County the Fiduciary Agent for Michigan Homeland Security Region 1 and Accepting the FY 2021 Homeland Security Grant Program Funds
4. Circuit Court – Juvenile Division
 - a. Resolution to Authorize a Contract for Delinquency Attorney Services
 - b. Resolution to Amend Per Diem with Highfields Inc for Residential Care and Treatment Services
 - c. Resolution to Authorize Contracts for Lawyer Guardian Ad Litem Representation
5. Facilities Department – Resolution to Authorize a Purchase Order to Knight Watch Inc. for the Security Enhancements to the South Stairwell at the Veterans Memorial Courthouse

6. Community Corrections
 - a. Resolution to Authorize a Contract with Northwest Initiative, Prevention and Training Services, and Judicial Services Group (JSG) for 2022 Community-Based Programming as Authorized by the Justice Millage
 - b. Resolution to Reclassify the Community Corrections Manager Position
8. Health Department
 - a. Resolution to Authorize an Agreement with DocuSign
 - b. Resolution to Authorize an Agreement with Holy Cross Services
 - c. Resolution to Authorize the Acceptance of Grant Funds from Michigan Department of Health and Human Services and State of Michigan Local Community Stabilization Authority
 - d. Resolution to Authorize an Agreement with Possibilities for Change
 - e. Resolution to Amend an Agreement with Sparrow Hospital for Medical Examiner Services
 - f. Resolution to Authorize an Agreement with Michigan Primary Care Association
 - g. Resolution to Amend Resolution #21-496 with the Office of Global Michigan, Michigan Department of Labor & Economic Opportunity
 - h. Resolution to Authorize an Agreement with Community Mental Health of Clinton, Eaton and Ingham Counties
 - i. Resolution to Amend the Agreement with Cross Country Staffing, Inc.
10. Innovation and Technology Department
 - a. Resolution to Approve the Renewal of Backup Software from CDW-G
 - b. Resolution to Approve the Battery Replacement Service from CDW-G
 - c. Resolution to Approve the Renewal of Website Hosting and Support
11. Road Department
 - a. Resolution to Extend Contracts for As-Needed Engineering Design Services
 - b. Resolution to Extend Contracts for As-Needed Material Testing and Fabrication Inspection Services
12. Human Resources Department
 - a. Resolution to Approve an Additional Modification to Appendix D – Compensation Levels of the Managerial and Confidential Employee Personnel Manual for 2021 as a Result of a Reclassification Request
 - b. Resolution to Approve Modifications to the 2021 Managerial and Confidential Employee Personnel Manual for 2022 – 2024
 - c. Resolution to Approve UAW TOPS Unit Reclassification Requests
 - d. Resolution to Approve the 2022 - 2024 Collective Bargaining Agreement with the ICEA Park Rangers Unit
 - e. Resolution to Approve the 2022 - 2024 Collective Bargaining Agreement with the COAM 9-1-1 Supervisory Unit
 - f. Resolution to Approve the 2022 - 2024 Collective Bargaining Agreement with the ICEA County Professional Employees Unit

- g. Resolution to Approve the 2022 - 2024 Collective Bargaining Agreement with the ICEA Public Health Nurses Unit
- 13. Controller/Administrator's Office
 - a. Resolution to Authorize an Amendment to the Contract for Legal Services with Cohl, Stoker & Toskey, P.C
 - b. Resolution Authorizing Adjustments to the 2021 Ingham County Budget
- 14. Board of Commissioners
 - a. Resolution Approving 2022-2024 Compensation for Non-Judicial County-Wide Elected Officials
- 15. Board Referral – Assessing Officers Report for Industrial Facility Exemption Certificates for Delhi Charter Township for 2021

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

- 7. Health Services Millage
 - a. Resolution to Authorize a Health Services Millage Contract with the Ingham Health Plan Corporation (IHPC)

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

Chairperson Grebner asked what the balance of the Health Services Millage fund was and how much money was levied for the Health Services Millage.

Discussion.

Chairperson Grebner stated he understood that about 0.67 mills were levied for the Health Services Millage, which he estimated to bring in about \$5.2 million a year.

Chairperson Grebner requested to have the approximate amount of money levied from the Health Services Millage at the next Finance Committee meeting.

Gregg Todd, County Controller, stated he would be able to provide that information.

Commissioner Tennis provided a history of the millage plan. He further stated it was good to know if the Board of Commissioners were taking in more money than they were spending.

Chairperson Grebner stated it was important to be aware of the changes that impacted the amount levied, as well as the changes that impacted the Ingham Health Plan Corporation (IHPC). He further stated it was important to know how much money was going in and out of the County.

Commissioner Tennis stated he believed Jared Cypher, Deputy Controller, would have the information in question.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

7. Health Services Millage –
 - b. Resolution to Authorize a Contract with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties for Health Services Millage Eligible Services

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

Commissioner Crenshaw asked for more information regarding the listed at-home care costs.

Commissioner Stivers stated there were several factors that caused the large at-home care costs, and provided stories of a few individuals who received services from Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH). She further stated the costs of care were consistently increasing, and the complexity of care was equivalent to the amount of money spent on the individuals.

Commissioner Crenshaw stated he found it hard to believe that no one from CMH was in attendance. He further stated he planned to vote no on the resolution until a representative from CMH was able to explain the high cost of at-home care.

Commissioner Tennis stated he requested the resolution be added as a late item to pass the resolution before the end of the year. He further stated he believed CMH was in attendance at the last Human Services Committee meeting and there were no questions.

Commissioner Stivers stated she requested the resolution be held until the end of the meeting, as she believed Sara Lurie, CMH Chief Executive Officer, would be able to join the meeting virtually.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. POLSDOFER, TO TABLE THE RESOLUTION.

THE MOTION TO TABLE THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

9. Financial Services Department – Resolution to Approve a Pension Contribution to Michigan Employees Retirement System (MERS)

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

Commissioner Tennis stated he applauded Mr. Todd for the work done to address pension liabilities. He further stated he was supportive of the resolution.

Commissioner Maiville asked Mr. Todd if there were accounts that could have additional funds added to them, as had been done in the past.

Mr. Todd stated yes. He further stated Tori Meyer, Financial Services Director, was working with Michigan Employees Retirement System (MERS) to determine the best way to allocate any funds.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

14. Board of Commissioners

- b. Pursuant to MCL 15.268(e) Consult with Counsel, Pending Litigation (*Closed Session*)

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. TENNIS, AT APPROXIMATELY 6:18 P.M., TO ENTER CLOSED SESSION TO CONSULT WITH THE COUNTY ATTORNEY REGARDING PATRICIA KIDD V INGHAM COUNTY, CASE NO. 1:20-CV-00342., PENDING IN THE US DISTRICT COURT WESTERN DISTRICT.

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

CHAIRPERSON GREBNER DECLARED THE COMMITTEE RETURNED TO OPEN SESSION AT APPROXIMATELY 6:41 P.M. Absent: Commissioner Schafer.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RECOMMENDATION OF THE COUNTY'S ATTORNEY FOR SETTLEMENT IN THE FEDERAL COURT LAWSUIT ENTITLED *PATRICIA KIDD V INGHAM COUNTY*, PRESENTLY PENDING IN THE U.S. DISTRICT COURT BEFORE U.S. MAGISTRATE JUDGE GREEN IN THE AMOUNT AS RECOMMENDED BY THE COUNTY'S ATTORNEY AND TENTATIVELY AGREED TO BY THE PLAINTIFF, AND FURTHER DIRECT THE COUNTY'S ATTORNEY TO PREPARE A SETTLEMENT AGREEMENT REFLECTING THOSE TERMS TO BE EXECUTED BY THE BOARD CHAIR ON BEHALF OF INGHAM COUNTY CONSISTENT WITH THE ATTORNEY'S RECOMMENDATION, AND TO PREPARE AND FILE A STIPULATION AND ORDER OF DISMISSAL WITH THE COURT.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

7. Health Services Millage –

- b. Resolution to Authorize a Contract with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties for Health Services Millage Eligible Services

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. STIVERS, TO TAKE THE RESOLUTION OFF THE TABLE.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

Commissioner Crenshaw stated he was concerned about the number of individuals who received services, and the amount of money that was listed for those services, and asked Ms. Lurie to provide additional information.

Ms. Lurie stated the number of individuals that required services through millage funding was affected by the emergency orders that temporarily expanded access to Medicaid. She further stated CMH in general had served many more people in 2021 and spent beyond the money available.

Commissioner Crenshaw asked what would happen if the three people that were listed for at-home care were not served by the millage funds.

Ms. Lurie stated she believed Commissioner Crenshaw was looking at what was spent for 2021.

Commissioner Crenshaw asked if CMH planned to serve the individuals within 2022.

Ms. Lurie stated some people may not need to be supported by the millage due to the temporary Medicaid expansion. She further stated CMH only billed the County for services given, and a detailed invoice with every service was given to the County after the services were provided.

Chairperson Grebner stated the item that Commissioner Crenshaw had referred to was an invoice line item and not a budget line item.

Commissioner Stivers stated any unused millage funding could be used to help grow the new Crisis Stabilization Unit Program.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

Announcements

Commissioner Maiville stated utilizing Cohl, Stoker & Toskey, P.C for legal services was money well spent.

Chairperson Grebner provided the history behind the partnership with Cohl, Stoker & Toskey, P.C. He further stated his thanks to Cohl, Stoker & Toskey, P.C.

Commissioner Maiville stated his thanks to Chairperson Grebner.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:54 p.m.

JANUARY 19, 2022 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

- 1. Drain Commissioner – *Resolution Pledging Full Faith and Credit to Smith and Oesterle Drain Drainage District Bonds***

This resolution pledges the full faith and credit for the Smith and Oesterle Drain District bonds. The Smith and Oesterle Drain (the "Drain") and Smith and Oesterle Drain Drainage District (the "Drainage District") are located entirely within the Township of Leroy.

Project not-to-exceed amount is \$1.2mil.

See memo for details.

- 2a. Sheriff's Office – *Resolution to Authorize a Contract for Services with Danielle Patrick to Audit Evidence and Evidence Records at the Ingham County Sheriff's Office***

This resolution will authorize a contract with Danielle Patrick to Audit Evidence and Evidence Records for the time period of January 1, 2022 to December 31, 2022 at a cost not to exceed \$18,000. The continuing audit of evidence and evidence records is required to maintain the highest standards of accountability and transparency to the public. Danielle Patrick's knowledge and efficiency are a great value to this particular project. Much of this work needs to be done in anticipation of the upcoming move to the new justice complex. This is a continuation of a contractual arrangement originally approved by Resolution #20-087 and funds are available within the Sheriff's 2022 operating budget.

See memo for details.

- 2b. Sheriff's Office – *Resolution to Authorize the Ingham County Sheriff's Office to Purchase Axon Body Worn Cameras, Equipment and Licenses***

This resolution will authorize the purchase of four Axon body worn cameras, related equipment and 50-month licenses for \$15,496. Primary funding will come from the Sheriff's Office allocation of \$13,674 from a \$124,318 Justice Assistant Grant (JAG) award approved by Resolution #21-474. The remaining balance of \$1,822 will come from the Sheriff's operating budget. Axon is the camera system currently being used by the Sheriff's Office. The additional cameras will primarily be used by administration to capture on duty incidents.

See memo for details.

- 2c. Sheriff's Office – *Resolution to Reclassify the Central Records Office Coordinator to Central Records and Freedom of Information Act Coordinator***

This resolution will approve the reclassification of the Central Records Office Coordinator to Central Records and Freedom of Information Act (FOIA) Coordinator. Demands for greater law enforcement accountability and the addition of body worn cameras have greatly increased the number of FOIA requests received by the

Sheriff's Office. The position is currently vacant and the newly classified position, job title, and job description will more accurately reflect the responsibilities for applicants. The updated job description was reviewed and evaluated by Human Resources, and the reclassification from a UAW/G grade (\$40,130.88 - \$47,848.31) to a UAW/H grade (\$42,457.97 - \$50,646.74) is recommended. The UAW has been notified and is supportive of the reclassification and salary placement. The long term cost of the change will be \$4,054.

See memo for details.

2d. Sheriff's Office – Resolution Authorizing Contract Addendum with Securus Technologies to Address Applicable Portions of the Federal Communications Commission Ruling on Inmate Telephone Fees

This resolution will authorize a contract addendum with Securus Technologies, LLC to comply with the Federal Communications Commission's (FCC) Order. Ingham County currently contracts with Securus Technologies, LLC to provide a telephone system for all inmates in Ingham County. On May 24, 2021, the FCC released its Third Report and Order, Order on Reconsideration, and Fifth Further Notice of Proposed Rulemaking. In summary, this order has reduced the telephone calling rate to \$0.21 per minute and the FCC's percentage for all currently commissionable call traffic has been reduced from 55.00% to 35.00%. These new rates went into effect on October 26, 2021. If the County does not make the required changes, the County will not be in compliance with the Order, subjecting itself to fines and penalties. The reduced telephone calling rates and FCC percentage will result in a reduction in revenue to the County, but the amount of impact is unknown at this time.

See memo for details.

2e. Sheriff's Office – Resolution to Authorize a Contract Renewal to Continue Maintenance and Support from LexisNexis for their E-Citation and UD-10 Crash Reporting Systems

This resolution will authorize a 2022 contract with LexisNexis in the amount of \$3,863.70 for electronic ticket writing program and UD-10 crash reporting system. The Sheriff's Office has been using LexisNexis since 2016. These programs allow for paperless reporting, which saves staff time. The applications also allow for immediate, electronic submission and access of the documents to the court(s) and Michigan State Police, compliant with reporting requirements. The public can also easily and conveniently access their crash reports online 24 hours per day. Funds are available in the 2022 Sheriff's Office contractual services budget.

See memo for details.

3. Probate Court – Resolution for Acceptance of 2022 Coronavirus Emergency Supplemental Funding (CESF) Grant for Probate Court

This resolution will authorize accepting a 2022 Coronavirus Emergency Supplemental Funding Grant (CESF) grant award from the Michigan State Police (MSP) for the sum of \$104,022. Probate Court applied for and was awarded funding through the 2022 CESF Grant offered by the Michigan State Police (MSP). The CESF Grant provides funding to Michigan Circuit, District, and Probate Courts to respond to the Coronavirus pandemic. Funds from this grant will be used to secure additional Personal Protective Equipment (PPE); secure kiosks for self-service and/or contactless response; assist with OnBase workflow and electronic case file processing through ImageSoft; and pay for temporary staffing and/or overtime costs to assist with any backlog resulting from the coronavirus pandemic.

See memo for details.

4. Circuit Court — Resolution to Accept the 2022 Coronavirus Emergency Supplemental Funding (CESF) Grant for Circuit Court

This resolution will authorize accepting a 2022 Coronavirus Emergency Supplemental Funding Grant (CESF) grant award from the Michigan State Police (MSP) for the sum of \$142,896. Ingham County 30th Circuit Court applied for and was awarded funding through the 2022 CESF Grant offered by the Michigan State Police (MSP). The CESF Grant provides funding to Michigan Circuit, District, and Probate Courts to respond to the Coronavirus pandemic. Funds from this grant will be used to secure additional Personal Protective Equipment (PPE); procure a self-service artificial intelligence kiosk; purchase COVID-19 rapid tests; support a visiting judge and staff; and procure and set up a remote county network connection at an off-site location at which to conduct jury trials.

See memo for details.

5a. Health Department – Resolution to Authorize an Agreement with People Ready Activating Youth (P.R.A.Y.) and Peckham Using a Partnership Approach to Implement and Operate the Lansing/Ingham Peacemaker Fellowship® and to Build and Sustain Local Community Capacity to Interrupt Gun Violence

This resolution will authorize either a joint or separate contract(s) with People Ready Activating Youth (P.R.A.Y.) and Peckham for a combined total budget that does not exceed \$279,500 to operate the Lansing/Ingham Peacemaker Fellowship® for the period January 1, 2022 to December 31, 2022.

In October 2021 Ingham County Purchasing Department issued a Request for Proposals (RFP) for the Local Operator of the Lansing/Ingham Peacemaker Fellowship®. In November 2021, an RFP evaluation team made of staff from Ingham County, the City of Lansing, Advance Peace, and county residents impacted by gun violence who have demonstrated an ongoing commitment to gun violence prevention and interruption, received and evaluated four proposals. The proposals were evaluated based on combination of written responses to the RFP and interviews with proposers. Out of this process, the evaluation team recommends Peckham and P.R.A.Y. to partner as the operators of the Lansing/Ingham Peacemaker Fellowship®.

The Local Operator budget of \$279,500 is part of the overall first year Advance Peace budget of \$535,294. The project is being funded by the City of Lansing, Ingham County, a Michigan Enhancement Grant, the Lansing Housing Commission, and a Department of Justice Safe Neighborhoods Grant.

See memo for details.

5b. Health Department – Resolution to Authorize an Agreement with Safe Passages DBA Advance Peace for a Licensing Agreement for the LifeMAP Management App™ Data Collection Tool

This resolution will authorize entering into a Licensing Agreement for the LifeMAP Management App, an Advance Peace Violence Interruption Data Collection Tool, effective June 1, 2022 through May 31, 2024 in an amount not to exceed \$50,000. The LifeMAP Management App Data Collection tool will be used during the first two 18-month Peacemaker Fellowship® cohorts. The local data generated through LifeMAP will be summarized in evaluation reports of the local Advance Peace replication effort, which will also report on reductions in overall and neighborhood-specific shootings in Lansing/Ingham County. Funding for this purchase is included in the three-year Advance Peace project budget.

See memo for details.

5c. Health Department - Resolution to Amend Agreement with Dignified Aging Project

This resolution amends the existing Dignified Aging Project agreement to provide nursing staff at an increased hourly rate for licensed and unlicensed employees, to co-administer the flu vaccine with administration of COVID-19 vaccines, and to extend the agreement effective January 1, 2022 through September 30, 2022. In addition, any vendor partnering with Ingham County must also be fully vaccinated at or above Ingham County's current vaccination rate. All costs will be covered by grant funds.

5d. Health Department -Resolution to Amend Resolution #10-275 with Nextgen® Healthcare Information Systems, Inc. for Nextgen® Mobile

This resolution authorizes amending resolution #10-275 with NextGen® Healthcare Information Systems, Inc. to include NextGen® Mobile effective February 1, 2022 through January 31st 2023, for an amount not to exceed \$15,000. Funding is available through the American Rescue Plan.

6a. 9-1-1 Dispatch Center – Resolution to Approve the Disposal of the County-Owned Surplus Property from the Decommissioned Harris EDACS Radio System

This resolution will authorize an auction of items received as a result of decommissioning of the Harris EDACS radio system. Proceeds from the sale of items will be deposited in the 9-1-1 Emergency Telephone fund. Any items not sold at the auction 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.

The replacement of the Harris EDACS Radio system with a move to the MPSCS/Motorola system was approved in 2018. The Harris system and all Harris end user equipment is being decommissioned and the County will have surplus equipment that has exceeded its useful life and/or is no longer needed for County operations. The 9-1-1 Director will review the surplus items before placement on the surplus property list and County departments will be allowed to view surplus items for usefulness before the public auction. The cost for equipment removal is accounted for within the MPSCS/Motorola radio project, and the sale of this equipment could offset that amount by as much as \$100,000.

See memo for details.

6b. 9-1-1 Dispatch Center – Resolution to Authorize Purchase of Scheduling Software/Services for the 9-1-1 Center

This resolution will authorize the expenditure of \$4,800 from the 9-1-1 Emergency Telephone Dispatch Services fund for the costs associated with the purchase of the Pace Scheduler Software and Services. The 9-1-1 Center currently uses Informer Systems software for scheduling. As problems have been identified, Informer Systems has not been able to resolve them over the last year. Informer Systems also informed the 9-1-1 Center of an 18.5% increase in their yearly support from \$8,025 to \$9,516. Alternatives were sought with five different companies demonstrating their programs and solutions to Ingham County 9-1-1. Pace Scheduler was identified as the company with a solution that will best meet the Center's needs. The yearly contract with Pace Scheduler, including set up, training, support, and upgrades for a 13 month term with the extra month covering onboarding and setup, will have an annual cost of \$4,800, a significant savings compared to the current product. This new program can resolve several scheduling issues for the Center and is accessible by staff members to request time off, volunteer for overtime, trade days off, and keep track of their schedule on both a website and an app.

See memo for details.

7a. Animal Control – Resolution to Purchase LexisNexis e-Citation Programming and One Year of Software Support

This resolution will authorize a contract with LexisNexis to purchase e-Citation software and one year of support and maintenance at a cost not to exceed \$5,628, to be funded by the Animal Shelter millage fund. As part of enforcement operations, Ingham County Animal Control and Shelter is responsible for issuing criminal citations. Animal Control Officers currently issue paper citations and must physically deliver copies of the citations to the local district courts. These citations must be hand entered into the courts records management system and there are often errors in entry based on ineligible or hard to read citations. Implementation of this e-Citation software will allow the delivery process to occur automatically and will eliminate the need for time consuming hand entry, decreasing the chance of error and improving the efficiency of the law enforcement agency and the receiving court. LexisNexis provides electronic citation services for several mid-Michigan police agencies, including the Ingham County Sheriff's Office.

See memo for details.

7b. Animal Control – Resolution Authorizing a Contract for Website Redesign for Ingham County Animal Control and Shelter

This resolution will authorize the purchase of a new website for the Ingham County Animal Control and Shelter (ICACS) from Revise LLC, in an amount not to exceed \$6,500. ICACS performs a variety of functions including facilitating animal adoptions, providing specialized law enforcement functions, and facilitating numerous community outreach programs. The current website structure does not communicate sufficiently with the citizens who are seeking our services. Attempts to improve accessibility over the last two years have been hindered by the limited tools available in the current design. This proposed website redesign will include embedded forms allowing citizens to more effectively submit reports of their lost animals along with criminal animal complaints, and better enable the communication of outreach programs, and provide an overall aesthetic upgrade.

Funding for the design and implementation of this project is available within the Animal Shelter Millage fund. The recurring maintenance cost of \$1,200 per year will be included in the Innovation and Technology budget beginning in 2023.

See memo for details.

8a. Potter Park Zoo - Resolution to Authorize a Reorganization of Potter Park Zoo Maintenance Positions

This resolution authorizes a reorganization of Potter Park Zoo Maintenance positions. After discussions with the Ingham County Human Resources Department it was determined reorganizing these four positions as well as updating the job description would be beneficial to zoo operations. The four 400 positions will become four multiple grade positions, 400/500/600. As the employee meets the required qualifications they are able to advance levels without requiring a position to become vacant at a higher level. This reorganization takes into consideration budgetary constraints, as well as employee recruitment, retention, and satisfaction. Total cost increase in 2022 will not exceed \$33,992 for the four positions. There are sufficient funds in the Zoo budget to cover the total increase.

8b. Potter Park Zoo - Resolution to Amend Resolution #20-015 Visitor Incentive Programs at Potter Park Zoo

This resolution amends Resolution #20-015 to include the 6th annual Hippity Hop 5K fundraiser for the Child Benefit Fund. The event will be held at Potter Park Zoo Saturday, April 16, 2022. We are requesting the zoo admission and parking fees be waived for registered participants the day of the event as part of the 5K registration package.

8c. Potter Park Zoo - Resolution to Authorize a Contract Extension with Shane's Camels

This resolution authorizes awarding a two-year contract extension to Shane's Camels for camel ride services at Potter Park Zoo. The contract with Shane's Camels provides an additional revenue source for Potter Park Zoo. The Zoo receives 25% of the gross revenue from camel rides. In 2021 Potter Park Zoo realized \$23,000 in camel ride revenue.

9a. Parks Department - Resolution to Authorize a Contract with American Ramp Company dba Progressive Bike Ramps for Construction of a Bike Skills Park at Burchfield Park

This resolution authorizes an agreement for a mountain bike skills park at Burchfield Park. This would include a bicycle playground and mountain bike skills course. Its goal is to introduce young and beginner riders to off-road bike handling skills – providing kids with an alternative form of recreation that challenges, inspires confidence, fosters independence, and offers a whole lot of fun. The total cost of constructing the Bike Skills Park is quoted in the base bid in the amount of \$134,891.98 plus a 10% contingency of \$13,489.20 for a total construction cost not to exceed \$148,381.18 and will be covered from a large private donation of \$100,000 and a Capital Region Community Foundation Impact Grant of \$67,000 (Resolution #21-378).

9b. Parks Department - Resolution to Authorize the Development of an 18-Hole Disc Golf Course at Lake Lansing Park North

This resolution authorizes the development of an 18-hole disc golf course at Lake Lansing Park North. \$50,000 will be transferred from the Parks Department 208 fund balance into a new line item for this project.

10. Lansing Economic Area Partnership – Resolution to Amend Contract with Capital Consultants, Inc. for State Community Development Block Grant Site Readiness Preliminary Engineering Services

This resolution authorizes a contract update with an adjusted scope of services not-to-exceed \$138,000 with Capital Consultants, Inc. (dba C2AE), an architecture and engineering firm located in Ingham County at 106 West Allegan St. Suite 500, Lansing, MI 48933. The BOC approved #21-512 which authorized \$120,500 but did not include matching funds.

This contract update is at no cost to the County.

See memo for details.

11. Ingham Conservation District– Resolution to Authorize an Agreement with the Ingham Conservation District

This resolution authorizes the 2022 agreement with the Ingham Conservation District for an amount not to exceed \$10,000.

See memo for details.

12. Equalization Department– *Resolution to Contract for Commercial and Industrial Appraisals*

This resolution authorizes awarding a multi-year contract for commercial and/or industrial appraisal services for the Ingham County Equalization Equalization/Tax Mapping Department by Michigan Equalization Services at the following rates:

Years 1 - 3: \$ 96,000
Years 4 - 5: \$102,000

See memo for details.

13. Innovation and Technology Department– *Resolution to Approve the Lease of Dark Fiber from Zayo Group*

This resolution authorizes an agreement with Zayo Group to lease dark fiber installation and 24 months of service in the amount not to exceed \$2,000 monthly for a total of \$48,000. This is to help the Ingham County Family Center, which currently has an unreliable fiber connection that runs through several Lansing schools.

Funds for this project will be paid out of the Juvenile Division fund #2926629-921000.

See memo for details.

14a. Facilities Department– *Resolution to Authorize an Agreement with Lansing Tile for the Carpet Replacement at the Human Services Building Admin Office Area*

This resolution authorizes an agreement with Lansing Tile for carpet replacement in the admin office area of the HSB. Lansing Tile submitted the most responsive and responsible proposal of \$56,000 for the replacement of the carpet. Facilities is requesting a \$2,000 contingency for a total of \$58,000.

Funds are available in the 2022 CIP.

See memo for details.

14b. Facilities Department– *Resolution to Authorize an Agreement with Trane U.S. Inc., for the Replacement of Multiple Units and Upgrade Tracer Summit at Several Ingham County Buildings*

This resolution authorizes an agreement Trane U.S. Inc., for the replacement of multiple units at county buildings including:

- Three roof top units at Forest Community Health Center
- 15 roof top units at the Ingham County Family Center
- The Liebert unit in the server room at HSB
- The Tracer Summit Software and equipment for the HVAC controls for the Mason Courthouse and Hillard Building.

Total cost for all is an amount not-to-exceed of \$676,053 (includes \$9,560 contingency).

See memo for details.

15. **Road Department**– *Resolution to Authorize an Engineering Design Services Contract with Bergmann and Authorize a 2nd Party Agreement with the City of East Lansing for the Lake Lansing Road Project from Abbot Road to Hagadorn Road*

ICRD has recently been awarded Highway Safety Improvement Program (HSIP) funding to perform a road diet on Lake Lansing Road (apparently even roads have New Year's resolutions to lose weight....) from Abbot Road to Hagadorn Road, which includes an intersection reconstruction at Lake Lansing Road, Towar Avenue, and Birch Row Drive in Section 6 of Meridian Township.

Design costs are not an eligible reimbursable for the HSIP funding and East Lansing had previously contracted with Bergmann to do trail millage funded design work at the intersection. With the introduction of the HSIP funding, ICRD is required to be the lead agency so this resolution would authorize ICRD to be the lead and roll the Bergmann contract, \$132,690 of which EL will contribute \$50K, under the County and a second party agreement with EL.

ICRD funding portion is included in the 2022 Road Fund Budget.

See memo for details.

- 16a. **Controller's Office** – *Resolution to Approve a Letter of Agreement between Ingham County and Capitol City Labor Program, Corrections Unit, for COVID-19 Related use of Leave Time*

The Omicron variant is having a significant impact on the Sheriff's Office operations, especially Corrections. CCLP requested that we agree to a Letter of Agreement (LOA) that provides CCLP Corrections members the ability to utilize any of their available accrued but unused leave time for the purposes of covering the time the employee is off of work due to COVID-19 quarantine or isolation requirements.

The LOA has been reviewed and approved by legal counsel and signed by the Sheriff's Office and CCLP.

PRESENTATION/DISCUSSION/OTHER ITEM:

- 16b. **Controller's Office** – *American Rescue Plan Act Second Tranche (Discussion)*

17. **Human Resources Department** – *Pursuant to MCL 15.268(h) a Written Attorney/Client Privileged Legal Opinion from Corporate Counsel (Closed Session)*

Agenda Item 1

TO: County Services Committee and Finance Committee

FROM: Patrick E. Lindemann, Ingham County Drain Commissioner

RE: Smith and Oesterle Drain Maintenance and Improvement Project Full Faith and Credit

January 3, 2022

I am requesting that the Board of Commissioners grant full faith and credit of the County for the bonds that will finance the Smith and Oesterle Drain Maintenance and Improvement Project (“Project”). Such action by the Board is customary because it helps to obtain a lower interest rate on the bonds, resulting in lower costs for the property owners and municipalities of a drainage district who are liable to pay for the benefits of a drain project. The Smith and Oesterle Drain (the “Drain”) and Smith and Oesterle Drain Drainage District (the “Drainage District”) are located entirely within the Township of Leroy (please see the location of the Drain and Drainage District on the attached map). There are 37 properties and 416.57 acres within the Smith and Oesterle Drain Maintenance and Improvement Project Special Assessment District. The municipalities with benefit at-large for this Project include the Township of Leroy and the County of Ingham.

The Smith and Oesterle Drain Maintenance and Improvement Project results from a May 20, 2020 petition submitted by landowners within the District. Petitioners wanted the drainage improved to alleviate the persistent and significant flooding of a county road, properties, and homes. The properties within the Drainage District are all located on septic systems and wells. On July 8, 2020, the petition was found necessary by a statutory Board of Determination. The proposed Project includes the installation of 2,915 feet of enclosed storm drain pipe ranging in size from 12-inch to 42-inch which replaces the deteriorated original clay drain constructed in 1910. The 42-inch tile replaces the original 24-inch tile and represents a more than three-fold increase in capacity to improve the outlet for drainage along Frost Road, and thereby reducing the incidence of flooding of properties and homes along the road. Additionally, 3,929 feet of open channel drain will be cleaned including the replacement of numerous culverts. Project construction is expected to commence in Spring/Summer, 2022 and be completed in Fall, 2022.

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

Project bids will not be opened until January 20, 2022, so the total Project computation of cost will not be completed by the time of the Committee meetings or the Board of Commissioners’ meeting. As a result, the attached Full Faith and Credit Resolution includes a “not-to-exceed” amount, instead of an exact amount. This “not to exceed” amount (\$1,200,000) is also used in the attached SEV Analysis which is customarily submitted with these Full Faith and Credit requests.

In connection with this request for full faith and credit, the Drain Office has performed certain due diligence for the Project. Attached is additional material that includes an explanation of Drain Code provisions that provide powers and safeguards with respect to Chapter 8 drain bonds in general, and an explanation of the financial due diligence performed for the Project in particular.

Based on the attached analysis, it is my opinion that there is significant property value in the Drainage District to support the payment of the assessments leading me to conclude that there is no substantial risk that a significant, long-term payment would be required from the County as a result of its pledge of full faith and credit for these Bonds.

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

**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.

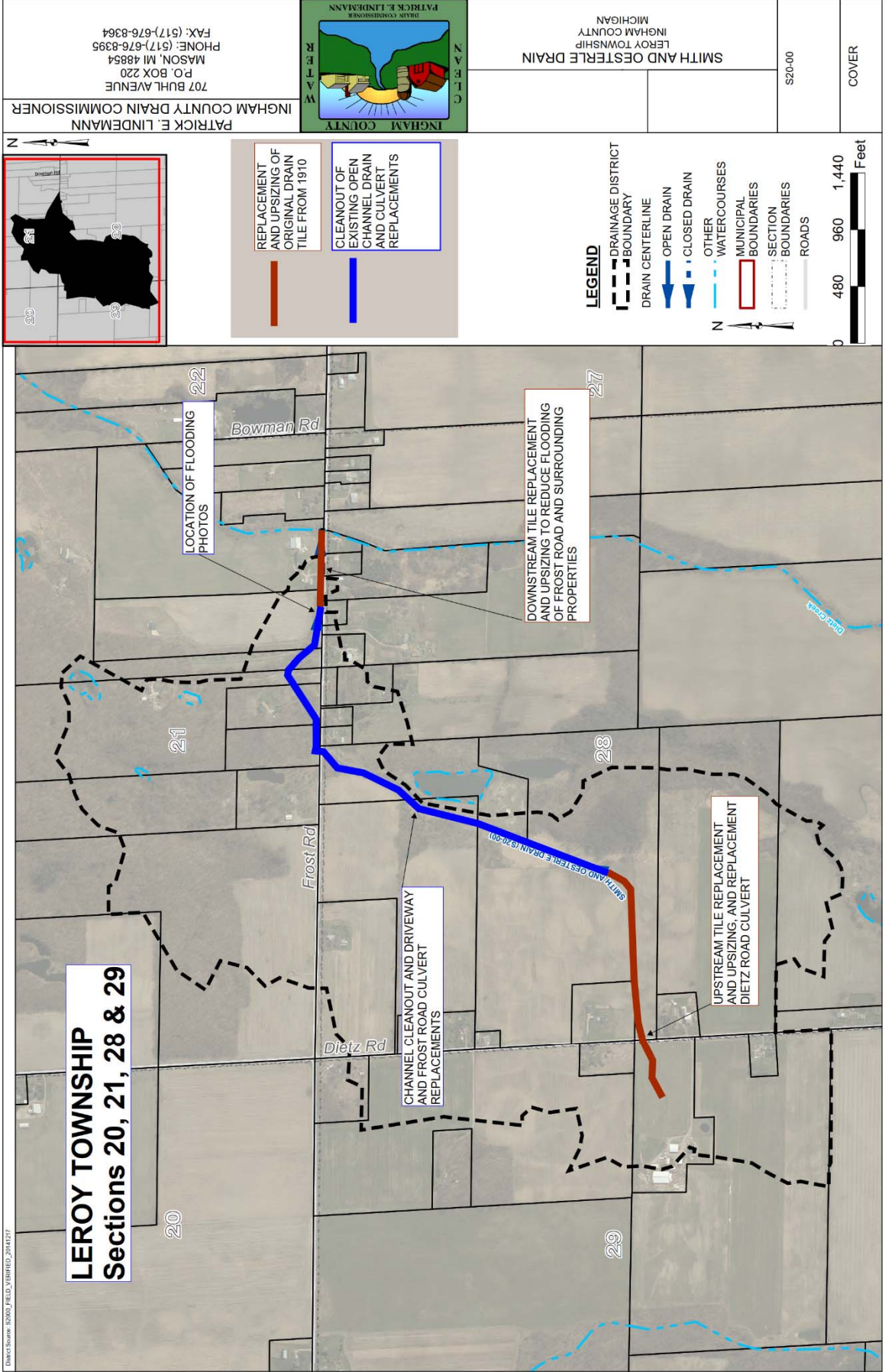


Still photo taken from a landowner recorded video during October 4, 2021 flooding over the Frost Road. Flooding over the road not only resulted in a road closure but also private property damage.

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.



NOTICE OF LETTING OF DRAIN CONTRACT

Ingham County Drain Commissioner
Patrick E. Lindemann

SMITH AND OESTERLE DRAIN

NOTICE IS HEREBY GIVEN that I, Patrick E. Lindemann, Ingham County Drain Commissioner, will receive sealed construction bids on **Thursday, January 20, 2022**, until 10:00 a.m. local time at the Ingham County Drain Commissioner's Office, located at 707 Buhl Avenue, Mason, MI 48854. Bids will be opened and publicly announced at 10:00 a.m. for the construction, maintenance and improvement of a certain drain known and designated as the "Smith and Oesterle Drain." Bids must be delivered to 707 Buhl Avenue, Mason, MI 48854 within the timeframes listed above in accordance with the Bidding Documents.

The Drain project consists of clearing, spoil leveling, open channel excavation/cleanout, culvert replacement, enclosed drain construction, drainage structures, repair of public (asphalt) road, driveway repair, traffic control, landscape restoration, riprap, and soil erosion and sedimentation control.

The Drain will be let in one section totaling 6,844 feet: 3,929 feet of open channel drain with an average depth of 4.4 feet and bottom width of 4 feet; and 2,915 feet of 12-inch thru 42-inch diameter enclosed drain with an average depth of 5.7 feet and width of 1.8 feet.

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

<u>Estimated</u>			
<u>Qty</u>	<u>Units</u>	<u>Description</u>	
1	Ls	Maintaining traffic	
3,929	Ft	Excavation, channel	
630	Ft	SLCPP, 42 inch dia	
670	Ft	SLCPP, 18 inch dia	
1,096	Ft	SLCPP, 15 inch dia	
519	Ft	SLCPP, 12 inch dia	
1	Ea	End section, 48 inch, concrete	
1	Ea	Dr structure, conc, 60 inch dia	
1	Ea	Dr structure, conc, 48 inch dia	
2	Ea	Dr structure, HDPE, 30 inch dia	
5	Ea	Lateral tile drain connection, SLCPP or PVC, 4 inch (allowance)	
5	Ea	Lateral tile drain connection, SLCPP or PVC, 6 inch (allowance)	
5	Ea	Lateral tile drain connection, SLCPP or PVC, 8 inch (allowance)	
280	Sy	Riprap, fieldstone	
160	Sy	Remove and replace gravel driveway	
24	Sy	Remove and replace asphalt driveway	
70	Sy	Remove and replace concrete driveway (incl. integral curb & gutter)	
175	Sy	Remove and replace asphalt pavement	

35	Sy	Remove and replace gravel shoulder
1	Ls	Remove, salvage and re-install existing guardrail and posts
3.7	Ac	Seed and mulch (channel, uplands, and road ROW)
1.2	Ac	Topsoil, seed, and mulch (lawns and organic pasture)
8,000	Sy	Mulch blankets (allowance)
1	Ls	Soil erosion and sedimentation control
1	Ls	Dewatering and maintaining stream flow
1	Ls	Cleanup and restoration

All stations are 100 feet apart. There are no bridges. There are 6 culverts in this contract at the following locations:

CULVERTS

Station 9+59	57"S x 38"R CSPA	driveway
Station 11+29	57"S x 38"R CSPA	driveway
Station 13+22	57"S x 38"R CSPA	driveway
Station 15+77	57"S x 38"R CSPA	driveway
Station 20+88	60" CSP	Frost Rd
Station 63+17	12" CSP	Dietz Rd

Plans and Bidding Documents will be available on **Tuesday, November 30, 2021, at 8:00 a.m.** local time. Bidders wishing to download the Plans and Specifications at NO COST may do so by contacting LSG Engineers & Surveyors, Inc., Attn: Alan Boyer (x 225) or Shannon Pugh (x 230) at (517) 393-2902. For bidders wishing to purchase the plans and specifications, a fee of Thirty-Five Dollars (\$35.00) will be required for each set of proposed plans and specifications and will not be refunded. A mailing fee of Twenty-Five Dollars (\$25.00) to cover handling and postage will be charged to anyone wishing to receive the plans and specifications.

A MANDATORY pre-bid conference will be held on Thursday, December 9, 2021, at 10:00 a.m. local time. Please take notice that due to the COVID-19 pandemic, this pre-bid conference will be conducted via video and telephone conference at the weblink, or telephone number and access code as follows:

Join Zoom Mandatory Pre-Bid Meeting
<https://us02web.zoom.us/j/89049571303>

or

Dial: +1 (312) 626-6799
Meeting ID: 890 4957 1303

Representatives of the Ingham County Drain Commissioner and Engineer will be present to discuss the contract. Prospective Bidders are required to attend and participate in the pre-bid conference. Attendance will be taken. Prospective Bidders who fail to attend the pre-bid conference will be considered non-responsive and will be disqualified from bidding on the Contract. The Engineer will transmit to all prospective Bidders of record such Addenda as the Engineer considers necessary in response to questions. Oral statements may not be relied upon and will not be binding or legally effective. The Contractor is responsible for ensuring that all addenda have been received and acknowledged prior to submittal of the bid.

Bids will be made and received in accordance with these documents. A contract will be made with the lowest responsible Bidder giving adequate security for the performance of the work. I reserve the right to reject any and all bids, and to adjourn such bid letting to such time and place as I shall publicly announce.

The date for the substantial completion of such contract is **Friday, September 16, 2022**, with final completion by **Friday, November 4, 2022**, and the terms of payment are contained in the contract specifications. Any responsible person wanting to bid on the above-mentioned work will be required to deposit bid security in the amount specified in the bidding documents as a guarantee that they will enter into a contract and furnish the required bonds as prescribed by the contract specifications and applicable law. All bids shall remain open for ninety (90) days after the day of the bid opening, but I reserve the right at my sole discretion to release any bid and bid security before that date.

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

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

Persons with disabilities needing accommodations for effective participation in the meeting should contact Patrick E. Lindemann, the Ingham County Drain Commissioner at (517) 676-8395, or through the Michigan Relay Center at 711 (TTY) at least 24 hours in advance of the meeting to request mobility, visual, hearing or other assistance.

Dated: November 23, 2021



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



December 29, 2021

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

RE: Smith and Oesterle Drain Drainage District (S20-70)
State Equalized Value (SEV) Analysis for Full Faith & Credit

Dear Mr. Lindemann:

This letter is a summary analysis of SEVs for the Smith and Oesterle Drain Drainage District. The following percentages are estimates and are based on analyses of the total SEV of Leroy Township and Ingham County. The SEV value for the lands in the special assessment district is based on the individual SEVs taken from the most current 2021 property tax records found on the Ingham County web site. The SEV values for the lands in the special assessment district are based on the SEV of the entire parcel for each parcel that is a part of the special assessment district, regardless of whether the entire parcel is in the district, or just a portion.

The SEVs used for municipalities are from the published 2021 equalization report available at:

<https://cms3files.revize.com/inghamcounty/2021%20Equalization%20Report.pdf>

The requested full faith and credit amount for the drain project is \$1,200,000. **This amount is to be assessed to benefitted parcels in the district, Ingham County for benefit to public roads and to the Township for health safety and welfare.**

The total SEV for Leroy Township is \$174,109,100. The estimated SEV for the lands within the special assessment district is \$4,185,400. Additionally, the total SEV for all of Ingham County is \$10,113,627,214. The Smith and Oesterle Drain Drainage District is comprised of 37 parcels, representing 1.90% of the land and 2.40% of the SEV of Leroy Township. Using these numbers, the following relationships are realized:

Full Faith & Credit Amount = \$1,200,000.00			
Estimated SEV of the lands in the special assessment district	\$4,185,400	Percent of requested full faith and credit as a ratio of the total SEV of the lands in the special assessment district.	28.67%
Leroy Township SEV	\$174,109,100	Percent of requested full faith and credit as a ratio of the total SEV of the lands in the Municipality.	0.52%
Ingham County SEV	\$10,113,627,214	Percent of requested full faith and credit as a ratio of the total SEV of the lands in the County of Ingham.	0.01%

Please contact our office at (517) 393-2902 x225 with any questions or concerns.

Sincerely

A handwritten signature in blue ink, consisting of a stylized 'A' followed by a horizontal line.

Alan D. Boyer, PE
Vice President

SEV and Taxable Valuation Analysis		
Full Faith and Credit		\$1,200,000.00
SEV for Ingham County		\$10,113,627,214.00
SEV for Leroy Township		\$174,109,100.00
SEV for the Smith & Oesterle Drainage District		\$4,185,400.00
SEV for the Smith & Oesterle Drainage District / SEV for Leroy Township		2.40 %
SEV for the Smith & Oesterle Drainage District / SEV for Ingham County		0.04 %
Taxable Valuations for Ingham County		\$8,789,444,841.00
Taxable Valuations for Leroy Township		\$140,613,221.00
Taxable Valuations for the Smith & Oesterle Drainage District		\$3,006,675.00
Taxable Valuations for the Smith & Oesterle Drainage District / Taxable Valuations for Leroy Township		2.14 %
Taxable Valuations for the Smith & Oesterle Drainage District / Taxable Valuations for Ingham County		0.03 %
Full Faith and Credit / SEV of Ingham County		0.01 %
Full Faith and Credit / SEV of Leroy Township		0.69 %
Full Faith and Credit / SEV of the Smith & Oesterle Drainage District		28.67 %
Full Faith and Credit / Taxable Valuations of Ingham County		0.01 %
Full Faith and Credit / Taxable Valuations of Leroy Township		0.85 %
Full Faith and Credit / Taxable Valuations of the Smith & Oesterle Drainage District		39.91 %
Area of the Smith & Oesterle Drainage District in Leroy Township		0.65 sq. mi.
Area of the Smith & Oesterle Drainage District in Ingham County		0.65 sq. mi.
Area of Leroy Township		34.20 sq. mi.
Area of Ingham County		560.26 sq. mi.
Area of Smith & Oesterle Drainage District / Area of Ingham County		0.12 %
Area of Smith & Oesterle Drainage District within Leroy Township / Area of Leroy Township		1.90 %

To: Ingham County Board of Commissioners

From: Patrick E. Lindemann, Drain Commissioner

Re: Full Faith and Credit Resolutions in Support of County Drain Projects

Date: December 20, 2021

The Ingham County Drain Office performs certain due diligence for each drain project it undertakes for which the County will be asked to pledge its full faith and credit. The project for the Smith and Oesterle Drain Drainage District is a project that has been petitioned under Chapter 8 of the Drain Code. The purpose of this memo is to summarize the due diligence my office has performed for this Chapter 8 drain project and to provide some background on the general Drain Code provisions that provide safeguards to a county when it pledges its full faith and credit. Based on the following analysis, it is my opinion that there is significant property value in the drainage district to support the payment of the assessments leading me to conclude that there is no substantial risk that a significant, long-term payment would be required from the County as a result of its pledge of full faith and credit for these Bonds.

DRAIN CODE POWERS AND SAFEGUARDS REGARDING PAYMENT OF DRAIN BONDS

In considering the risk that there would be insufficient funds to pay drain bonds (which could lead to an advance by a county on its full faith and credit pledge), the Michigan Drain Code and Michigan law in general build in many safeguards to protect the vital public interest in being able to finance drain projects:

- 1) The debt service on drain bonds under Chapter 8 of the Drain Code is primarily paid from assessments levied against public corporations and benefitted properties in the drainage district.
 - a) The assessments against benefitted properties are a strong source of revenue since they have the same priority for payment as taxes, having a first priority superior to mortgages and other forms of debt that might encumber a property.
 - b) If a property owner is delinquent in paying the property owner's assessment, the assessment is turned over to the County to be collected with the delinquent taxes. The County has significant powers to collect delinquent taxes which would ultimately end up with the property being sold at tax sale if the property owner does not pay the delinquent taxes and assessments. At that point, there would only be a shortfall in revenues to pay the drain assessment if the property is sold for less than the amount of outstanding delinquent taxes and assessments and the interest and penalties on them. The balance of the assessment that has not yet become due would continue to be a lien against the property payable by the new property owner after it is sold.
 - c) During the time the delinquent assessments are being collected, the amount of the delinquent assessment would be paid to the drainage district from the County's delinquent tax revolving fund (so long as the County continues this program) and would be used to pay the debt service on the drain bonds.
 - d) Assessments against the municipalities are a general obligation of those municipalities and as such a legally binding obligation of the general fund of the municipalities.
- 2) By adopting a resolution pledging full faith and credit, the County is agreeing to be a backup source of payment for the bonds if there is a shortfall in the primary source of payment and the county would only make payments in the event there is ever a shortfall in the assessment collections.

- a) For assessments against benefitted property owners, a shortfall would only come into play after the property was sold at tax foreclosure (again assuming the continuation of the delinquent tax revolving fund), if the sale price was less than the amount of delinquent taxes, assessments, and interest and penalties on them.
- b) Such amounts will normally be relatively small since on most assessment rolls any one assessment against a benefitted property is only a small part of the whole, and the delinquency would most often only be for a few years of a multiyear assessment.
- 3) Payments by counties pursuant to a full faith and credit resolution are rare, and if they are required would normally be small and only for a short time.
- a) County payments are usually short term since under the Drain Code the drainage district is required to levy a deficiency assessment against the district for the amount of any shortfall within two years and when that assessment is levied and collected, the County would be paid back.
- b) In addition to deficiency assessments, the drainage district has the ability to levy an administrative fee in the way of an interest rate on the assessments that is 1 percent over the interest rate of the bonds issued in anticipation of the assessments. This small additional amount of interest is allowed to the drainage district to cover costs, including costs that could lead to a shortfall, thus further mitigating risk to the County.
- c) **The County has never made a payment pursuant to a resolution pledging full faith and credit for drainage district bonds issued by a drainage district during my 29-year tenure as drain commissioner.**

DUE DILIGENCE PERFORMED FOR THE SMITH AND OESTERLE PROJECT

The Drain Office has performed specific due diligence for the Smith and Oesterle Drain Drainage District project which is undertaken under Chapter 8 of the Drain Code.

- 1) As stated above, the main chance of a special assessment against a property becoming delinquent and not being able to ultimately satisfy the assessment levied against it would result from an assessed property being sold at tax sale for an amount that is less than the amount of delinquent taxes, assessments, interest, and penalties currently due with respect to the property. Therefore, the due diligence evaluates the total amount of the assessment against the drainage district for a project compared to the total assessed value (the “SEV”) of the properties in the district in order to ascertain that there is enough assessed value in the district to support the payment of the special assessment, making the risk of a long-term default very unlikely.
- 2) The analysis performed for this project compares the total amount of the assessment that will be levied in the drainage district to the total SEV of the drainage district (the “SEV percentage”). Since the SEV is an amount that is required to be 50% of the true cash value of property, the total property value in the district is an amount that is two times the SEV. Therefore, comparing the total amount of the assessment to a number that is two times the SEV will show the ratio of the assessment to the true cash value of the district (“Total Value percentage”). The Total Value percentage shows the amount of value there is in the properties of the drainage district over and above the amount of the assessment. The due diligence performed contains a similar analysis with respect to the municipalities subject to an assessment.
- 3) The SEV analysis that was performed for this Project is attached to this memo. The resolution that has been presented to the Board uses \$1,200,000 as the not-to-exceed amount for the bonds. This is an estimate and the final amount may be less if assessments are prepaid. For the project, the analysis shows that the SEV percentage is 28.67% of the SEV of the special assessment district and the Total Value percentage is 14.33% of

the true cash value of the properties in the district. In reality, since some of the assessments will be levied against the public corporations and the bonded amount may be less than the not-to-exceed amount, the Total Value percentage will in fact be lower than 14.33% when looking at the amount actually assessed to the properties, providing more than 85.67% property value coverage. The ratio to municipal SEVs is also shown, ranging from 0.01% to 0.52%.

4) Based on this analysis, there is significant value in the Smith and Oesterle Drain Drainage District to support the payment of the assessments for the bonds that will be issued for this project.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS
**RESOLUTION PLEDGING FULL FAITH AND CREDIT TO
SMITH AND OESTERLE DRAIN DRAINAGE DISTRICT BONDS**
RESOLUTION # _____

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the Ingham County Courthouse, Mason, Michigan, on _____, 2022, at _____ p.m., local time.

PRESENT: Commissioners _____

ABSENT: Commissioners _____

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

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

WHEREAS, the Project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the Project, the Drain Commissioner intends to issue the Drainage District's bonds (the "Bonds") in an amount not to exceed \$1,200,000 pursuant to the Act; and

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

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

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

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

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

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

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

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

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The County pledges its full faith and credit for the prompt payment of the principal of and interest on the Bonds in a par amount not to exceed \$1,200,000. The County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Bonds should the Drainage District fail to pay such amounts when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Bonds when due.

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

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

4. Any one of the Authorized Officers is hereby authorized to execute a certificate of the County to comply with the continuing disclosure undertaking of the County with respect to the Bonds pursuant to paragraph (b)(5) of SEC Rule 15c2-12 issued under the Securities Exchange Act of 1934, as amended, and amendments to such certificate from time to time in accordance with the terms of such certificate (the certificate and any amendments thereto are collectively referred

to herein as the “Continuing Disclosure Certificate”). The County hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate.

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

YEAS: Commissioners _____

NAYS: Commissioners _____

ABSTAIN: Commissioners _____

COUNTY SERVICES:

Yeas: _____

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

FINANCE:

Yeas: _____

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

RESOLUTION DECLARED ADOPTED.

Barb Byrum, Clerk
County of Ingham

CERTIFICATION

I, Barb Byrum, the duly qualified and acting Clerk of Ingham County, Michigan (the "County") do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on _____, 2022, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976, as amended.

Date: _____, 2022

Barb Byrum, Clerk
County of Ingham

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Captain Andy Daenzer
DATE: November 29, 2021
SUBJECT: Resolution to authorize a contract for services with Danielle Patrick to audit evidence and evidence records at the Ingham County Sheriff's Office

BACKGROUND

This is a proposal to enter into an agreement with Danielle Patrick for the 2022 calendar year at a cost not to exceed \$18,000. The Sheriff's Office has been working diligently to reconcile evidence and evidence related records. The work was overseen by Lt. Danielle Patrick who retired in 2019. Danielle Patrick has a vast amount of experience working with our evidence and records systems.

ALTERNATIVES

The alternative is to utilize our Quartermaster. Our Quartermaster is currently tasked with storing all incoming evidence along with ordering and organizing supplies and uniforms for approximately 160 employees. The added audit work needed would likely require overtime exceeding the cost of this contract.

FINANCIAL IMPACT

The cost would be covered within the Sheriff's Office current budget.

STRATEGIC PLANNING IMPACT

The continuing audit of our evidence and evidence records is required to maintain the highest standards of accountability and transparency to the public we serve.

OTHER CONSIDERATIONS

Danielle Patrick's knowledge and efficiency are a great value to this particular project. Much of this work needs to be done in anticipation of our upcoming move to the new justice complex.

RECOMMENDATION

Based on the information contained herein, I respectfully recommend the approval of the attached resolution to authorize a contract for services with Danielle Patrick to audit evidence and evidence records at the Ingham County Sheriff's Office

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT FOR SERVICES WITH DANIELLE PATRICK TO
AUDIT EVIDENCE AND EVIDENCE RECORDS AT THE INGHAM COUNTY SHERIFF'S OFFICE**

WHEREAS, the Ingham County Sheriff's Office (ICSO) has endeavored to reconcile evidence and evidence related records; and

WHEREAS, this work was overseen by Lieutenant Danielle Patrick, who retired in 2019 from the Sheriff's Office; and

WHEREAS, there is an ongoing need to complete all audits, inventories and entry of evidence in the custody of ICSO to meet current evidence recording standards and in preparation for moving into a new facility; and

WHEREAS, Danielle Patrick is skilled, highly efficient, and qualified to continue to work on this project in a contractual capacity with the County; and

WHEREAS, the identified areas to be worked on are freezer evidence items, DNA evidence, and 2019 evidence totaling approximately 900 cases; and

WHEREAS, the Sheriff's Office has identified funding (#101301102-818000) within its budget to pay for this contract.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Danielle Patrick to Audit Evidence and Evidence Records for the time period of January 1, 2022 to December 31, 2022 at a cost not to exceed \$18,000.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the 2022 budget consistent with this resolution.

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.

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Captain Andrew Daenzer
DATE: December 8, 2021
SUBJECT: 2021 Local JAG Grant Expenditure/Axon Body Worn Cameras

BACKGROUND

The Sheriff's Office has been allocated \$13,674 from a \$124,318 JAG Grant award, leaving the Lansing Police Department \$110,644 as their allocated portion. The intended purpose of the grant is to purchase 4 additional Axon body worn cameras, equipment, and licenses, as detailed in Resolution #21-474.

The Sheriff's Office is recommending Axon since that is the camera system currently being used. The additional cameras will primarily be used by administration to capture on duty incidents. The addition of 4 cameras will also increase the amount of data that we can store.

ALTERNATIVES

The alternative is to not purchase 4 more cameras. The administration will continue to respond to incidents when needed without cameras.

FINANCIAL IMPACT

The 2021-awarded grant funds total \$13,674. The total cost of 4 body worn cameras, equipment and licenses for 50 months is \$15,496. The remaining balance of \$1,822 would be deducted from the appropriate Sheriff's Office budgeted line item.

STRATEGIC PLANNING IMPACT

The purchasing of these cameras will greatly enhance the Sheriff's Office ability to capture incidents where administration responds to incidents in the field. The benefit will be greater transparency and lower liability.

OTHER CONSIDERATIONS

The purchase of these cameras will add to the total amount of data that can be stored by ICSO

RECOMMENDATION

Based on the information contained herein, I respectfully recommend the approval of the purchasing of 4 Axon body worn camera, equipment, and licenses.

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

**RESOLUTION TO AUTHORIZE THE PURCHASE OF AXON BODY WORN CAMERAS,
EQUIPMENT, AND LICENSES**

WHEREAS, the City of Lansing Police Department and the Ingham County Sheriff's Office were allocated \$124,318 from the 2021 Local JAG grant from the Department of Justice; and

WHEREAS, the Ingham County Sheriff's Office portion allocated from this grant is \$13,674; and

WHEREAS, the Ingham County Sheriff's Office currently uses Axon body worn cameras for patrol and in corrections; and

WHEREAS, the total expense for 4 Axon body worn cameras, equipment, and 50-month licenses is \$15,496; and

WHEREAS, the remaining amount of \$1,822 shall be deducted from the appropriate Sheriff's Office budgeted line item; and

WHEREAS, the purchase of Axon cameras will facilitate greater transparency and lower liability.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the purchase of 4 Axon body worn cameras, related equipment, and 50-month licenses for \$15,496.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller to make the necessary adjustments to the 2022-2024 Sheriff's Office budgets consistent with this resolution.

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

TO: Board of Commissioners Law & Courts, County Services, and Finance Committees
FROM: Captain Andy Daenzer
DATE: December 21, 2021
SUBJECT: Request to reclassify the Office Coordinator ICSO
For the meeting agenda of January 13, 18 and 19 2022

BACKGROUND

The Ingham County Sheriff's Office would like the approval to reclassify the Office Coordinator to Central Records and Freedom of Information Act Coordinator. With the societal demands of greater law enforcement accountability and the addition of body word cameras, the FOIA requests for ICSO have increased greatly. The newly classified position, job title, and job description will more accurately depict the responsibilities for any new applicant. The reclassification and job description were sent to Human Resources. Human Resources supported the reclassification with a change in salary range from a G to an H.

ALTERNATIVES

The alternative is to not reclassify the position. Those that apply for the position in the future may not understand that the position weighs heavily on FOIA responsibilities with some central records oversight also being required.

FINANCIAL IMPACT

The cost of the reclassification based on the Human Resources analysis takes the salary range from a UAW G to an H. There would likely be no impact in the short term as a new employee would start at Step 1, below Ms. Sarah Ricketts top pay. This change is an increase of approximately \$3,400-\$4,000/year over the five step scale.

STRATEGIC PLANNING IMPACT

This does not affect the strategic plan.

OTHER CONSIDERATIONS

Our current office coordinator is leaving for another position in Ingham County after many years of dedicated service to ICSO. We are inundated with FOIA requests. We are in need of quickly finding a highly qualified candidate who can navigate the complexities of FOIA.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the reclassification of Office Coordinator to Central Records and Freedom of Information Act Coordinator.

TO: Scott Wrigglesworth, Sheriff

FROM: Joan Clous, Human Resources Specialist

DATE: December 16, 2021

RE: Support for Reclassification: Office Coordinator – Sheriff's Office

Per your request, Human Resources has reviewed the classification titled Office Coordinator. The position's primary responsibility is to oversee the central records and FOIA requests.

After analysis, the position is appropriately compensated at UAW salary range H (\$42,457.97 - \$50,646.74). The UAW has been notified. They support the reclassification and salary placement.

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.

INGHAM COUNTY JOB DESCRIPTION

CENTRAL RECORDS & FREEDOM of INFORMATION ACT COORDINATOR – SHERIFF’S OFFICE

General Summary:

Under the supervision of the Command Officer for Staff Services, provides clerical, administrative and other central records related service for the Sheriff’s Office and the Public in support of the Mission.

Essential Functions:

1. Participates in employment interviews,
2. Provides a variety of secretarial and administrative support services for command staff, including typing letters, reports, and other documents, answering telephone calls, scheduling appointments, arranging and attending meetings, preparing and maintaining reports and files, and processing records. Serves as back-up to the Executive Assistant of the Sheriff for personnel matters.
3. Researches and responds to requests under the Freedom of Information Act and Criminal or Civil Discovery. Provides copies of various documents and computes fees. This includes knowledge and capability of significant time spent on redaction of written, audio, and visual material.
4. Assists with the review of departmental payroll, includes verifying scheduled work hours and overtime and accuracy of time cards regarding leave requests, compensation time, and holiday pay. Forwards payroll information to Financial Services Department.
5. Assists with preparation and billing for all requested off-duty police services and overtime assignments.
6. Reviews citizen letters and other correspondence and drafts responses. Prepares other correspondence from verbal direction and edits and proofs documents.
7. Assists with administrative activities such as updating policies and procedures, collecting budget data and related financial documents, assists with the preparation of annual reports, and other reporting functions.
8. Responds to staff inquiries regarding personnel and administrative procedures.
9. Backs-up other departmental support staff including records and accounting staff.

Other Functions:

- Performs other duties as assigned.

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

Employment Qualifications:

Education: High school graduation or equivalent, with some advanced coursework in accounting, data/word processing, and office management.

Experience: Four years of progressively more responsible accounting, secretarial, records processing or related administrative experience, with at least two years of experience with a law enforcement agency or in a closely related setting. Freedom of Information Act experience preferred.

Other Requirements:

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

Physical Requirements:

- Ability to enter and retrieve documents from office filing systems.
- Ability to access all administrative areas of the department.
- Ability to enter and retrieve information from computer.
- Ability to ascend and descend stairs.

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

Working Conditions:

- Works in office conditions.

**UAW H
November 29, 2021**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RECLASSIFY THE CENTRAL RECORDS OFFICE COORDINATOR TO
CENTRAL RECORDS AND FREEDOM OF INFORMATION ACT COORDINATOR WITH A
JOB DESCRIPTION AND WAGE SCALE CHANGE**

WHEREAS, the Ingham County Sheriff's Office has a Central Records Office Coordinator; and

WHEREAS, the Office Coordinator position has previously been heavy in management and delegation responsibilities; and

WHEREAS, the increase of FOIA requests now demands the majority of the Office Coordinator's time and attention; and

WHEREAS, the Ingham County Sheriff's Office and Human Resources Department has updated the job description and its title to Central Records and Freedom of Information Act Coordinator to better depict the current job responsibilities; and

WHEREAS, the responsibilities from increase in FOIA requests is in addition to the current job responsibilities; and

WHEREAS, the Ingham County Human Resources Department supports a change in UAW wage scale from a G to an H for the described added responsibilities, an increase of approximately \$3,400-\$4,000/year; and

WHEREAS, a memo from Human Resources supporting the reclassification is attached; and

WHEREAS, the UAW has been notified and is agreeable to the proposed job description/classification changes; and

WHEREAS, the Ingham County Sheriff's Office has contacted the budget office and has their support.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the reclassification of Central Records Office Coordinator to Central Records and Freedom of Information Act Coordinator as described above.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary budget adjustments in the Ingham County Sheriff's Office budget and position allocation list.

TO: Board of Commissioners Law & Courts, Finance Committee
FROM: Captain Robert Earle, Jail Administrator
DATE: December 20, 2021
SUBJECT: FCC Ruling on Inmate Telephone Fees
For the meeting agendas of January 13 and 19

BACKGROUND

The Ingham County Sheriff's Office has a contract with Securus Technology, LLC for inmate communications within the Ingham County Correctional Facility. On May 24, 2021, the Federal Communications Commission ("FCC") released its Third Report and Order, Order on Reconsideration, and Fifth Further Notice of Proposed Rulemaking (collectively, the "Order"). In summary, the telephone calling rate has been reduced to \$0.21 per minute and the FCC's percentage for all currently commissionable call traffic has been reduced from 55% to 35%. These new rates went into effect on October 26, 2021.

ALTERNATIVES

If the County does not make the required changes, the County will not be in compliance with the Order, subjecting itself to fines and penalties. Additionally, the County would still be forced to comply with the ruling.

FINANCIAL IMPACT

With the reduced telephone calling rates and FCC percentage, the County will see a reduction in revenue. Amount of impact is unknown at this point.

OTHER CONSIDERATIONS

This change is ordered by the FCC and makes no changes to the Master Service Agreement term.

RECOMMENDATION

Based on the information presented, I respectfully recommend the approval of the attached resolution to support amending the contract with Securus Technologies, LCC for inmate calling fees and rates.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT ADDENDUM WITH SECURUS TECHNOLOGIES
TO ADDRESS APPLICABLE PORTIONS OF THE FEDERAL COMMUNICATIONS COMMISSION
RULING ON INMATE TELEPHONE FEES**

WHEREAS, Ingham County currently contracts with Securus Technologies, LLC to provide a telephone system for all inmates in Ingham County; and

WHEREAS, the Sheriff's Office recommends that Ingham County authorize a contract addendum with Securus Technologies, LLC to comply with those applicable portions of the Third Report and Order, Order on Reconsideration, and Fifth Further Notice of Proposed Rulemaking (collectively, the "Order") released by the Federal Communications Commission ("FCC") on inmate telephone fees that took effect on October 26, 2021; and

WHEREAS, the FCC's Order provides, among other things, that jails cannot charge interstate or local calling rates which exceed \$0.21 per minute; and

WHEREAS, the FCC's Order also reduces the FCC's percentage for all currently commissionable call traffic from 55% to 35%; and

WHEREAS, the Sheriff's Office has been informed these rate changes went into effect on October 26, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract addendum with Securus Technologies, LLC to comply with the FCC's Order.

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

TO: Board of Commissioners: Law & Courts and Finance Committees
FROM: Undersheriff Andrew Bouck
DATE: 12/21/2021
SUBJECT: Resolution to authorize a contract renewal to continue maintenance and support from LexisNexis for their E-Citation and UD-10 crash reporting systems.
For the meeting agendas of 01/13/2022 and 01/19/2022

BACKGROUND

This resolution is to renew a contract with LexisNexis for electronic ticket writing program and UD-10 crash reporting system. These LexisNexis programs allow for paperless reporting of citations and crash reports, saving staff time through the reporting and approval process. Both LexisNexis applications allow for the immediate, electronic submission and access of the documents to the court(s) and Michigan State Police, compliant with reporting requirements. Additionally, the public can easily and conveniently access their crash reports online 24/7, saving them and our staff additional time and resources through reduced report requests. The Sheriff's Office has been using LexisNexis since 2016.

ALTERNATIVES

None.

FINANCIAL IMPACT

The total cost of this project for renewal of a one-year operation contract for 2022 is \$3,863.70. The Sheriff's Office is requesting the training cost be paid from Field Services/Contractual Services account #10130102-8180000 in the amount of \$3,863.70 for the contractual year of 2022.

STRATEGIC PLANNING IMPACT

This project fits with the Ingham County Goal of: Service to Residents - provide easy access to reporting systems. The electronic system allows for the reporting to be completed in a timely manner, allowing residents to access the reports as quickly as possible. Additionally, individuals can obtain crash reports online directly through LexisNexis, saving them time, county staff resources for processing in-person requests, and eliminates unnecessary in-person contact helping reduce the spread of COVID.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize a contract with LexisNexis for E-Citation and UD-10 Crash Reporting systems.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT RENEWAL TO CONTINUE MAINTENANCE
AND SUPPORT FROM LEXISNEXIS FOR THEIR E-CITATION AND UD-10 CRASH
REPORTING SYSTEMS**

WHEREAS, the Ingham County Sheriff's Office staff completes traffic crash investigation reports and issues citations as part of their sworn duties; and

WHEREAS, LexisNexis provides applications for electronic completion of the Michigan UD-10 Crash Reports and E-Citations for reporting and record management; and

WHEREAS, the Michigan UD-10 Crash reporting system with LexisNexis meets the Michigan State Police requirements; and

WHEREAS, the Ingham County Sheriff's Office has been using LexisNexis for its E-Citations and Michigan UD-10 Crash Reporting since 2016; and

WHEREAS, LexisNexis requires an annual subscription to provide and maintain the reporting applications and their records; and

WHEREAS, the 2022 subscription for LexisNexis E-Citation and UD-10 Crash Report applications and system maintenance is \$3,863.70.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorize a contract with LexisNexis in the amount of \$3,863.70 to be paid out of the 2022 Sheriff's Office budget from Field Services/Contractual Services account #10130102-8180000.

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

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

Agenda Item 3

TO: Board of Commissioners - Law & Courts and Finance Committees

FROM: Morgan E. Cole, Probate Court Administrator/Register

DATE: December 27, 2021

SUBJECT: Acceptance of 2022 Coronavirus Emergency Supplemental Funding Grant
For the work session of January 13th and 19th, 2022

BACKGROUND

On November 17, 2021, the Ingham County Probate Court applied for funding through the 2022 Coronavirus Emergency Supplemental Funding Grant (CESF) offered by the Michigan State Police (MSP). The CESF Grant provides funding to Michigan Circuit, District, and Probate Courts to respond to the Coronavirus pandemic. On December 17, 2021, the MSP notified the Ingham County Probate Court that it was awarded a grant allocation of \$104,022 for the 2022 Fiscal Year. To receive the grant allocation, this grant must be accepted no later than January 30, 2022.

The funds from this grant will be used to: secure additional Personal Protective Equipment (PPE); secure kiosks for self-service and/or contactless response; assist with OnBase workflow and electronic case file processing through ImageSoft; and pay for temporary staffing and/or overtime costs to assist with any backlog resulting from the coronavirus pandemic.

ALTERNATIVES

Not accepting the grant would result in a loss of funds.

FINANCIAL IMPACT

Accepting the grant will cost the County no additional funds. The grant will generate \$104,022 in restricted funds for the purposes of funding costs related to the Probate Court's response to the Coronavirus pandemic.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Accept the 2022 Coronavirus Emergency Supplemental Funding Grant from MSP.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT THE
2022 CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING (CESF) GRANT FOR
PROBATE COURT**

WHEREAS, on November 17, 2021, the Ingham County Probate Court applied for grant funding through the 2022 Coronavirus Emergency Supplemental Funding Grant (CESF) offered by the Michigan State Police (MSP) which provides funding to Michigan Circuit, District, and Probate Courts to respond to the Coronavirus pandemic; and

WHEREAS, on December 17, 2021, the MSP notified the Ingham County Probate Court that it was awarded a grant allocation of \$104,022 for the 2022 Fiscal Year; and

WHEREAS, the acceptance of this grant must be accepted, signed, and submitted by January 30, 2022; and

WHEREAS, the funds from this grant will be used to secure additional Personal Protective Equipment (PPE); and

WHEREAS, the funds from this grant will be used to secure kiosks for self-service and/or contactless response; and

WHEREAS, the funds from this grant will be used to assist with OnBase workflow and electronic case file processing and software through ImageSoft; and

WHEREAS, the funds from this grant will be used for temporary staffing and/or overtime costs to assist with any backlog resulting from the coronavirus pandemic; and

WHEREAS, acceptance of this 2022 CESF Grant requires approval by the Ingham County Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes accepting a 2022 CESF grant award from the Michigan State Police (MSP) for the sum of \$104,022.

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

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

TO: Board of Commissioners - Law & Courts and Finance Committees

FROM: George Strander, 30th Circuit Court – Court Administrator

DATE: January 4, 2022

SUBJECT: Acceptance of 2022 Coronavirus Emergency Supplemental Funding Grant
For the work sessions of January 13th and 19th, 2022

BACKGROUND

On October 22, 2021, the 30th Circuit Court received notification that the Michigan State Police was accepting 2022 Coronavirus Emergency Supplemental Funding (CESF) grant applications. The 2022 CESF Program provides funding to Michigan Circuit, District, and Probate courts to respond to the coronavirus pandemic. On December 17, 2021, the Michigan State Police selected Ingham County Circuit Court to receive an award from the CESF grant of \$142,896. This funding is specifically for coronavirus-related expenses, as outlined in the application and the 2022 CESF Grant Contract. The deadline to return the signed contract to receive distributions from the grant is January 30, 2022.

The 30th Circuit Court will utilize grant allocations to pay for items directly related to the court's response to the coronavirus pandemic. This includes the purchase of supplies and materials such as personal protection equipment, a self-service artificial intelligence kiosk, COVID rapid tests, contractual expenses to support a visiting judge and staff, and the procurement and setup of a remote county network connection at an off-site location at which to conduct jury trials.

ALTERNATIVES

Additional funding to support funding the 30th Circuit Court's planned responses to the COVID-19 pandemic does not exist at this time.

FINANCIAL IMPACT

There is no negative impact to Ingham County, as the county will expend zero funds in the acceptance of this grant. Further, accepting the grant will provide an additional \$142,896 in resources, which will assist the 30th Circuit Court in responding to the COVID pandemic.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

The 30th Circuit Court's recommendation is to accept the 2022 Coronavirus Emergency Supplemental Funding Grant from MSP.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT THE
2022 CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING (CESF) GRANT FOR
CIRCUIT COURT**

WHEREAS, on November 17, 2021, the 30th Circuit Court applied for grant funding through the 2022 Coronavirus Emergency Supplemental Funding Grant (CESF) offered by the Michigan State Police, which provides funding to Michigan Circuit, District, and Probate Courts to respond to the Coronavirus pandemic; and

WHEREAS, on December 17, 2021, the Michigan State Police selected the Ingham County 30th Circuit Court to receive an award from the CESF grant of \$142,896 for the 2022 fiscal year; and

WHEREAS, the grant award must be accepted, signed, and submitted by January 30, 2022; and

WHEREAS, the funds from this grant will be used to secure additional Personal Protective Equipment (PPE); and

WHEREAS, the funds from this grant will be used to procure a self-service artificial intelligence kiosk; and

WHEREAS, the funds from this grant will be used to purchase COVID-19 rapid tests; and

WHEREAS, the funds from this grant will be used to support a visiting judge and staff; and

WHEREAS, the funds from this grant will be used to procure and set up a remote county network connection at an off-site location at which to conduct jury trials; and

WHEREAS, acceptance of the 2022 CESF Grant requires approval by the Ingham County Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the acceptance of a 2022 CESF grant award from the Michigan State Police (MSP) for the sum of \$142,896.

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

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

TO: Law & Courts, Human Services and Finance Committees
FROM: Linda Vail, Health Officer
DATE: December 22, 2021
SUBJECT: Authorization to Enter Agreement with People Ready Activating Youth (P.R.A.Y.) and Peckham to Operate Lansing/Ingham Peacemaker Fellowship

For the meeting agendas of January 13, January 19, and January 24, 2022

BACKGROUND

Ingham County wishes to enter into an agreement with People Ready Activating Youth (P.R.A.Y.) and Peckham to serve as Local Operators for Phase I/Year 1 operation of the Lansing/Ingham Peacemaker Fellowship®, effective January 1, 2022 through December 31, 2022. P.R.A.Y. and Peckham shall have 30 days to work out their partnership agreement; which both organizations are agreeable to. Between 2011 and present, partners in Ingham County have explored a variety of gun violence interruption and prevention approaches. Between August of 2020 and present, Safe Passages, dba Advance Peace, has served as a national technical assistance partner providing pre-implementation and planning guidance to Lansing and Ingham County partners working to build and sustain local community capacity to interrupt gun violence. This contract will be eligible for renewal for Years 2 and 3 of the first three-year cycle, based upon performance in Phase I/Year 1.

On March 23, 2021, the Ingham County Board of Commissioners approved Resolution #21-179, authorizing Ingham County to include in its 2022-2024 public safety planning, a commitment, support, and partnership with Advance Peace and local partners in the amount of \$535,294 for establishing a program to help build and sustain local community capacity to interrupt gun violence. This program will help save lives and reduce the life-altering trauma experienced by people living in the impacted communities and by the service providers who support them. The award for Phase I/Year 1 operation of the Lansing/Ingham Peacemaker Fellowship® shall not exceed the amount of \$279,500.

In October 2021 Ingham County Purchasing Department issued a Request for Proposals (RFP) for the Local Operator of the Lansing/Ingham Peacemaker Fellowship®. In November 2021, the Lansing/Ingham Advance Peace Planning team assembled an RFP evaluation team made of staff from Ingham County, City of Lansing, Advance Peace, and county residents impacted by gun violence who have demonstrated an ongoing commitment to gun violence prevention and interruption. The evaluation team received and scored four proposals using scoring criteria both recommended by Advance Peace, as well as vetted and prioritized by a broad coalition of community partners. Pursuant to the RFP, the evaluation team assigned cumulative scores based on the combination of written responses to the RFP, and interviews with proposers. Out of this process, the evaluation team recommends P.R.A.Y. and Peckham, to be the operators of the Lansing/Ingham Peacemaker Fellowship® and provides them with 30 days to finalize their partnership agreement.

ALTERNATIVES

The selection of a local operator is necessary to move the Advance Peace Project forward.

FINANCIAL IMPACT

The Local Operator budget of \$279,500 is part of the overall first year budget of \$535,294. Funding sources for the three year project are as follows:

	YEAR 1	YEAR 2	YEAR 3	TOTAL
Ingham County	\$160,000	\$210,000	\$220,000	\$590,000
City Of Lansing	\$240,000	\$300,000	\$350,000	\$890,000
Department Of Justice Safe Neighborhoods Grant	\$21,905	\$22,500	\$23,000	\$67,405
Lansing Housing Commission	\$35,000	\$15,000	\$0	\$50,000
Michigan Enhancement Grant	\$78,389	\$137,001	\$141,610	\$357,000
Total	\$535,294	\$684,501	\$734,610	\$1,954,405

STRATEGIC PLANNING IMPACT

This resolution supports the commitment of the Ingham County Board of Commissioners to continue work that targets violent offenders, high level drug dealers, gang activity, and gun violence (Goal A, Strategy 1, Task x of the 2018-2022 Update to the Strategic Plan and Action Plan.)

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into either a joint or separate contract(s) with P.R.A.Y. and Peckham to serve as the Local Operators of the Lansing/Ingham Peacemaker Fellowship® during the period of January 1, 2022 to December 31, 2022 and allow both P.R.A.Y. and Peckham to utilize the next 30 days to finalize their partnership for carrying out Phase I/Year 1 operation of the Lansing/Ingham Peacemaker Fellowship® which holds a combined total budget that does not exceed the sum of \$279,500.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH PEOPLE READY ACTIVATING YOUTH (P.R.A.Y) AND PECKHAM USING A PARTNERSHIP APPROACH TO IMPLEMENT AND OPERATE THE LANSING/INGHAM PEACEMAKER FELLOWSHIP AND TO BUILD AND SUSTAIN LOCAL COMMUNITY CAPACITY TO INTERRUPT GUN VIOLENCE

WHEREAS, between 2011 and present, partners in Ingham County have explored a variety of gun violence interruption and prevention approaches; and

WHEREAS, between August of 2020 and present, Safe Passages, dba Advance Peace, has served as a national technical assistance partner providing pre-implementation and planning guidance to Lansing and Ingham County partners working to build and sustain local community capacity to interrupt gun violence; and

WHEREAS, on March 23, 2021, the Board of Commissioners approved Resolution #21-179, stating that Ingham County will include in its 2022-2024 public safety planning a commitment, support, and partnership with Advance Peace and local partners in the amount of \$535,294 to establish a program to help build and sustain local community capacity to interrupt gun violence; and

WHEREAS, such a program will help save lives and reduce the life-altering trauma experienced by people living in the impacted communities and by the service providers who support them; and

WHEREAS, Ingham County Purchasing Department issued a Request for Proposals (RFP) for the Local Operator of the Lansing/Ingham Peacemaker Fellowship®; and

WHEREAS, in November 2021, the Lansing/Ingham Advance Peace Planning team assembled an RFP evaluation team made of staff from Ingham County, City of Lansing, Advance Peace, and county residents impacted by gun violence who have demonstrated an ongoing commitment to gun violence prevention and interruption; and

WHEREAS, the evaluation team received, scored, and interviewed four proposals using scoring criteria recommended by Advance Peace, and vetted and prioritized by a broad coalition of community partners; and

WHEREAS, this resolution is to authorize P.R.A.Y. and Peckham to initiate discussions with one another and utilize the next 30 days to draft an updated budget with outlined roles and responsibilities as divided between the two organization that they both agree is necessary and sufficient to execute the Phase I/Year 1 operation of the Lansing/Ingham Peacemaker Fellowship® during the period of January 1, 2022 through December 31, 2022; and

WHEREAS, this resolution is to authorize Ingham County to enter into either a joint or separate contract(s) with P.R.A.Y. and Peckham which shall have a combined total amount not to exceed the sum of \$279,500 for Phase I/Year 1 operation of the Lansing/Ingham Peacemaker Fellowship® during the period of January 1, 2022 through December 31, 2022; and

WHEREAS, the contract(s) will be eligible for renewal for Years 2 and 3 of the first three-year cycle based upon performance in Phase I/Year 1.

THEREFORE IT BE RESOLVED, that the Ingham County Board of Commissioners authorizes Ingham County to enter into either a joint or separate contract(s) with P.R.A.Y. and Peckham to serve as the Local Operators of the Lansing/Ingham Peacemaker Fellowship® during the period of January 1, 2022 to December 31, 2022 and allows both P.R.A.Y. and Peckham to utilize the next 30 days to finalize their roles and responsibilities for carrying out Phase I/Year 1 operation of the Lansing/Ingham Peacemaker Fellowship® which holds a combined total budget that does not exceed the sum of \$279,500.

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

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2022 Budget in order to implement this resolution.

TO: Law & Courts, Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: December 1, 2021
SUBJECT: Resolution to Authorize LifeMAP Management App™ Licensing Agreement
For the meeting agendas of January 13, January 19, and January 24, 2022

BACKGROUND

Ingham County Health Department (ICHD) wishes to enter into a Licensing Agreement for the LifeMAP Management App, an Advance Peace Violence Interruption Data Collection Tool, effective June 1, 2022 through May 31, 2024 in an amount not to exceed \$50,000. The LifeMAP Management App Data Collection tool will be used during the first two 18-month Peacemaker Fellowship® cohorts. Resolution #21-179, authorized Ingham County to include a commitment, support, and partnership with Advance Peace and local partners in an amount of \$590,000, to establish a program that builds and sustains local community capacity to interrupt gun violence.

In order for ICHD to ensure adherence to the approach and for measuring impact of the approach, a robust evaluation of both outputs and outcomes associated with local implementation is critical. LifeMap Management provides training and technical support, as well as the ability to export one (1), six (6) and twelve (12) month data reports. This local data generated through LifeMAP will then be summarized in evaluation reports of the local Advance Peace replication effort, which will also report on reductions in overall and neighborhood-specific shootings in Lansing/Ingham County. A detailed outline of the resources offered by LifeMap Management Licensing agreement are clearly defined in the Scope of Work for Advance Peace – Appendix A.

ALTERNATIVES

Staff from ICHD and evaluators from Michigan Public Health Institute (MPHI) have considered in-house development of data collection tools for local evaluation efforts. However, paying the licensing fee for the LifeMAP Management App™ is a more cost-effective approach.

FINANCIAL IMPACT

The cost for this two-year Licensing Agreement with LifeMAP Management App™, an Advance Peace Violence Interruption Data Collection Tool will be \$50,000. The payment of this agreement will come from funding sources noted above.

STRATEGIC PLANNING IMPACT

This activity supports the Ingham County Board of Commissioners Strategic Plan Update objective A.1.x: Continue work that targets violent offenders, high level drug dealers, gang activity, and gun violence.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into a two-year Licensing Agreement for the LifeMAP Management App™, an Advance Peace Violence Interruption Data Collection Tool, effective June 1, 2022 through May 31, 2024 for an amount not to exceed \$50,000.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH SAFE PASSAGES DBA
ADVANCE PEACE FOR A LICENSING AGREEMENT FOR THE LIFEMAP
MANAGEMENT APP™ DATA COLLECTION TOOL**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into a Licensing Agreement for the LifeMAP Management App, an Advance Peace Violence Interruption Data Collection Tool, effective June 1, 2022 through May 31, 2024 in an amount not to exceed \$50,000; and

WHEREAS, the LifeMAP Management App Data Collection tool will be used during the first two 18-month Peacemaker Fellowship® cohorts; and

WHEREAS, Resolution #21-179, authorized Ingham County to include a commitment, support, and partnership with Advance Peace and local partners in an amount of \$590,000, to establish a program that builds and sustains local community capacity to interrupt gun violence; and

WHEREAS, in order for ICHD to ensure adherence to the approach and for measuring impact of the approach, a robust evaluation of both outputs and outcomes associated with local implementation is critical; and

WHEREAS, LifeMap Management provides training and technical support, as well as the ability to export one (1), six (6) and twelve (12) month data reports; and

WHEREAS, this local data generated through LifeMAP will then be summarized in evaluation reports of the local Advance Peace replication effort, which will also report on reductions in overall and neighborhood-specific shootings in Lansing/Ingham County; and

WHEREAS, the cost for this two-year Licensing Agreement with LifeMAP Management App™, an Advance Peace Violence Interruption Data Collection Tool, will be \$50,000 and the payment for this agreement will come from funding sources noted above; and

WHEREAS, a detailed outline of the resources offered by LifeMap Management Licensing agreement are clearly defined in the Scope of Work for Advance Peace – Appendix A; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes entering into a Licensing Agreement for the LifeMAP Management App, an Advance Peace Violence Interruption Data Collection Tool, effective June 1, 2022 through May 31, 2024 in an amount not to exceed \$50,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a Licensing Agreement for the LifeMAP Management App, an Advance Peace Violence Interruption Data Collection Tool effective June 1, 2022 through May 31, 2024 in an amount not to exceed \$50,000.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract agreement upon approval as to form by the County Attorney.

TO: Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: December 28, 2021
SUBJECT: Authorization to Amend Agreement with Dignified Aging Project
For the meeting agendas of January 19, 2022 and January 24, 2022

BACKGROUND

Ingham County Health Department (ICHD) wishes to amend the Short Form agreement with Dignified Aging Project (DAP) to provide staff at an increased hourly rate for licensed and unlicensed employees, to co-administer the flu vaccine with the administration of COVID-19 vaccines, and to extend the agreement effective January 1, 2022 through September 30, 2022. This resolution will raise the hourly rates of Licensed/Registered Nurses from \$45.00 to \$50.00, and also raise the hourly rates of unlicensed staff from \$25.00 to \$30.00, allowing ICHD to retain nurses and staff to assist with vaccination efforts in Ingham County. Residents of long-term care facilities and skilled nursing facilities have been disproportionately affected by the COVID-19 pandemic and often face transportation barriers to travel to vaccination sites. DAP will provide staff to go into these facilities to provide both the COVID-19 vaccination as well as the flu vaccination, at the same time. Allowing DAP to provide nursing staff will also help to increase the number of vaccinators in Ingham County, and get both COVID-19 and flu vaccines to residents at a faster rate. Included in this amendment and approved through Resolution #21-440, any vendor partnering with Ingham County must also be fully vaccinated at or above Ingham County's current vaccination rate.

ALTERNATIVES

ICHD could partner with other agencies to fill the need for additional vaccinators, but this would slow down the vaccination process while ICHD searched for other vendors, as there is already an existing agreement with DAP.

FINANCIAL IMPACT

All costs of this amendment, which adds vaccination services to the existing agreement, will be covered in grant funds accepted through Resolution #21-419. Staffing hourly rate increases will go into effect January 25, 2022.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution amending the DAP agreement to provide nursing staff at an increased hourly rate for Licensed and unlicensed employees, to co-administer the flu vaccine with administration of COVID-19 vaccines, and to extend the agreement effective January 1, 2022 through September 30, 2022. In addition, any vendor partnering with Ingham County must also be fully vaccinated at or above Ingham County's current vaccination rate.

Introduced by the Human Services and Finance Committees:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND AGREEMENT WITH DIGNIFIED AGING PROJECT

WHEREAS, Ingham County Health Department (ICHHD) wishes to amend the agreement with Dignified Aging Project (DAP) to provide staff at an increased hourly rate for licensed and unlicensed employees, to co-administer the flu vaccine with the administration of COVID-19 vaccines, and to extend the agreement effective January 1, 2022 through September 30, 2022; and

WHEREAS, this resolution will raise the hourly rates of Licensed/Registered Nurses from \$45.00 to \$50.00, and also raise the hourly rates of unlicensed staff from \$25.00 to \$30.00 effective January 25, 2022, allowing ICHHD to retain nurses and staff to assist with vaccination efforts in Ingham County; and

WHEREAS, all costs of this amendment, which adds vaccination services to the existing agreement, will be covered in grant funds accepted in Resolution #21-419; and

WHEREAS, residents of long-term care facilities and skilled nursing facilities have been disproportionately affected by the COVID-19 pandemic and often face transportation barriers to travel to vaccination sites; and

WHEREAS, DAP will provide staff to go into these facilities to provide both the COVID-19 vaccination as well as the flu vaccination, at the same time; and

WHEREAS, allowing DAP to provide nursing staff will also help to increase the number of vaccinators in Ingham County, and get both COVID-19 and flu vaccines to residents at a faster rate; and

WHEREAS, included in this amendment and approved through Resolution #21-440, any vendor partnering with Ingham County must also be fully vaccinated at or above Ingham County's current vaccination rate; and

WHEREAS, the Health Officer recommends that the agreement with DAP be amended to provide staff at an increased hourly rate for licensed and unlicensed employees, to co-administer the flu vaccine with the administration of COVID-19 vaccines, and to extend the agreement effective January 1, 2022 through September 30, 2022.

THEREFORE BE IT RESOLVED, that the agreement with DAP be amended to provide staff at an increased hourly rate for licensed and unlicensed employees, to co-administer the flu vaccine with the administration of COVID-19 vaccines, and to extend the agreement effective January 1, 2022 through September 30, 2022.

BE IT FURTHER RESOLVED, that this resolution will raise the hourly rates of Licensed/Registered Nurses from \$45.00 to \$50.00, and also raise the hourly rates of unlicensed staff from \$25.00 to \$30.00, allowing ICHHD to retain nurses and staff to assist with vaccination efforts in Ingham County.

BE IT FURTHER RESOLVED, that DAP will provide staff to go into these facilities to provide both the COVID-19 vaccination as well as the flu vaccination, at the same time.

BE IT FURTHER RESOLVED, that included in this amendment and approved through Resolution #21-440, any vendor partnering with Ingham County must also be fully vaccinated at or above Ingham County's current vaccination rate.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract agreement upon approval as to form by the County Attorney.

TO: Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: December 21, 2021
SUBJECT: Resolution to Amend Resolution #10-275 with NextGen® Healthcare Information Systems, Inc. for NextGen® Mobile

For the meeting agendas of January 19, 2022 and January 24, 2022

BACKGROUND

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to amend resolution #10-275 with NextGen® Healthcare Information Systems, Inc. to include NextGen® Mobile, effective February 1, 2022 through January 31st 2023 for an amount not to exceed \$15,000. NextGen® Mobile is a cloud-enabled mobile application that allows providers to engage the electronic health record on a mobile device to view schedules, patient clinical information, record dictation for visits to send back to the EHR as text, and securely communicate with and message other providers. The cost for this service is \$12,500 for a one-time implementation fee, and a subscription cost of \$99.00 per month for 25 providers for an annual cost of \$2,475. The total cost of this agreement will not exceed \$15,000 which will be covered by funding from the American Rescue Plan fund, authorized through Resolution #21-240.

ALTERNATIVES

NextGen is the sole vendor for our Electronic Health Record and is therefore the exclusive provider of NextGen® mobile

FINANCIAL IMPACT

The cost for this service is \$12,500 for a one-time implementation fee, and a subscription cost of \$99.00 per month for 25 providers for an annual cost of \$2,475. The total cost of this agreement will not exceed \$15,000 which will be covered by funding from the American Rescue Plan fund, authorized through Resolution #21-240.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes amending resolution #10-275 with NextGen® Healthcare Information Systems, Inc. to include NextGen® Mobile effective February 1, 2022 through January 31st 2023, for an amount not to exceed \$15,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #10-275 WITH NEXTGEN® HEALTHCARE
INFORMATION SYSTEMS, INC. FOR NEXTGEN® MOBILE**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to amend Resolution #10-275 with NextGen® Healthcare Information Systems, Inc., to include NextGen® Mobile effective February 1, 2022 through January 31st 2023 in an amount not to exceed \$15,000; and

WHEREAS, NextGen® Mobile is a cloud-enabled mobile application that allows providers to engage the electronic health record on a mobile device to view schedules, patient clinical information, record dictation for visits to send back to the EHR as text, and securely communicate with and message other providers; and

WHEREAS, the cost for this service is \$12,500 for a one-time implementation fee, and a subscription cost of \$99.00 per month for 25 providers for an annual cost of \$2,475; and

WHEREAS, the total cost of this agreement will not exceed \$15,000 which will be covered by funding from the American Rescue Plan fund, authorized through Resolution #21-240; and

WHEREAS, the CHC Board of Directors and the Health Officer recommend that the Ingham County Board of Commissioners authorizes amending Resolution #10-275 with NextGen® Healthcare Information Systems, Inc. to include NextGen® Mobile effective February 1, 2022 through January 31st 2023 in an amount not to exceed \$15,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the agreement with NextGen® Healthcare Information Systems, Inc. authorized in Resolution #10-275 to include NextGen® Mobile effective February 1, 2022 through January 31st 2023, in an amount not to exceed \$15,000.

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

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Barb Davidson, 9-1-1 Director
DATE: January 4, 2022
SUBJECT: Approve the disposal of the surplus radio equipment and items from the decommissioning of the Harris EDACS radio system.
For the meeting agendas of January 13, 2022 and January 19, 2022

BACKGROUND

The previous 9-1-1 Public Safety Radio Communication System used by all Ingham County Public Safety Agencies was installed in 2006 and was in much need of an upgrade or replacement. In 2018, Ingham County Board of Commissioners took the recommendations of the 9-1-1 Advisory Board and approved joining the Michigan Public Safety Communication System (MPSCS) and accepted Motorola as the vendor to supply the infrastructure and end user equipment.

Ingham County's new MPSCS/Motorola radio system successfully went live on September 7, 2021 with the systems final acceptance scheduled to take place in March of 2022. The new system has performed very well and we anticipate no delays with final acceptance.

As part of the new radio project, we will be utilizing Pyramid Network Services for the Harris radio equipment removal for our tower sites. Pyramid began this work on January 3, 2022. They will be removing the Harris equipment from fourteen tower sites. Six of the fourteen will continued to be used with the MPSCS system. The equipment being removed includes:

- Antennas (RF, microwave, GPS) and associated mounts
- Transmission lines
- Microwave waveguide
- Electronic equipment in the shelter/equipment building, including:
 - Base stations/receivers
 - RF combiners
 - RF multi-couplers
 - Microwave and associated channel bank/mux equipment
 - Microwave dehydrator
 - Power supplies
 - UPS and battery back-up equipment
 - All equipment cabinets/racks
 - All associated cabling
- Console equipment
- EDACS switch equipment
- EDACS simulcast, voting and test equipment
- Generators
- HVAC equipment
- Equipment shelters

As some of this equipment has been in place since 2006, it is not clear if it will salvageable. All equipment that is removed will be taken to the warehouse leased by the 9-1-1 Center on Legacy Parkway to be counted and evaluated for resale/auction. Larger items such as the equipment shelters, HVAC equipment and generators will be left on site and will be the responsibility of the purchaser to be removed. We will be giving priority for the sale of equipment that is on the tower sites we will no longer be occupying and still leasing so the lease can be terminated as soon as possible.

One of the conditions of the new end user equipment provided with the new MPSCS/Motorola radio project was that it was a one for one swap with the old Harris equipment. Our public safety partners have been turning in this old Harris portable and mobile radios and accessories. This equipment is also being housed at the warehouse currently for preparation to be sold/auctioned.

ALTERNATIVES

If these items are not able to be sold, there is a possibility that some of the end user equipment could be donated to education programs.

FINANCIAL IMPACT

The financial impact of the removal of equipment is being accounted for within the MPSCS/Motorola radio project. Initial inquiries made to gauge if there was any interest in the Harris EDACS system equipment was positive. There is a potential to generate \$100,000 with these sales/auctions which should off-set the cost of having the equipment removed charged against the MPSCS/Motorola radio project.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to dispose of the decommissioned radio equipment and other items from the Harris EDACS system by sale or auction. 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 & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE DISPOSAL OF THE COUNTY-OWNED SURPLUS PROPERTY
FROM THE DECOMMISSIONED HARRIS EDACS RADIO SYSTEM**

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 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 Harris system and all Harris end user equipment is being decommissioned and the County will have a number of surplus radio equipment, generators, shelters, and items that have exceeded their useful life and/or are no longer needed for County operations; and

WHEREAS, the 9-1-1 Director will review the surplus items before placement on the surplus property list and County departments will be allowed to view surplus items for usefulness before the public auction; and

WHEREAS, the surplus equipment and items will be auctioned off through a competitive, publically advertised bidding process whereby awards will be made to the highest responsive bidder.

THEREFORE BE IT RESOLVED, that the Ingham County 9-1-1 Center with the assistance of the Ingham County Purchasing Department is authorized to place in an auction those items received as a result of decommissioning of the Harris EDACS system.

BE IT FURTHER RESOLVED, that any item not sold at the auction 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.

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 6b

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Barb Davidson, Director 9-1-1
DATE: January 3, 2022
SUBJECT: Approval to authorize the purchase of Pace Scheduler for scheduling software/services for the 9-1-1 Center
For the meeting agenda of January 13 and January 19, 2022

BACKGROUND

The Board approved the purchase of software and support of scheduling software from Informer Systems under Resolution #16-454 and the program was put in place. As problems have been identified, Informer Systems has not been able to resolve them over the last year. Informer Systems also informed the 9-1-1 Center of an 18.5% increase in their yearly support from \$8,025 to \$9,516.

ALTERNATIVES

Alternatives were sought with five different companies demonstrating their programs and solutions to Ingham County 9-1-1. Pace Scheduler was identified as the company with a solution that will meet Ingham County 9-1-1's needs.

FINANCIAL IMPACT

The yearly contract with Pace Scheduler includes, set up, training, support and upgrades for a 13-month term with the extra month covering on boarding and setup, with a current annual cost of \$4,800. Pace Scheduler is a significant cost savings for the 9-1-1 Center. This will be placed in the Center's budget as an ongoing annual cost.

OTHER CONSIDERATIONS

This program can resolve several scheduling issues for the Center and is accessible by staff members to request time off, volunteer for overtime, trade days off, and keep track of their schedule not only through a website but also an app.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to purchase the Pace Scheduler Software and Services.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PURCHASE OF SCHEDULING SOFTWARE/SERVICES

WHEREAS, the Ingham County Board of Commissioners operates the 9-1-1 Emergency Telephone Dispatch System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, Ingham County Board of Commissioners approved under Resolution #16-454 the purchase of software and services with Informer Systems in October of 2016; and

WHEREAS, the Ingham County 9-1-1 has been displeased with the program and resolution of identified problems; and

WHEREAS, alternatives were sought with five different companies demonstrating their programs and solutions to Ingham County 9-1-1; and

WHEREAS, Pace Scheduler was identified as the company with a solution that will meet Ingham County 9-1-1's needs; and

WHEREAS, the yearly contract with Pace Scheduler includes, set up, training, support, and upgrades for a 13-month term with the extra month covering on boarding and setup, with a current annual cost of \$4,800; and

WHEREAS, the 9-1-1 Director is recommending that the Ingham County Board of Commissioners fund this request from the 9-1-1 Emergency Telephone Dispatch Services 9-1-1 fund balance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the expenditure of \$4,800 from the 9-1-1 Emergency Telephone Dispatch Services 9-1-1 fund balance for the costs associated with the purchase of the Pace Scheduler Software and Services.

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

Agenda Item 7a

TO: Board of Commissioners Finance and Law & Courts Committees
FROM: Heidi Williams, Director, Ingham County Animal Control & Shelter
DATE: December 27, 2021
SUBJECT: Purchase of electronic citation software
For the meeting agendas of January 13, 2022, January 19, 2022, January 25, 2022

BACKGROUND

As part of ICACS enforcement operations, our department is responsible for issuing criminal citations. Our officers currently issue paper uniform citations and must physically deliver copies of the citations to the local district courts. These citations must be hand entered into the courts records management system and there are often errors in entry based on ineligible or hard to read citations. Nearly all other law enforcement agencies in Ingham County currently utilize electronic citation software that allows the delivery process to occur automatically each day and eliminates the need for time consuming hand entry of citations for the court. This electronic delivery decreases the chance of error and improves the efficiency of the law enforcement agency and the receiving court.

ICACS seeks to purchase electronic citation software from LexisNexis that would eliminate the issues outlined above.

ALTERNATIVES

ICACS will continue to conduct enforcement operations using paper uniform citations.

FINANCIAL IMPACT

The cost for implementing the software will amount to \$4,770 with an additional \$858 for one year of software support. The total of \$5,628 would be taken out of existing Ingham County Animal Control and Shelter millage funds.

STRATEGIC PLANNING IMPACT

This resolution supports the Ingham County Strategic Plan by providing quality and efficient services all while practicing fiscal responsibility.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the purchase of LexisNexis e-Citation software for the Ingham County Animal Control & Shelter.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO PURCHASE LEXISNEXIS ECITATION PROGRAMMING
AND
ONE YEAR OF SOFTWARE SUPPORT**

WHEREAS, the Ingham County Animal Control and Shelter has need of electronic citation (e-citation) software to efficiently perform its duties; and

WHEREAS, LexisNexis provides electronic citation services for several mid-Michigan police agencies, including the Ingham County Sheriff's Office.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with LexisNexis to purchase e-Citation software and one year of support and maintenance at a cost not to exceed \$5,628 to be taken from existing Ingham County Animal Control and Shelter millage funds.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is authorized to make the necessary budget adjustments to the Ingham County Animal Control and Shelter budget.

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

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Heidi Williams, Director, Ingham County Animal Control & Shelter
DATE: December 27, 2021
SUBJECT: Resolution to authorize the redesign of the Ingham County Animal Control and Shelter website.
For the meeting agendas of January 13, 2022, January 19, 2022 and
January 25, 2022

BACKGROUND

Ingham County Animal Control and Shelter (ICACS) operates a unique agency which performs a variety of functions to include facilitating animal adoptions, providing specialized law enforcement functions, and facilitating numerous community outreach programs.

Our agency has found the current website structure to be insufficient to communicate with the citizens who are seeking our services. Our department has received numerous citizen complaints that our site is difficult to navigate and information is difficult to find. We have attempted to improve accessibility over the last two years, but are hindered by the limited tools available in the current design.

In line with the Ingham County Strategic Plan, we wish to redesign our website to provide superior service and greater access to information to the residents of Ingham County. This website will include embedded forms which will allow citizens to more effectively submit reports of their lost animals along with criminal animal complaints, more effectively enable the communication of outreach programs, and provide an overall aesthetic upgrade.

ALTERNATIVES

ICACS will continue to operate using the existing website design.

FINANCIAL IMPACT

The design and implementation of this website has been quoted at \$6,500 dollars, which will be paid for out of existing millage funds.

There is a recurring maintenance fee of \$1,200 per year that will be due on January 1, 2023. The Innovation and Technology department will absorb this cost.

RECOMMENDATION

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT FOR WEBSITE REDESIGN FOR
INGHAM COUNTY ANIMAL CONTROL AND SHELTER**

WHEREAS, Ingham County Animal Control and Shelter provides a wide array of services to the community which includes outreach programs, adoption services, and specialized law enforcement functions; and

WHEREAS, the current design of the Ingham County Animal Control and Shelter website lacks the sufficient ability to provide efficient and easy accessibility to all of these various functions; and

WHEREAS, the Ingham County Animal Control and Shelter seeks to redesign and modernize their website to provide greater access to information to services and programs that are offered in accordance with the Ingham County Strategic Plan; and

WHEREAS, the cost of this website redesign is \$6,500; and

WHEREAS, this cost shall be paid out of the Ingham County Animal Shelter Millage Fund; and

WHEREAS, the yearly maintenance cost of this website shall be \$1,200 starting January, 1st, 2023; and

WHEREAS, this yearly maintenance cost shall be absorbed by the Ingham County Innovation and Technology Department.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the purchase of a new website from Revise LLC, not to exceed \$6,500.

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget transfers authorized by this resolution.

Agenda Item 8a

TO: Board of Commissioners, Human Services, County Services and Finance Committees
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: January 4, 2022
SUBJECT: Zoo Reorganization
For the meeting agendas of January 18, 19 and 24, 2022

BACKGROUND

There are four UAW 400 Maintenance Worker positions at Potter Park Zoo. Two of the positions are vacant at this time. The job description for this position needs substantial updates.

After discussions with the Ingham County Human Resources Department it was determined reorganizing these four positions as well as updating the job description would be beneficial to zoo operations. The four 400 positions will become four multiple grade positions, I/II/III. As the employee meets the required qualifications they are able to advance levels without requiring a position to become vacant at a higher level. This reorganization takes into consideration budgetary constraints, as well as, employee recruitment, retention, and satisfaction.

ALTERNATIVES

One alternative is the four positions could all remain 400 level. A second alternative is two positions could remain 400 level and two positions could be either other level.

FINANCIAL IMPACT

The 2022 budget office wage projections show the total cost increase is \$33,992 for the four positions at Step 7 of the III level. There are sufficient funds in the Zoo budget to cover the total increase.

Current Positions	F/T Step 7
(4) Zoo Maintenance 400	\$83,688 per
TOTAL	\$334,752

New Positions	F/T Step 7
(4) Zoo Maintenance I/II/III	\$92,186 per
TOTAL	\$368,744

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of maintaining and improving existing parkland, facilities, and features, specifically section A.1 (f) of the Ingham County Action Plan.

OTHER CONSIDERATIONS

The UAW Zoo Unit is in support of the proposed reorganization and job description update. The Potter Park Zoo Board unanimously voted in support of the proposed reorganization.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for a reorganization of the four UAW Zoo Maintenance Worker positions.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A REORGANIZATION OF POTTER PARK ZOO
MAINTENANCE POSITIONS**

WHEREAS, the Zoo has four UAW Zoo Maintenance Worker 400 positions of which two are vacant; and

WHEREAS, a reorganization of these positions provides a more effective structure for employee recruitment, retention, and satisfaction; and

WHEREAS, the four new UAW Zoo Maintenance Worker I/II/III positions have a salary range of \$38,413 to \$48,101 at the I level, \$41,953 to \$51,562 at the II level and \$45,315 to \$54,924 at the III level; and

WHEREAS, the 2022 personnel cost projections provided by the budget department show a total (wage and fringe) annual cost increase of \$33,992 at Step 7 of the III level for the four proposed multiple grade positions; and

WHEREAS, there are sufficient funds in the Zoo Fund, #25869200, for the proposed reorganization; and

WHEREAS, the United Auto Workers (UAW) Local 2256 – Zoo Unit and the Potter Park Zoo Advisory Board support the proposed updated job description and reorganization.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a reorganization of the following Potter Park Zoo Maintenance Worker positions:

Four existing UAW Zoo 400 Maintenance Worker positions to four UAW Zoo I/II/III Maintenance Worker positions.

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

TO: Human Services and Finance Committees
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: January 04, 2022
SUBJECT: Potter Park Zoo Incentives
For the meeting agendas of January 19 and 24, 2022

BACKGROUND

The Ingham County Board of Commissioners passed Resolution #20-015 approving Zoo incentives for 2020. We are requesting an amendment to the resolution for an additional incentive in 2022.

The Ingham County Circuit Court Family Division is holding the 6th annual Hippity Hop 5K fundraiser for the Child Benefit Fund. The event will be held at Potter Park Zoo Saturday, April 16, 2022. We are requesting the zoo admission and parking fees be waived for registered participants the day of the event as part of the 5K registration package.

ALTERNATIVES

Race participants could pay for parking and admission the day of the race.

FINANCIAL IMPACT

Incentives 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.

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 incentives, the zoo is able to improve accessibility for visitors of all ages and abilities and promote key services through the local media. Each event or incentive day at the zoo provides an opportunity to promote and increase awareness of activities and opportunities at the zoo as well as create monetary accessibility for members of the community.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to amend Resolution #20-015 for an additional visitor incentive at Potter Park Zoo.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #20-015
VISITOR INCENTIVE PROGRAMS AT POTTER PARK ZOO**

WHEREAS, the Ingham County Board of Commissioners adopted Resolution #20-015 authorizing visitor incentive programs at Potter Park Zoo; and

WHEREAS, Potter Park Zoo is partnering with the Ingham County Circuit Court Family Division for the 6th annual Hippy Hop 5K Child Benefit Fund fundraiser; and

WHEREAS, incentives 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.

THEREFORE BE IT RESOLVED, that the Board of Commissioners approve amending Resolution #20-015 to include the following visitor incentive programs at the Potter Park Zoo.

New Incentives	Fees
Hippy Hop 5K registered participants (April 16, 2022)	Free Parking and Admission

BE IT FURTHER RESOLVED, that all other fees set by Resolution #20-015 will remain the same as adopted by the Board of Commissioners.

Current Incentives	Fees
Ingham County and City of Lansing Residents	Ingham County and City of Lansing residents free admission 9AM-Noon all non-holiday Mondays
Mother's Day (May)	Mothers free admission
Father's Day (June)	Fathers free admission
Be A Tourist In Your Own Town (June) Greater Lansing Convention and Visitor's Bureau	Free admission and parking with tourist passport
Fourth of July (July)	Military free admission
Grandparent's Day (September)	Grandparents free admission
College Day (October)	Free admission with valid student identification
Ingham County and City of Lansing Resident's Day (October)	Free admission
Veterans Day (November)	Veterans and families free admission
Registered Groups 20+ (April-October)	Admission \$1.00 off per person
Ingham County School Groups	Admission \$1.00 per child

TO: Board of Commissioners Human Services and Finance Committees
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: January 04, 2022
SUBJECT: Potter Park Zoo Camel Ride Services Contract Extension
For the meeting agendas of January 19 and 24, 2022

BACKGROUND

An agreement between the County and Potter Park Zoological Society was adopted March 14, 2017, #17-069, which placed the County responsible for the operation of Zoo encounters including the camel rides. Resolution #19-113 approved entering into an agreement with Shane's Camels for camel rides at the Zoo. The agreement, effective date April 17, 2019, is for three years with an option to extend for an additional two years.

The Zoo and Shane's Camels are requesting the two-year extension for continuation of camel ride services at Potter Park Zoo.

ALTERNATIVES

A RFP could be prepared and sent out for bids.

FINANCIAL IMPACT

The contract with Shane's Camels provides an additional revenue source for Potter Park Zoo. The Zoo receives 25% of the gross revenue from camel rides. In 2021 Potter Park Zoo realized \$23,000 in camel ride revenue.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective, specifically sections A.1 (f) (Maintain and improve existing parkland facilities and features) and B.1 (a) (Promote key services through the local media) of the Ingham County Action Plan. Through amusement services such as camel rides, the Zoo is able to improve visitor experience and promote key services and opportunities at the Zoo through the local media.

OTHER CONSIDERATIONS

The County purchasing department sent out RFP #9-19 and Shane's Camels was the only vendor to submit a proposal.

Shane's Camels has operated the camel ride at Potter Park Zoo for the 2019-2021 seasons without incident.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to extend the agreement with Shane's Camels for two years.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT EXTENSION WITH SHANE’S CAMELS

WHEREAS, the agreement between the County and the Zoological Society, Resolution #17-069, transfers operations of encounters including the camel ride to the County; and

WHEREAS, Resolution #19-113 approved entering into an agreement with Shane’s Camels for camel ride services at the Zoo; and

WHEREAS, the effective date of the agreement is April 17, 2019 through April 17, 2022 with an option to extend for two years; and

WHEREAS, Shane’s Camels and Potter Park Zoo have a mutual intent of exercising the two year extension option for continuation of these services; and

WHEREAS, this contract will be a revenue contract with the Zoo receiving 25% of the gross revenue from the camel ride services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes awarding a two-year contract extension to Shane’s Camels for camel ride services at Potter Park Zoo.

BE IT FURTHER RESOLVED, that Potter Park Zoo will receive 25% of the gross revenue from the camel ride services.

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

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: January 4, 2022
SUBJECT: Contract with American Ramp Company dba Progressive Bike Ramps
For the meeting agenda of 1/24/22 Human Services and 1/19/22 Finance

BACKGROUND

The Parks Department and the Mid-Michigan Mountain Biking Association (MMMBA) have identified the need for a mountain bike skills park at Burchfield Park. This would include a bicycle playground and mountain bike skills course. Its goal is to introduce young and beginner riders to off-road bike handling skills – providing kids with an alternative form of recreation that challenges, inspires confidence, fosters independence, and offers a whole lot of fun.

A Capital Region Community Foundation matching grant was awarded to the Ingham County Parks Department and a large private donation was received. Both specifically for this project.

The evaluation committee recommends a contract with American Ramp Company dba Progressive Bike Ramps for the construction of the Burchfield Bike Skills Park. It's anticipated that all work with this project will be completed no later than February 28, 2023.

ALTERNATIVES

To not build the skills park.

FINANCIAL IMPACT

The total cost of constructing the Bike Skills Park is quoted in the base bid in the amount of \$134,891.98 plus a 10% contingency of \$13,489.20 for a total construction cost not to exceed \$148,381.18 and will be covered from a large private donation of \$100,000 and a Capital Region Community Foundation Impact Grant of \$67,000 (Resolution #21-378).

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - maintain and improve existing parkland, facilities, and features.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their January 10, 2022 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with American Ramp Company dba Progressive Bike Ramps.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH AMERICAN RAMP COMPANY DBA
PROGRESSIVE BIKE RAMPS FOR CONSTRUCTION OF A BIKE SKILLS PARK AT
BURCHFIELD PARK**

WHEREAS, the Ingham County Parks Department and the Mid-Michigan Mountain Biking Association (MMMBA) identified the need for a mountain bike skills park at Burchfield Park; and

WHEREAS, this would include a bicycle playground and mountain bike skills course. Its goal is to introduce young and beginner riders to off-road bike handling skills – providing kids with an alternative form of recreation that challenges, inspires confidence, fosters independence, and offers a whole lot of fun; and

WHEREAS, the Ingham County Parks Department wishes to enter into an agreement with American Ramp Company dba Progressive Bike Ramps for the purpose of constructing a Bike Skills Park at Burchfield Park; and

WHEREAS, the scope of the work includes earth work to construct biking trail and fabrication and installation of Bike Park elements; and

WHEREAS, the purchase will utilize Sourcewell (Contract #112420-ARC), in which Ingham County is a member; and

WHEREAS, the total cost of constructing the Bike Skills Park as quoted in the base bid in the amount of \$134,891.98 plus a 10% contingency of \$13,489.20 for a total construction cost not to exceed \$148,381.18 and will be covered from a large private donation of \$100,000 and a Capital Region Community Foundation Impact Grant of \$67,000 (Resolution #21-378).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into the attached agreement with American Ramp Company dba Progressive Bike Ramps as quoted in the base bid in the amount of \$134,891.98 plus 10% contingency of \$13,489.20 for a total construction cost not to exceed \$148,381.18 for the purpose of constructing a Bike Skills Park.

BE IT FURTHER RESOLVED, that 50% payment required at the time the order is placed and 50% required at the time of shipping equipment.

BE IT FURTHER RESOLVED, that there are funds available in line items 208-75200-726010 (\$5,000), 208-75200-974000 (\$20,000), 208-75300-932000 (\$100,000) and \$67,000 impact grant from the Capital Region Community Foundation Grant.

BE IT FURTHER RESOLVED, that the three line items (208-75200-726010, 208-75200-974000, and 208-75300-932000) be combined into one land improvement line and a project code assigned.

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

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SOURCEWELL BUILD AGREEMENT

THIS AGREEMENT is made this _____ day of December, 2021, by and between Ingham County Parks, MI (hereinafter called "**OWNER**"), whose principal office is located at _____, and American Ramp Company dba Progressive Bike Ramps, (hereinafter called "**CONTRACTOR**"), whose principal office is located at 601 S. McKinley Ave, Joplin, MO 64801.

PROJECT: Burchfield Park Skills Course

LOCATION: 881 Grovenburg Road, Holt, MI 48821

PROJECT NUMBER: TBD

WITNESSETH:

For value received, CONTRACTOR and OWNER agree as follows:

ARTICLE 1

DESCRIPTION OF WORK

1.1 The CONTRACTOR hereby covenants and agrees with the OWNER that he will well and faithfully construct the project in accordance with each and every one of the conditions, covenants, stipulations, terms and provisions contained in the specifications, drawings, and general conditions relating to the project, and will well and faithfully comply with and perform each and every obligation imposed upon him by said documents.

1.2 CONSTRUCTION: Bike Skills Park as determined by Exhibit A – Scope of Work. Scope of work is limited to the footprint of the bike park. See Exhibit A for a complete list of inclusions and exclusions. Exhibit B outlines the equipment to be manufactured and installed per this contract value. Along with details of the location.

ARTICLE 2

CONTRACT AMOUNT

2.1 OWNER agrees to pay CONTRACTOR the sum of **One Hundred Thirty Four Thousand Eight Hundred Ninety One Dollars and Ninety Eight Cents (\$134,891.98)** , plus any applicable taxes, subject to additions and deductions for changes as may be agreed upon in writing. CONTRACTOR may bill his work progressively based on quantities installed. A monthly service charge of 1.5% (18% per annum) will be applied to any past due amount after thirty (30) days.

2.2 All portions of this contract will be billed to the OWNER by the CONTRACTOR on the following progress schedule:

50% at the time the order is placed

50% upon shipping

All progress billings are due in full upon receipt to avoid a monthly service charge as outlined in section 2.1 above.

2.3 Execution of any Attachments and/or Add Alternates will be bound by all terms and conditions of the Agreement.

2.4 "Completion of the Project" shall be deemed the earlier of 1.) The date Owner executes Contractor's punch-list/sign-off sheet; or 2.) The date the Owner opens the Project to the public.

2.5 American Ramp Company will comply with Ingham County Prevailing Wage Policy *This page is the creative property of Progressive Bike Ramps. It cannot be copied or redistributed.*

ARTICLE 3

INSURANCE AND INDEMNITY

3.1 CONTRACTOR shall maintain at its cost the following minimum insurance and coverage throughout the term of the Agreement: Both (1) Comprehensive General Liability and (2) Comprehensive Automobile Liability Insurance covering liabilities for property damage and bodily injury, including death, at the minimum amount of One Million and No/100 Dollars (\$1,000,000.00) per occurrence.

3.2 CONTRACTOR agrees to indemnify and hold harmless OWNER from any and all claims, loss, or expense of every kind whatsoever which may arise from CONTRACTOR's negligent acts or omissions or breach of its obligations hereunder. OWNER agrees to indemnify and hold harmless CONTRACTOR from any and all claims, loss, or expense of every kind whatsoever which may arise from OWNER's negligent acts or omissions or breach of its obligations hereunder.

3.3 OWNER shall maintain builder's risk property insurance respecting the Property in an amount equal to the full insurable value thereof and the risk of casualty loss or damage to the Property shall be borne by OWNER. If a casualty loss occurs during construction, this Contract shall terminate and CONTRACTOR shall be paid in full for all work performed and materials provided. The parties may then enter into a new contract to cover the repair, reconstruction and completion of the property if necessary.

ARTICLE 4

CONTRACTOR'S AND OWNER'S RESPONSIBILITIES

4.1 No variation of this agreement will be recognized unless such change has been approved in writing

4.2 CONTRACTOR may assign or transfer this Agreement or any part thereof or amounts due or to become due hereunder with the written consent of OWNER, which shall not be unreasonably withheld. OWNER understands that CONTRACTOR may subcontract the installation portion of this Agreement using independent Subcontractors without the consent of OWNER.

4.3 CONTRACTOR will in no way be liable for delays in the completion of the Project which are beyond the control of CONTRACTOR, including but not limited to: Acts of God, labor strikes, shortage of materials, shipping delays or actions attributable to the Purchaser.

4.4 After the final inspection and completion of the Project, all repair/replacement issues regarding the Project and the materials shall be determined under the terms set forth in CONTRACTOR's standard warranty.

4.5 During construction the entire job site is considered hazardous. Before, during and after construction, OWNER is responsible for securing the job site. OWNER is responsible for barricading the premises and warning persons of the dangers at the jobsite. Under no circumstances may the bike park be ridden until completion of the Project. CONTRACTOR will not be held liable for and OWNER shall hold CONTRACTOR harmless from any accidents that occur because ramps/rails were used before the Project was complete.

4.6 Both during construction and after completion, CONTRACTOR shall not be held liable for damages beyond its control including but not limited to: noise generated from the Project, before and after completion, location choice, graffiti, injuries, additional expenses incurred by Purchaser, zoning issues, etc.

4.7 Building permits and other local licenses that are required for the Project are the sole responsibility of the OWNER. If CONTRACTOR is required to purchase these licenses, such costs will be billed to the OWNER and added to the contract price hereunder.³

4.8 All materials and workmanship are to conform to the contract drawings, details and specifications and the owner's Standards for Construction. *This page is the creative property of Progressive Bike Ramps. It cannot be copied or redistributed.*

ARTICLE 5
MISCELLANEOUS

5.1 The persons signing this Agreement warrant that they are duly authorized to sign on behalf of their respective parties and to bind their respective parties hereto. This Agreement shall inure to the benefit of and be binding upon the undersigned parties and their respective heirs, executors, legal representatives, successors and assigns. No waiver of any provision of this agreement shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver. If any provision of this agreement is held to be invalid or unenforceable, all other provisions shall nevertheless continue in full force and effect.

5.2 The parties shall endeavor to resolve their Claims by mediation. Request for mediation shall be filed, in writing, with the other party to the Contract. The request may be made concurrently with the submission of such Claim to a court of competent jurisdiction, as provided in the paragraph below, but, in such event, mediation shall proceed in advance of such legal proceedings, which shall be stayed pending mediation for a period of 60 days from the date of submission, unless stayed for a longer period by agreement of the parties or court order.

5.3 Claims, disputes or other matters in question between the parties arising out of or relating to this Contract and which cannot be resolved by mediation, as provided in above paragraph, shall be governed by Missouri law and shall be determined exclusively in the Courts of Jasper County, Missouri without regard to its conflicts of law provisions. The prevailing party shall be entitled in any such action to recover its reasonable attorney's fees and legal expenses from the other party.

5.4 This agreement constitutes the entire agreement between the parties pertaining to its subject matter, and it supersedes all prior contemporaneous agreements, representations, and understandings of the parties. No supplement, modification, or amendment of this agreement shall be binding unless executed in writing by all parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

OWNER: CONTRACTOR:

Firm: _____ Firm: American Ramp Company

Authorized Signature: _____ Authorized

Signature: _____ Name Print: _____

Name & Title Print: _____

Date Executed: _____ Date Executed: _____

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: January 4, 2022
SUBJECT: Disc Golf Course at Lake Lansing Park North
For the meeting agenda of 1/24/22 Human Services and 1/19/22 Finance

BACKGROUND

The Parks Department 2022 – 2026 Master Plan revealed the need for a disc golf course in the Meridian Township area. The Ingham County Park Commission also held public input meetings and received several emails from the community supporting this concept. Ingham County Park staff has the expertise to develop an 18-hole disc golf course at Lake Lansing Park North. Attached is a rough sketch of the course.

ALTERNATIVES

To not develop a disc golf course at Lake Lansing Park North.

FINANCIAL IMPACT

This resolution request authorization to use \$50,000 from the Parks 208 fund balance to develop a new disc golf course. There are funds available to do this project in the Parks Department 208 fund balance. See attached proposed budget.

STRATEGIC PLANNING IMPACT

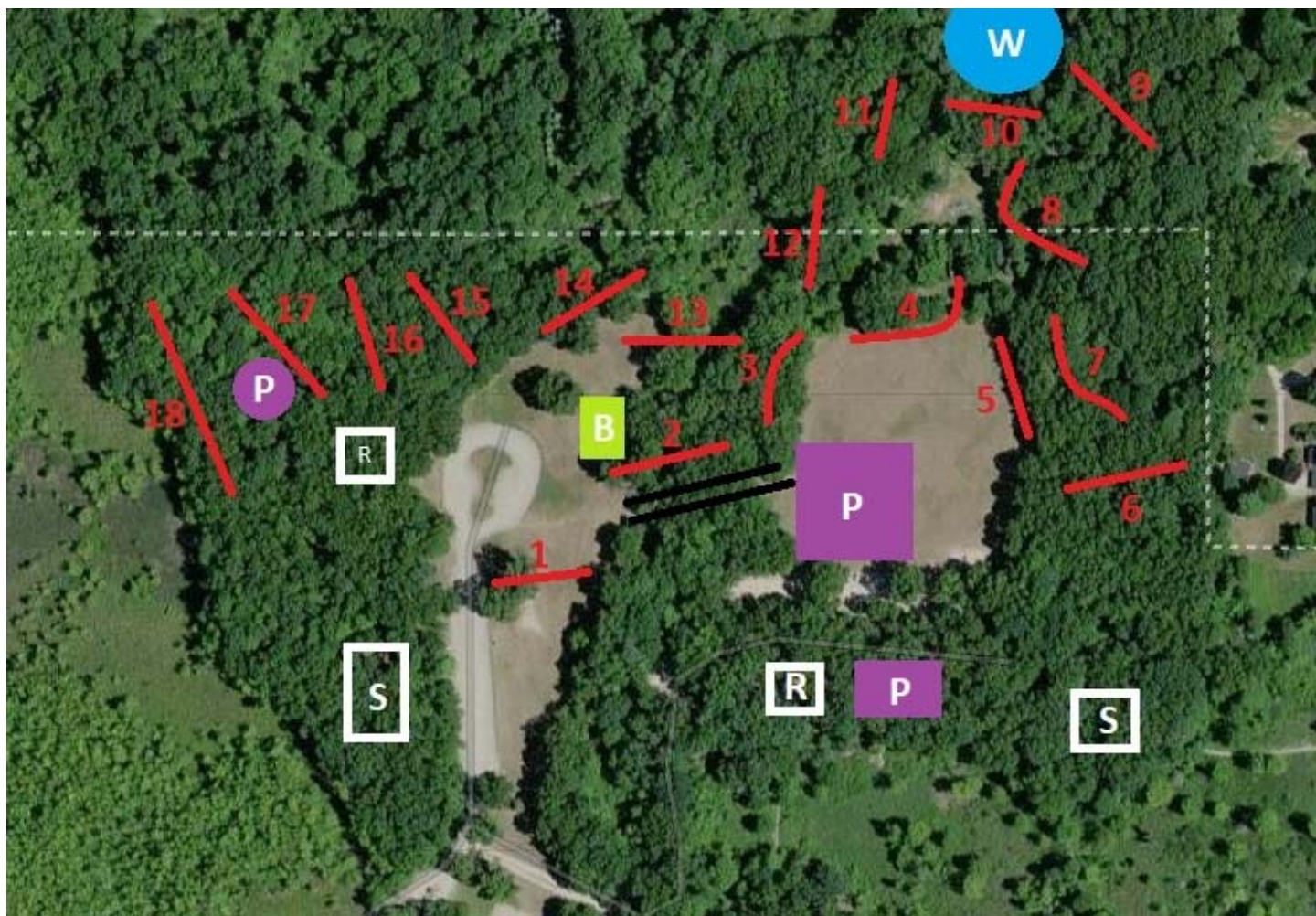
This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - maintain and improve existing parkland, facilities, and features.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their January 10, 2022 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County Parks develop a disc golf course at Lake Lansing Park North.



Proposed Budget

Disc Golf Course at Lake Lansing Park North

Disc Golf Targets	\$9,000.00
- 18 Targets	
- 18 anchors	
- 9 bags of concrete	
- Shipping?	
Concrete Tee Pads	\$8,000.00
- Contracted pour of 18 tee pads	
- Lumber & screws for building frames	
- Gravel for back filling / grading	
Tee Signs	\$2,500.00
- Artwork & Signs	
- Posts & Hardware	
- Concrete	
- Paint	
Equipment Rental	\$10,000.00
- Stump Grinder	
- Brush Mulcher	
- Concrete Mixer	
Gravel / Mulch / Soil	\$1,500.00
- Back fill for tee pads	
- Mulch for high traffic areas	
Bridges	\$3,000.00
- 2 Bridges	
- Roughly 12 feet in length each	
Course Kiosk / Map	\$3,000.00
- Kiosk Lumber & Hardware	
- Artwork & Sign	
Trash Cans	\$2,000.00
Benches	\$2,000.00
Seed & Straw / Erosion Control Timbers	\$4,000.00
Contingency Fund	<u>\$5,000.00</u>
Requested Budget	\$50,000.00

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE DEVELOPMENT OF AN 18-HOLE DISC GOLF COURSE
AT LAKE LANSING PARK NORTH**

WHEREAS, the Ingham County Parks 2022-2026 Master Plan community input process revealed a need to develop a disc golf course in the Meridian Township area; and

WHEREAS, the Ingham County Parks strives to meet the goal of providing adequate recreational facilities for the residents of Ingham County; and

WHEREAS, the creation of a disc golf course meets #3 in the five-year action plan to add disc golf course to Lake Lansing Park North; and

WHEREAS, the construction of a disc golf course at Lake Lansing Park North would provide another low cost, recreational opportunity at the park which would, at the same time, provide increased awareness and visitation of the park; and

WHEREAS, the disc golf course construction and maintenance will be done in house to keep cost down; and

WHEREAS, that the Ingham County Parks & Recreation Commission recommends \$50,000 to be used from the Parks Department 208 fund balance to fund the cost of the Lake Lansing Park North disc golf course.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the development of an 18-hole disc golf course at Lake Lansing Park North.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the transfer of \$50,000 from the Parks Department 208 fund balance into a new line item for this project.

TO: Ingham County Board of Commissioners

FROM: Lansing Economic Area Partnership

DATE: Tuesday, January 4, 2022

RE: Amended Contract for Preliminary Engineering Site Readiness Activities Under
Community Development Block Grant Planning Funds

BACKGROUND

With the intent to better prepare the state of Michigan's vacant industrial sites for development, the Michigan Economic Development Corporation (MEDC) created the Site Readiness Improvement Program. This program offers technical assistance and grant opportunities to local and regional municipalities and economic development organizations to assist in making sites "Build Ready". Ingham County was invited to submit a request for CDBG funding for four sites within Ingham County and was awarded \$120,500 in grant funding:

- I-96 Industrial Park, City of Williamston
- Temple Rd. Sites, City of Mason
- Frederick's Property, Vevay Township
- Mid-MI Mega Site, Delhi Township

After long delays caused by the COVID-19 pandemic, Ingham County launched a Request for Qualifications for Preliminary Engineering Services in August 2021 and selected Capital Consultants, Inc. (dba C2AE) to complete the contract for services, as approved by the Board of Commissioners in Resolution #21-512 for an amount not-to-exceed \$120,500.

After discussions with the contractor, project partners, and county financial services, it was determined that the contract approved by the Board of Commissioners and attorney would make for a complicated financial process, as the contract did not include in the not-to-exceed amount the matching funds from partners required to complete the services. The request below is made to enable a simpler and more efficient internal administrative process. Also, the Phase I environmental assessment should be removed from the scope of services for the Vevay Township site as the work will be completed through LEAP's EPA assessment dollars. Ingham County still is not liable for any costs for the project, as all funds expended will be fully reimbursed.

REQUEST

Authorize Ingham County and the board chair to enter into an updated contract with adjusted scope of services not-to-exceed \$138,000 with Capital Consultants, Inc. (dba C2AE), an architecture and engineering firm located in Ingham County at 106 West Allegan St. Suite 500, Lansing, MI 48933, to complete the various site readiness activities at the four identified sites, in alignment with the CDBG grant agreement executed on May 19, 2021 by the Ingham County Controller as the Certifying Officer.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND THE CONTRACT WITH CAPITAL CONSULTANTS, INC.
FOR STATE COMMUNITY DEVELOPMENT BLOCK GRANT SITE READINESS
PRELIMINARY ENGINEERING SERVICES**

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

WHEREAS, Ingham County is an eligible Unit of General Local Government and approved Resolution #20-116 on March 9, 2021 authorizing the County Controller as Certifying Officer to submit a CDBG grant request of \$120,500 to better prepare key vacant industrial sites for development in the townships of Vevay and Delhi and the cities of Mason and Williamston; and

WHEREAS, Ingham County was awarded the CDBG grant request and fully executed the grant agreement on May 19, 2021, approved as to form by Cohl, Stoker & Toskey, P.C.; and

WHEREAS, the relevant property owners, municipalities, and project partners have committed local funds in the estimated amount of \$30,000; and

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

WHEREAS, Ingham County published a Request for Qualifications (RFQ) #70-21 for preliminary engineering services on August 10, 2021, and after due public notice provided in the City Pulse on August 18, 2021, Ingham County received four bids; and

WHEREAS, the Ingham County Board of Commissioners approved Resolution #21-512 to enter into a contract with Capital Consultants, Inc. for an amount not-to-exceed \$120,500; and

WHEREAS, after discussion with Capital Consultants, Inc. and project partners, including county financial services, LEAP recommends amending the contract for an amount not-to-exceed \$138,000, which includes the matching funds altogether in one contract for a more simplified and efficient financial process for all parties; and

WHEREAS, the Phase I environmental assessment currently in the scope of services for the Vevay Township site should be removed from the Ingham County and Capital Consultants, Inc. contract and will be completed via a separate contract through LEAP's EPA brownfield assessment dollars; and

WHEREAS, Ingham County still is not liable for any costs as the entire contracted amount will be reimbursed fully by grant funds and partner matching funds.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the contract with Capital Consultants, Inc. for an amount not-to-exceed \$138,000.

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

BE IT FURTHER RESOLVED, that should any section, clause, or phrase of this resolution be declared by the Courts to be invalid, the same shall not affect the validity of this resolution as a whole nor any part thereof other than the part so declared to be invalid and all resolutions or parts of resolutions in conflict with any of the provisions of this resolution are hereby repealed.

Agenda Item 11

TO: Board of Commissioners County Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

DATE: December 20, 2021

SUBJECT: Resolution to Authorize an Agreement with the Ingham Conservation District
For the meeting agendas of January 19 and January 20

BACKGROUND

This resolution authorizes a 2022 agreement with the Ingham Conservation District.

ALTERNATIVES

None.

FINANCIAL IMPACT

This agreement will be for an amount not to exceed \$10,000. Funds for this agreement are included in the 2022 budget. Funds will be allocated as follows:

Staff Support - \$7,000

Education and Outreach - \$1,000

Vehicle and Property Maintenance - \$1,000

Office Support - \$1,000

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of promoting environmental protection, smart growth, and conservation.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support a 2022 agreement with the Ingham Conservation District.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH
THE INGHAM CONSERVATION DISTRICT**

WHEREAS, Conservation Districts were established in response to the “Dust Bowl” to improve farming practices and be protective of the environment; and

WHEREAS, the Ingham Conservation District was established in 1946; and

WHEREAS, the role of Conservation Districts has expanded to be protective of all-natural resources including soil, water, wildlife, etc.; and

WHEREAS, Ingham Conservation District made a budget request to provide operational funding in support of education and outreach, conservation-oriented events, vehicle, and property maintenance and office support; and

WHEREAS, the 2022 Ingham County budget includes \$10,000 for the Ingham Conservation District.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the Ingham Conservation District to provide operational funding in support of education and outreach, staff support, vehicle, and property maintenance and office support.

BE IT FURTHER RESOLVED, that this agreement shall be for the period of January 1, 2022 through December 31, 2022 in an amount not to exceed \$10,000.

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

Agenda Item 12

TO: County Services Committee and Finance Committee

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

DATE: December 15, 2021

**RE: RESOLUTION TO CONTRACT FOR COMMERCIAL AND INDUSTRIAL
APPRAISALS FOR THE INGHAM COUNTY EQUALIZATION DEPARTMENT**

Attached please find the resolution approving and authorizing the awarding a multi-year contract for commercial and/or industrial appraisal services for the Ingham County Equalization Equalization/Tax Mapping Department by Michigan Equalization Services.

Respectfully

TO: James Hudgins, Director of Purchasing

FROM: William Fowler, Director of Equalization/Tax Mapping

DATE: November 17, 2021

RE: RFP No. 121-21 Commercial and Industrial Property Appraisal Services

Per your request, the Equalization/Tax Mapping Department has reviewed the responses/proposals received relative to RFP 121-21. Responses/proposals were received from:

Tyler Technology Inc.
Michigan Equalization Services LLC and
Integra Realty Resources-Detroit

Review of the Proposal Submitted by Tyler Technology

- 1) Tyler Technology Inc. is corporate based out of Plano, Texas
- 2) Tyler Technology Inc. proposes that this project will be coordinated and supervised out of its Heartland Regional Office located in Lebanon, Indiana.
- 3) Tyler Technology Inc. has established a business office within the State of Michigan in Troy, Michigan.
- 4) Tyler Technology Inc. has secured the services of Ms. Shalice Northrop, MMAO. There is no indication that the remaining support staff hold any level of Michigan assessing officer certifications issued by the Michigan State Tax Commission.
- 5) Tyler Technology Inc. sets forth that its response/proposal is the first step starting point and reserves the right to negotiate any and all (future) terms.
- 6) Tyler Technology Inc. states that it has provided contractual reappraisal and appraisal services for the Cities of Detroit, Hamtramck, and Benton Harbor, but not since 2016. Based upon the Tyler Technology Inc. response/proposal Tyler Technology Inc. has not provided any contractual appraisal services to any of the 83 county equalization departments within the State of Michigan.
- 7) Tyler Technology Inc. response/proposal does not set forth the appraisal software that will be utilized for this project. Nor does Tyler Technology Inc. set forth that any appraisal software to be utilized has been approved and authorized by the Michigan State Tax Commission.

Review of the Proposal Submitted by Michigan Equalization Services LLC

- 1) Michigan Equalization Services LLC is corporate based out of Clark Lake, Michigan and prior to 2021 was based out of Williamston, MI.
- 2) Michigan Equalization Services LLC has provided contractual appraisal services for Shiawassee County, Clinton County, Isabella County and Ingham County specifically dedicated to annual equalization study requirements.
- 3) Mr. Scott Cunningham, principal member of Michigan Equalization Services LLC, is certified as a Michigan Master Assessing Officer (MMAO) and serves as the appointed Designated Assessor for Clinton County. All fulltime employees of Michigan Equalization Services LLC are certified by the Michigan State Tax Commission as Michigan Advanced Assessing Officer (MAAO).

- 4) Michigan Equalization Services LLC is licensed and utilizes BS&A software, the standard for assessment/equalization administration and property valuation within the State of Michigan.

Review of the Proposal Submitted by Integra Realty Resources

- 1) Dean Appraisal Services, dba Integra Realty Resources-Detroit would provide contractual services from its Birmingham, Michigan office location.
- 2) Integra Realty Resources' response/proposal has provided a list of Michigan based clients, but only cites the City of Dearborn and Oakland County as clients that may have contractual assessment/equalization valuation needs.
- 3) Integra Realty Resources' response/proposal cites the utilization of 5 employees, but provides no background as to experience or level of STC certification. Further, Integra Realty Resources' response/proposal does not identify an employee meeting the STC Michigan Master Assessing Officer (MAAO) as required in Section 11.0 Scope of Work, Line item #13.

Recommendation:

Based upon the review of each response/proposal submitted for RFP No. 121-21 (Commercial and Industrial Property Appraisal Services) it is the Equalization/Tax Mapping Department's recommendation the award for contractual services be awarded to Michigan Equalization Services LLC. The contractual award to cover the contract period of January 1, 2022 through December 31, 2024 with allowable extension for January 1, 2025 to December 31, 2025 and January 1, 2026 to December 21, 2026.

Respectfully submitted,

Agenda Item 12

TO: William Fowler, Director of Equalization

FROM: James Hudgins, Director of Purchasing

DATE: October 20, 2021

RE: Memorandum of Performance for RFP No. 121-21 Commercial and Industrial Property Appraisal Services

Per your request, the Purchasing Department sought proposals from qualified and experienced appraisers for the purpose of entering into a contract to perform commercial and industrial real property appraisals for equalization purposes.

The scope of work includes, but is not limited to, making every reasonable effort to appraise a representative sample of the taxable commercial and/or industrial property in the assigned local unit, stratified by SEV and parcel count; ensuring that each completed appraisal contains all necessary data and computations, a satisfactory land and building sketch, satisfactory photograph(s), appropriate market data and income to value determinations; and, ensuring that all reviews and final estimate of values, in connection with the Contractor's appraisals, be conducted by an appraiser with a Michigan Master Assessing Officer (4) Certification from the Michigan State Tax Commission.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	42	8
Vendors responding	3	0

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

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

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

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

SUMMARY OF VENDORS' COSTS

TYLER TECHNOLOGY						
Local Preference: No, Troy MI						
	100 or less commercial appraisals	101-120 commercial appraisals	121 or more commercial appraisals	100 or less industrial appraisals	101-120 industrial appraisals	121 or more industrial appraisals
2022	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
2023	\$105.00	\$105.00	\$105.00	\$105.00	\$105.00	\$105.00
2024	\$110.00	\$110.00	\$110.00	\$110.00	\$110.00	\$110.00
2025	\$116.00	\$116.00	\$116.00	\$116.00	\$116.00	\$116.00
2026	\$122.00	\$122.00	\$122.00	\$122.00	\$122.00	\$122.00
MICHIGAN EQUALIZATION SERVICES LLC						
Local Preference: No, Clark Lake MI						
	100 or less commercial appraisals	101-120 commercial appraisals	121 or more commercial appraisals	100 or less industrial appraisals	101-120 industrial appraisals	121 or more industrial appraisals
2022	\$330.00	\$325.00	\$320.00	\$330.00	\$325.00	\$320.00
2023	\$330.00	\$325.00	\$320.00	\$330.00	\$325.00	\$320.00
2024	\$330.00	\$325.00	\$320.00	\$330.00	\$325.00	\$320.00
2025	\$350.00	\$345.00	\$340.00	\$350.00	\$345.00	\$340.00
2026	\$350.00	\$345.00	\$340.00	\$350.00	\$345.00	\$340.00
INTEGRA REALTY RESOURCES - DETROIT						
Local Preference: No, Birmingham MI						
	100 or less commercial appraisals	101-120 commercial appraisals	121 or more commercial appraisals	100 or less industrial appraisals	101-120 industrial appraisals	121 or more industrial appraisals
2022	\$3,800.00	\$3,600.00	\$3,400.00	\$3,000.00	\$2,850.00	\$2,500.00
2023	\$3,850.00	\$3,650.00	\$3,450.00	\$3,000.00	\$2,900.00	\$2,550.00
2024	\$3,900.00	\$3,700.00	\$3,500.00	\$3,050.00	\$2,950.00	\$2,600.00
2025	\$3,950.00	\$3,750.00	\$3,550.00	\$3,100.00	\$3,000.00	\$2,650.00
2026	\$4,000.00	\$3,850.00	\$3,600.00	\$3,150.00	\$3,050.00	\$2,700.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONTRACT FOR COMMERCIAL AND INDUSTRIAL APPRAISALS

WHEREAS, the contracting for commercial and/or industrial appraisals has been approved for the 2022 Equalization Department Budget; and

WHEREAS, the Purchasing Department has advertised and requested proposals for the necessary contractual service; and

WHEREAS, Michigan Equalization Services of Clark Lake, Michigan has submitted an acceptable proposal in accordance with the qualifications required by the Equalization Department; and

WHEREAS, it is the recommendation of the Ingham County Equalization Department in concurrence with the Purchasing Department to award this contract to Michigan Equalization Services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, through the Equalization Department, authorizes entering into a contract with Michigan Equalization Services in an amount as set forth in the following schedule:

Years 1 - 3:	\$ 96,000
Years 4 - 5:	\$102,000

The cost to be provided for in the 2022 and subsequent years Equalization Department Budget.

BE IT FURTHER RESOLVED, that a three-year contract be approved with the stipulation that a fourth year and fifth year renewal shall be a permissible option of the County.

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

TO: Board of Commissioners County Services & Finance Committees
FROM: Deb Fett, Chief Information Officer
DATE: January 3, 2022
SUBJECT: Dark fiber for Office of the Family Center
For the Agendas of January 18th, January 19th, and January 25th

BACKGROUND

The Ingham County Family Center currently has an unreliable fiber connection that runs through several Lansing schools. This allows the circuit to be interrupted often by events such as power being turned off at buildings that are unoccupied during school breaks. In order to increase the reliability of this connection, they will need a different circuit path. Innovation and Technology has worked with the current vendor to ensure such a path can be created and used until such time as a County-owned alternative is put into place.

ALTERNATIVES

Quotations were requested from other vendors, however, none, other than the selected vendor, were able to offer a dark fiber solution. The options that were quoted in lieu of dark fiber were metered connections that were a significantly higher price per gigabit than we will receive with a dark fiber solution.

FINANCIAL IMPACT

Funds for this project will be paid out of the Juvenile Division fund #2926629-921000.

STRATEGIC PLANNING IMPACT

This authorization supports Goal B – Communication: Improve service by enhancing the quality of external and internal communication as well as Goal D – Information Technology, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

OTHER CONSIDERATIONS

By utilizing the re-engineered dark fiber solution we will receive better support than our current solution which runs through areas that are not within the control of the vendor.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval to enter into an agreement with Zayo Group to lease dark fiber installation and 24 months of service in the amount not to exceed \$2,000 monthly for a total of \$48,000.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE LEASE OF DARK FIBER FROM ZAYO GROUP

WHEREAS, Ingham County's Family Center utilizes a fiber data connection solution currently; and

WHEREAS, there is a need for better data network connectivity back to the County's network; and

WHEREAS, a dark fiber solution has been determined to meet all data connectivity needs while providing the best price for performance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners do hereby authorize the lease of dark fiber from Zayo Group in an amount not to exceed \$48,000.

BE IT FURTHER RESOLVED, that the recurring monthly fees will be paid from the Juvenile Division's fund (2926629-921000).

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

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

Agenda Item 14a

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: January 4, 2022

RE: Resolution to Authorize an Agreement with Lansing Tile for Carpet Replacement in the Admin Office Space at the Human Services Building

For the meeting agendas of: January 18 & 19

BACKGROUND

The carpet in the admin office area of the Human Services Building (HSB) has deteriorated and outlived its useful life, is showing wear, and needs to be replaced as a part of the office renovations. Lansing Tile, a local vendor, submitted the most responsive and responsible proposal of \$56,000 for the replacement of the carpet. We are requesting a Contingency of \$2,000 for any unforeseen circumstances for a not to exceed total of \$58,000.

ALTERNATIVES

The alternative would be to install new cubicles over existing carpet and risk higher prices of carpet replacement at a later date.

FINANCIAL IMPACT

Funds are available in the 2022 approved CIP's.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
Health Dept. Carpet Replace	\$50,000	\$50,000	\$50,000	\$0
General Fund				
Health Dept. Office Constr.	\$50,000	\$50,000	\$8,000	\$42,000
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 an agreement with Lansing Tile for the carpet replacement in the Health Department's Admin Office area of the Human Services Building.

Agenda Item 14a

TO: Richard Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: December 14, 2021

RE: Memorandum of Performance for RFP No. 140-21 Carpet Replacement

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for replacing 3,700± SF of carpet throughout the Administrative area of the Health Department.

The scope of work includes, but is not limited to, removing and disposing of existing carpet, preparing sub-floor(s), installing new carpet, removing and replacing vinyl cove base with new and repairing any damages to wall finishes caused by removal of cove base.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	70	21
Vendors attending pre-bid/proposal meeting	4	4
Vendors responding	4	4

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

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Base Bid 3,000± SF	Alternate #1 3,700± SF	Estimate to Complete Project	Substitution (±)
Lansing Tile & Mosaic	Yes, Lansing MI	\$23,000.00	\$33,000.00	5 working days	
Seelye Group LTD	Yes, Lansing MI	\$23,000.00	\$35,000.00	Base: 4 working days/ Alt #1: 5 more working days	
Integrity Interiors Inc.	Yes, Lansing MI	\$25,890.00	\$32,655.00	3 weeks	
William Reichenbach Co.	Yes, Okemos MI	\$28,485.00	\$38,390.00	1 working week for each area	If bonding is required (+) \$670 to the base

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH LANSING TILE FOR THE CARPET REPLACEMENT AT THE HUMAN SERVICES BUILDING ADMIN OFFICE AREA

WHEREAS, the carpet has deteriorated and outlived its useful life, showing wear and needs to be replaced as a part of the office renovations; and

WHEREAS, it is the recommendation of the Facilities Department to enter into an agreement with Lansing Tile a local vendor, who submitted a responsive and responsible proposal of \$56,000 for carpet replacement at the Human Services Building Admin Office area; and

WHEREAS, the Facilities Department is requesting a contingency of \$2,000 for any unforeseen circumstances; and

WHEREAS, funds are available in the approved 2022 CIP Health Department Carpet Replacement from the General Fund which has a balance of \$50,000 and the approved 2022 CIP Health Department Office Construction from the General Fund which has a balance of \$50,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Lansing Tile, 2210 Apollo Drive, Lansing, Michigan 48906, for the carpet replacement at the Human Services Building Admin Office area for an amount not to exceed \$58,000 which includes a \$2,000 contingency.

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

Agenda Item 14b

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: January 4, 2022

RE: Resolution to Authorize an Agreement with Trane U.S. Inc., for the Replacement of Multiple Units and Upgrade Tracer Summit at Several Ingham County Buildings

For the meeting agendas of: January 18 & 19

BACKGROUND

There are three Roof Top Units at Forest Community Health Center (FCHC) that are failing and need to be replaced. The cost to replace the three units is \$167,653. Facilities is requesting a contingency of \$2,000 for any unforeseen circumstances.

There are 15 Roof Top Units at the Ingham County Family Center (ICFC) that are failing and need to be replaced. The cost of the 15 units is \$418,700. Facilities is requesting a contingency of \$1,200 for any unforeseen circumstances.

The Liebert unit that is in the Server Room at the Human Services Building (HSB) is failing and in need of replacement. The cost is \$34,140. Facilities is requesting a contingency of \$2,860 for any unforeseen circumstances. Funding will be from HSB Operating Fund and the Equipment Revolving Fund.

The Tracer Summit Software and equipment for the HVAC controls for the Mason Courthouse and Hilliard Building is in need of upgrades to properly control the HVAC systems. The cost is \$46,000. Facilities is requesting a contingency of \$3,500 for any unforeseen circumstances.

Trane U.S. Inc., who is on the cooperative Omnia Contract, therefore three quotes are not required per the Ingham County Purchasing Policy, submitted all the proposals which include materials, engineering, installation labor, training, and warranty. The grand total not to exceed amount is \$676,053.

ALTERNATIVES

The alternative would be to not go forward with part or all of the replacements and upgrades, costing more as there will be a substantial cost increase in 2022 if we hold off.

FINANCIAL IMPACT

Funds are available from the approved 2022 CIP's.

Project	Beginning Balance	Current Amount	Requested Amount	Remaining Balance
FCHC: 245-60199-976000-22F01	\$170,000	\$170,000	\$169,653	\$347
Public Imp. Fund				

ICFC: 245-66299-976000-22F03	\$420,000	\$420,000	\$419,900	\$100
Public Imp. Fund				
HSB: 631-23304-978000-22F05	\$31,450	\$31,450	\$31,450	\$0
HSB Operating				
HSB: 664-60199-935000-22F05	\$5,550	\$5,550	\$5,550	\$0
Equip. Rev. Fund				
HRB/CH: 245-90210-976000-22F04	\$60,000	\$60,000	\$49,500	\$10,500
Public Imp. 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 an agreement with Trane U.S. Inc., for the replacement of multiple units and Tracer Summit upgrades at several Ingham County Buildings.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH TRANE U.S. INC., FOR THE
REPLACEMENT OF MULTIPLE UNITS AND UPGRADE TRACER SUMMIT AT SEVERAL
INGHAM COUNTY BUILDINGS**

WHEREAS, three roof top units at Forest Community Health Center (FCHC) are failing and need to be replaced for a cost of \$167,653; and

WHEREAS, 15 roof top units at the Ingham County Family Center (ICFC) are failing and need to be replaced for a total cost of \$418,700; and

WHEREAS, the Liebert unit in the Server Room at the Human Services Building (HSB) is failing and in need of replacement for a cost of \$34,140; and

WHEREAS, the Tracer Summit software and equipment for the HVAC controls for the Mason Courthouse and Hilliard Building is in need of upgrades to properly control HVAC systems for a cost of \$46,000; and

WHEREAS, per the Ingham County Purchasing Policy, vendors on the Omnia co-operative contract do not require three quotes; and

WHEREAS, Trane U.S. Inc., is on the Omnia contract; and

WHEREAS, it is the recommendation of the Facilities Department to enter into an agreement with Trane U.S. Inc. , who submitted proposal of \$666,493 for the replacement of three roof top units at FCHC, 15 roof top units at ICFC, the Liebert unit in the HSB server room and Tracer Summit upgrades for the Mason Courthouse and Hilliard Building; and

WHEREAS, the Facilities Department is requesting the following contingencies; \$2,000 at FCHC; \$1,200 at ICFC; \$2,860 at HSB; and \$3,500 for Tracer Summit upgrades; and

WHEREAS, funds are available in the approved 2022 CIP for FCHC line item #245-60199-976000-22F01 Public Imp. Fund which has a balance of \$170,000; and

WHEREAS, funds are available in the approved 2022 CIP for ICFC line item #245-66299-976000-22F03 Public Imp. Fund which has a balance of \$420,000; and

WHEREAS, funds are available in the following approved 2022 CIP's for HSB line item #631-23304-978000-22F05 HSB Operating Fund which has a balance of \$31,450 and line item #664-60199-935000-22F05 Equip. Revolving Fund which has a balance of \$5,550; and

WHEREAS, funds are available in the approved 2022 CIP for Tracer Summit upgrades line item #245-90210-976000-22F04 which has a balance of \$60,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Trane U.S. Inc., 3350 Pine Tree Road, Lansing, Michigan 48911 for the replacement of; three roof top units at Forest Community Health Center for an amount not exceed \$169,653 which includes a \$2,000 contingency; 15 roof top units at the Ingham County Family Center for an amount not to exceed \$419,900 which includes a \$1,200 contingency; the Liebert unit in the Human Services Building server room for an amount not to exceed \$37,000 which includes a \$2,860 contingency; Tracer Summit software and equipment at the Mason Courthouse and Hilliard Building for an amount not to exceed \$49,500 which includes a \$3,500 contingency; for a grand total not to exceed amount of \$676,053.

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

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: January 4, 2022

RE: Proposed Resolution to Authorize an Engineering Design Services Contract with Bergmann and to Enter into a 2nd Party Agreement with the City of East Lansing for the Lake Lansing Road Project from Abbot Road to Hagadorn Road

For the meeting agendas of January 18, 19 and 25

BACKGROUND

The Ingham County Road Department (ICRD) has recently been awarded Highway Safety Improvement Program (HSIP) funding to perform a road diet on Lake Lansing Road from Abbot Road to Hagadorn Road, which includes an intersection reconstruction at Lake Lansing Road, Towar Avenue and Birch Row Drive in Section 6 of Meridian Township. The scope of work includes converting Lake Lansing Road from a four-lane cross section to a three-lane cross section, geometric improvements at the Lake Lansing Road/Towar Avenue/Birch Row Drive intersection, and signal replacement with pedestrian push buttons. The HSIP funding is capped at \$600,000 for eligible construction costs. This funding is ineligible for use on design costs.

Previously, the City of East Lansing obtained funding through various sources, including the Ingham County Regional Trails and Parks Millage Fund to supplement the project funding at the intersection named above. The current funding available through the City of East Lansing's grant sources is approximately \$400,000 of which a portion can be used for design costs. Bergmann is currently under contract with the City of East Lansing to perform the design of the intersection. Due to the recent award of federal HSIP funding, the lead agency responsibility transferred to the Road Department, requiring Bergmann to enter into an engineering services contract with the County.

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

Upon Road Department and City of East Lansing review and recommendation, Bergmann has a significant expertise and understanding of the scope of work for this project based on their current contract with the City of East Lansing to prepare a safety analysis for the various intersection alternatives. Pursuant to Board Resolutions #19-299 and #21-609, the Road Department obtained a proposal from Bergmann for \$132,690 of which the City of East Lansing has committed to funding \$50,000 of the engineering design costs.

ALTERNATIVES

None. The Road Department and the City of East Lansing do not have the staff available to perform the design services for this project.

FINANCIAL IMPACT

Bergmann provided a fee proposal of \$132,690 to perform engineering design services for the Lake Lansing Road project. In addition to this fee, the Road Department requests a 10% contingency for unidentified costs associated with the design portion of the project, such as additional work required by the Drain Office. The total design contract cost with the contingency included is \$146,000. This design fee equates to 13% of the estimated construction costs for the Lake Lansing Road project, which aligns within the anticipated budget range for these types of services. The City of East Lansing has committed to funding \$50,000 of the design costs. The remaining design costs are included in the 2022 Road Fund Budget. Construction related costs will be included in the 2023 Road Fund Budget and will be supplemented by the City of East Lansing's grants.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I respectfully recommend the Board of Commissioners adopt the attached resolution and accept the service proposal from Bergmann for the Lake Lansing Road project and to enter into a 2nd party agreement with the City of East Lansing.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN ENGINEERING DESIGN SERVICES CONTRACT WITH
BERGMANN
AND
TO AUTHORIZE A 2ND PARTY AGREEMENT WITH THE CITY OF EAST LANSING
FOR
THE LAKE LANSING ROAD PROJECT FROM ABBOT ROAD TO HAGADORN ROAD**

WHEREAS, the Ingham County Road Department has recently been awarded Highway Safety Improvement Program funding to perform a road diet on Lake Lansing Road from Abbot Road to Hagadorn Road, which includes an intersection reconstruction at Lake Lansing Road, Towar Avenue, and Birch Row Drive in Section 6 of Meridian Township; and

WHEREAS, the Highway Safety Improvement Program provides funding for 80% of construction costs up to a capped amount of \$600,000 for eligible construction items, with the Road Department being responsible for the remaining funding match, design engineering, construction engineering, and right of way costs; and

WHEREAS, the project costs associated with design engineering and right of way costs are included in the 2022 Road Fund Budget; and

WHEREAS, the costs associated with the local funding match for the Highway Safety Improvement Program and the construction engineering will be included in the 2023 Road Fund Budget; and

WHEREAS, the City of East Lansing has obtained \$400,000 in funding through various sources, including the Ingham County Regional Trails and Parks Millage Fund, of which a portion can be used for engineering design costs; and

WHEREAS, the City of East Lansing has committed to funding \$50,000 of the engineering design costs for this project, with the remaining portion of the available grant funding to be applied to the construction phase of the project; and

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

WHEREAS, Road Department and City of East Lansing staff reviewed the proposals for experience, expertise, proposed labor rates, and overall value to the county; and

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

WHEREAS, the Road Department recommends that the Board of Commissioners authorizes an engineering design services contract with Bergmann to provide professional engineering services on the Lake Lansing Road Project from Abbot Road to Hagadorn Road; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize a 10% contingency for unidentified costs associated with the design portion of the project, such as additional work required by the Drain Office; and

WHEREAS, the County on behalf of the Road Department, will enter into a second party agreement with the City of East Lansing to define funding responsibilities for the engineering design and construction phases of the Lake Lansing Road Project from Abbot Road to Lake Lansing Road.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an engineering design services contract for the Lake Lansing Road Project from Abbot Road to Hagadorn Road with Bergmann located at 7050 West Saginaw Highway, Suite 200, Lansing, MI 48917, for the not to exceed fee of \$146,000, which includes a 10% contingency.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a second party agreement with the City of East Lansing for \$50,000 to be applied towards the engineering design services contract with the remaining \$350,000 of their grant funding to be applied towards the construction phase of the Lake Lansing Road Project from Abbot Road to Hagadorn Road.

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

Agenda Item 16a

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: January 10, 2022
SUBJECT: Resolution to Approve a Letter of Agreement between Ingham County and Capitol City Labor Program, Corrections Unit, for COVID-19 Related Use of Leave Time
For the meeting agenda of January 18

BACKGROUND

The Omicron variant is having a significant impact on the Sheriff's Office operations, especially Corrections. CCLP requested that we agree to a Letter of Agreement (LOA) that provides CCLP Corrections members the ability to utilize any of their available accrued but unused leave time for the purposes of covering the time the employee is off of work due to COVID-19 quarantine or isolation requirements.

The LOA has been reviewed and approved by legal counsel and signed by the Sheriff's Office and CCLP.

RECOMMENDATION

Respectfully request approval of LOA.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A LETTER OF AGREEMENT
BETWEEN INGHAM COUNTY AND CAPITOL CITY LABOR PROGRAM, CORRECTIONS UNIT,
FOR COVID-19 RELATED USE OF LEAVE TIME**

WHEREAS, an agreement has been reached between Ingham County and the Capitol City Labor Program (CCLP) Corrections Unit to address access to leave time to cover necessary quarantine periods after exposure to an individual positive with COVID-19 or isolation periods after testing positive for COVID-19; and

WHEREAS, the parties wish to provide relief to Corrections employees experiencing hardship with leave time shortages as the coronavirus pandemic continues; and

WHEREAS, in order to provide this relief, a Corrections employee may utilize any of their available accrued but unused leave time for the purposes of covering the time the employee is off of work due to COVID-19 quarantine or isolation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the attached Letter of Agreement with the CCLP Corrections Unit regarding use of leave time for COVID-19 quarantine and/or isolation to be reviewed six (6) months from the execution of the agreement.

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

COUNTY OF INGHAM AND INGHAM COUNTY SHERIFF
AND
CAPITOL CITY LABOR PROGRAM, INC. (FOR ITS CORRECTIONS UNIT)

AGREEMENT

WHEREAS, with the ongoing coronavirus pandemic, the parties have identified a need to ensure employees in the bargaining unit have access to enough leave time to cover any necessary quarantine period after exposure to an individual positive for COVID-19 or isolation period after testing positive for COVID-19; and

WHEREAS, the parties wish to provide relief to corrections employees experiencing hardship with leave time shortages as the coronavirus pandemic continues.

NOW THEREFORE, THE PARTIES AGREE:

1. Regardless of any limitations in the collective bargaining agreement between the parties, a corrections employee may utilize any of their available accrued but unused leave time for the purposes of covering the time the employee is off of work due to COVID-19 quarantine or isolation requirements.
2. Supporting documentation from a health care provider is not required to support a quarantine period after exposure to the virus originating from the workplace. However, medical documentation would be required to support a claim of workplace exposure, including proof of a positive test, for purposes of determining workers' compensation eligibility.
3. The employee may not use such leave time for previously scheduled unrelated medical appointments/procedures, vacation or other leaves of absence unrelated to COVID-19.
4. Utilization of this leave time is to cover hours an employee is regularly scheduled to work.
5. An employee must follow established call-in/reporting procedures to notify supervision of their absence.
6. The parties agree to revisit this issue in six (6) months from the execution of this Agreement.

This Agreement is without precedence or prejudice as to any future matters between the parties.

CCLP: 

01/10/2022

Date

INGHAM COUNTY SHERIFF:



1/10/2022

Date

INGHAM COUNTY:

Date

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: January 5, 2022
SUBJECT: American Rescue Plan Act Second Tranche Discussion
 For the meeting agendas of January 18, 19

BACKGROUND

The second tranche of ARP funds, \$28,398,219, will arrive May/June of 2022. There is currently \$157,811 unallocated first tranche funds, leaving total remaining ARP funds of \$28,556,030. The current proposed allocation is as follows:

Revenue		
Tranche 2 May 2022 - Dec 2026		\$28,398,219
Tranche 1 Uncommitted		\$ 157,811
ARP Revenue Remaining		\$28,556,030
Expense	Proposed	Committed
Revenue Reimbursement	\$ 4,000,000	\$ 3,000,000
Housing Trust Fund	\$ 9,000,000	\$ -
Child and Family Charities	\$ -	\$ 3,000,000
Sewer/Water/Broadband Revolving Loan Fund	\$ 8,800,000	\$ -
Additional Staffing	\$ 738,578	\$ -
Total Tranche II Proposed	\$22,538,578	
Total Tranche II Committed		\$ 6,000,000
Total Tranche II Expenditures (Proposed + Committed)		\$28,538,578
ARP Final		\$ 17,452

Committed funds include:

- \$3,000,000 Revenue Reimbursement – utilized to balance the 2022 budget
- \$3,000,000 to Child and Family Charities – contingent on raising \$3,000,000 in matching funds.

Proposed \$22.5 million include:

- \$4,000,000 Revenue Reimbursement – proposed to offset future budget deficits.
- \$9,000,000 Housing Trust Fund – low interest revolving loans, new construction of moderately priced units, etc.
- \$8,800,000 Sewer/Water/Broadband Revolving Loan Fund – low interest revolving loans for townships/cities/villages which have requested over \$57 million in ARP funding for infrastructure projects. Would also include septic repairs.
- \$738,478 Additional Staffing – covers cost of new ARP related positions (accountant, foreclosure specialist, fair maintenance worker) through 2024.

Additional requested/proposed projects:

- Vaccination incentive program - \$1,000,000 estimate
- Park Development - \$3,000,000
- Stormwater management (Rayner Drain) - \$1,500,000 - \$2,000,000 estimate
- Mason Courthouse armed security - \$80,000/year
- Public Defender's Office client assistance - \$50,000 - \$75,000
- Additional school-based health centers - \$600,000/school
- IT Upgrades - \$2,000,000 - \$4,500,000
- Mason Courthouse 3rd Floor security upgrades - \$100,000

We would like to discuss prioritizing the remaining ARP funds and identifying any additional projects/initiatives of interest.