

CHAIRPERSON  
BRYAN CRENSHAW

VICE-CHAIRPERSON  
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM  
ROBIN NAEYAERT

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

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, MAY 4, 2022 AT 6:00 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/89160266022>.

Agenda

Call to Order

Approval of the [April 20, 2022](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Homeland Security and Emergency Management – Resolution to Convert the Temporary Project Coordinator Position to a Full-Time [Regional Planner/Deputy Emergency Manager](#) Position
2. Parks Department
  - a. Resolution to Authorize Ingham County [Employee Free Event Days](#) at Ingham County Parks and Potter Park Zoo
  - b. Resolution to Amend the [City of East Lansing](#) Trails and Parks Millage Agreements
  - c. Resolution to Authorize [Safety Enhancement Projects](#) at Lake Lansing County Park South, Burchfield County Park, and Hawk Island County Park
  - d. Resolution to Accept the [Michigan Active Communities](#) Grant
3. Health Department
  - a. Resolution to [Amend Resolution #21-585](#)
  - b. Resolution to Authorize the Use of American Rescue Plan Act of 2021 Funds to Repair or Replace [Private Well and Private Wastewater Systems](#) in Ingham County
  - c. Resolution to [Amend Resolution #22-100](#) to Extend the Term of the Agreement with Michigan Primary Care Association for Vaccine Clinics
  - d. Resolution to Reorganize/Rename the [Senior Public Health Nurse](#) Positions in Maternal and Child Health
4. Purchasing Department – Resolution to Approve the Disposal of County-Owned [Surplus](#) Property
5. Facilities Department
  - a. Resolution to Authorize a Purchase Order to [Tri-Terra](#) for Consultation and Testing for Hazardous Materials
  - b. Resolution to Authorize an Agreement with [Rose Pest Solutions](#) for Pest Control and Management at Several Ingham County Facilities

6. Road Department
  - a. Resolution to Authorize a Second Party Agreement with the Michigan Department of Transportation and Ingham County in Relation to a State Funded Project on [Waverly Road](#) over the Grand River (SN 3871)
  - b. Resolution to Authorize a Contract for [Rental and Cleaning Services](#) for Uniform Work Apparel, Floor Mats, and Shop Towels
7. Controller/Administrator
  - a. Resolution Approving American Rescue Plan Funds to Purchase [Air Purification](#) and Surface Containment Elimination Solutions for the Sheriff's Office
  - b. Resolution Authorizing [Adjustments](#) to the 2022 Ingham County Budget
  - c. 2023 Update of [County Fees](#) for Human Services Departments (*Discussion*)
  - d. Resolution to Amend the Agreement with [Jensen Partners LLC](#) for Correctional Medical Consulting Services

Announcements  
Public Comment  
Adjournment

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

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

FINANCE COMMITTEE  
April 20, 2022  
Draft Minutes

Members Present: Grebner, Crenshaw, Peña, Polsdofer, Schafer, Stivers, and Tennis.

Members Absent: None.

Others Present: Treasurer Alan Fox, Gregg Todd, Michael Townsend, Teri Morton, Kylie Rhoades, 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 April 6, 2022 Minutes

CHAIRPERSON GREBNER STATED, WITHOUT OBJECTION, MINUTES OF THE APRIL 6, 2022 FINANCE COMMITTEE MEETING WERE APPROVED AS WRITTEN.

Additions to the Agenda

10. Controller/Administrator
  - d. Resolution to Authorize a Lease of 426 S. Walnut Street in Lansing for Visiting Judge Purposes
  - e. Resolution to Authorize a Contract with Smart Homes Smart Offices for Visiting Judge Technology
  - f. Resolution to Authorize the Controller/Administrator to Immediately Pursue a Jail/Medical Provider and to Temporarily Fill Vacancies

Limited Public Comment

None.

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

1. 9-1-1 Dispatch Center – Resolution to Approve the Disposal of County-Owned Surplus Property
2. Law & Courts Committee – Resolution to Submit to the Electorate a Juvenile Justice Millage Renewal and Restoration Question
4. Potter Park Zoo – Resolution to Grant the Potter Park Zoo Advisory Board the Ability to Approve Ticket Distribution as a Marketing Strategy at Potter Park and Potter Park Zoo

5. Health Department – Resolution to Authorize the Reorganization of Four Positions within the Ingham County Health Department
6. Drain Commissioner
  - a. Resolution to Commit Ingham County to Continued Action Against Non-Point Source Pollution in Compliance with Phase II of the Federal Clean Water Act
  - b. Resolution to Allocate \$392,000 in American Rescue Plan Funds to Fund the Maintenance and Improvement of the Smith and Oesterle Drain
7. Facilities Department
  - a. Resolution to Authorize a Purchase Order to Knight Watch Inc. for New Access Swipes at the Allen Street Neighborhood Clinic
  - b. Resolution to Authorize an Agreement with John E. Green Company to Replace the Blower Fan Assemblies in the Two CRAC Units at the 9-1-1 Center
  - c. Resolution to Authorize a Purchase Order to Deer Creek Sales, Inc. for a Replacement Kubota Tractor
8. Road Department
  - a. Resolution to Authorize Agreements with Locke, Meridian, and Wheatfield Townships for the 2022 Local Road Program
  - b. Resolution to Reclassify Reception/Permits/Public Information Clerk to Reception and Public Information Coordinator
9. Equalization/Tax Mapping – Resolution to Adopt the 2022 County Equalization Report as Submitted with the Accompanying Statements
10. Controller/Administrator
  - a. Resolution to Approve the Reorganization of the Controller’s Office
  - c. Resolution to Approve American Rescue Plan Funds for the 30<sup>th</sup> Circuit Court Visiting Judge Program
  - d. Resolution to Authorize a Lease of 426 S. Walnut Street in Lansing for Visiting Judge Purposes
  - e. Resolution to Authorize a Contract with Smart Homes Smart Offices for Visiting Judge Technology
11. Board Referral – Ingham County Federal Awards Supplemental Information Audit Report for the Year Ending December 31, 2020 (*Previously Distributed at the Board of Commissioners’ Meeting*)

THE MOTION CARRIED UNANIMOUSLY.

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

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

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

Commissioner Crenshaw stated that he had expressed his concerns with the resolution at the Human Services meeting on April 18, 2022, and would be voting no.

THE MOTION CARRIED. **Yeas:** Grebner, Peña, Polsdofer, Schafer, Tennis, Stivers  
**Nays:** Crenshaw **Absent:** None

10. Controller/Administrator

- b. Resolution to Utilize \$9 Million in American Rescue Plan Funds for Affordable Housing Opportunities through the Ingham County Housing Trust Fund

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

Commissioner Schafer asked Gregg Todd, Controller, how the affordable housing opportunities were supposed to function. He further asked what percentage of administrative fees were associated as well as why the criteria was laid out as presented in the background.

Mr. Todd stated that the County had not contracted with anyone yet, but had established the Housing Trust Fund Committee and begun to collect information. He further stated that Capital Area Housing Partnership would be in attendance at the next meeting.

Mr. Todd provided an overview of the approved strategic plan presented by the Housing Trust Fund Committee.

Commissioner Schafer stated that he believed the plan discriminated against poor working couples.

Mr. Todd stated that it did not discriminate against working couples. He further clarified that the language stated households under 80% AMI, including single parents and minorities.

Commissioner Schafer stated that his largest concerns were in regards to the environmental study, including ground water testing. He further stated that the Health Department never had funds for ground water testing; in fact, a former employee had personally raised funds and tested wells in thirteen townships.

Commissioner Schafer stated that he believed funds should be allocated to address such environmental concerns and infrastructure such as lead pipes. He further stated that the E.coli levels at Lake Lansing were so high because of the goose population, and that funds could be utilized to relocate the geese to better manage the levels.

Commissioner Schafer stated that a home was not a wise investment when the costs associated with upkeep were considered. He further stated that he believed \$9 million would be a large

portion to take from the American Rescue Plan funding, and advised that the Finance Committee be more cautious.

Commissioner Schafer stated that if Ingham County was as concerned with the environment as it claimed to be, then the fund allocation should be reconsidered. He further stated he respected the opinions of others but would vote no.

Commissioner Stivers stated that she agreed with Commissioner Schafer's concern for ground water testing and making sure that there was clean water access. She further stated that she was a big proponent of septic system clean up and had initially been disappointed that only one million had been allocated to the Health Department to address the septic system when there was a large population of moderate-income families that could not afford the cost of replacing a system.

Commissioner Stivers stated that the Controller had provided assurance that when Federal funding was received, addressing the failing septic system would be among the top priority, as well as fixing roadways and bridges. She further stated that the City of Lansing had replaced all of the lead pipes during former Mayor Virg Bernero's time in office.

Commissioner Stivers stated that while there was a broad prerogative to spend the funds, the County was right to prioritize funds to those who had been hardest hit by the COVID-19 Pandemic. She further stated that the Housing Trust Fund did include rental assistance.

Commissioner Stivers stated that she was in strong support of the \$9 million and believed that the project would be sustainable as it took into account the revolving loans, as well as a future millage that would help ensure sustainability. She further stated that there was potential to eliminate homelessness in Ingham County and it ultimately would be the best use of the available funds.

Commissioner Peña stated that he was a member of the Ground Water Management Board of Tri County. He further stated that it was a concern to make sure that surface water was taken care of, as well as that families in the fringe area have the ability to maintain and upkeep their sanitary systems.

Commissioner Peña stated that he was in support of allocating funds to benefit residents of both Ingham County and the Tri County area. He further stated that the E.coli levels were monitored and in a good place as geese have been rounded up and relocated.

Commissioner Schafer stated that he was greatly concerned and had read a great deal of the potential pollution levels that could occur at Potter Park Zoo and the runoff in the Grand River. He further stated that he would vote no.

Commissioner Tennis stated that the Legislature had passed a \$3.3 billion dollar water quality package, and the Governor had signed it into law. He further stated that funding to address water quality, storm and wastewater, as well as pollution prevention would be received.

Commissioner Tennis stated that he had shared Commissioner Stivers' concern of allocating additional funding towards septic repair, and hoped the additional allocation could come later. He further stated that he had never heard that homeownership was a bad investment, in fact it was the most common creator of wealth as it were an opportunity to invest and grow in value over time.

Commissioner Tennis stated that the opportunity to invest in homeownership was a good way to eliminate homelessness and grow the middle class. He further stated that he strongly disagreed with Commissioner Schafer's view.

Chairperson Grebner stated that he had also intended to vote against, but did not have anything in common with Commissioner Schafer's points of concern. He further stated that he had a religious belief in markets and did not understand how it included money to construct housing.

Chairperson Grebner stated that he was against general public expenditures to build housing. He further stated that when the Government built housing, they spent several hundreds of thousands only to turn around and sell them for a fraction of the price.

Chairpersons Grebner stated that he would vote in favor of these once it no longer included construction of such housing.

Commissioner Stivers stated that developers in Meridian Township were interested in building homes that have a starting price around \$350,000. She further stated that individuals were quickly being priced out of the community and school districts, and it was a responsibility to keep diversity in the community and accessible to those with moderate income levels.

Commissioner Stivers stated that there was a high demand for attached, semi detached and condominium living for the younger generation. She further stated that there were not enough developers operating within that space, and the Government would be able to provide such without the exuberant costs.

Chairperson Grebner stated that it was not that the costs were exuberant or unfair, but rather when the Government builds housing it builds \$300,000 structures. He further stated that the Land Bank had provided a chart that showed building a structure for \$265,000 and selling it for \$120,000.

Chairperson Grebner stated it grieved him to operate with such a significant loss for each sale.

THE MOTION CARRIED. **Yeas:** Crenshaw, Peña, Polsdofer, Tennis, Stivers  
**Nays:** Grebner, Schafer **Absent:** None

10. Controller/Administrator

- f. Resolution to Authorize the Controller/Administrator to Immediately Pursue a Jail/Medical Provider and to Temporarily Fill Vacancies

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

Commissioner Crenshaw asked the Controller for clarification on the language regarding the potential situation where only a provider was available. He further stated that the Controller would not have the authority to enter into an agreement as the resolution had been presented.

Chairperson Grebner clarified that the question asked if the Controller was going forth on the principle that filing the vacancies may include hiring a provider to fill the vacancy.

Mr. Todd stated that both he and Legal Counsel believed that it did provide the authority to fill the vacancy by way of County employees, a private local partnership or a hiring agency.

Commissioner Crenshaw stated if there was an option to fill the vacancy with a jail medical provider, then perhaps the resolution include a final be it further resolved that stated the Chairperson of the Board was hereby authorized to sign any necessary documents because the Controller could not sign on behalf of the County.

Mr. Todd stated that it would be a question for Legal Counsel, but believed that it would be fine to include that amendment.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. STIVERS, TO AMEND THE RESOLUTION TO INCLUDE A FINAL BE IT FURTHER RESOLVED STATEMENT.

**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.**

Commissioner Schafer stated he would not consider this to be a friendly amendment. He further stated that he was concerned that the Chairperson might disagree with what the Controller presented and further delay any implementation.

Commissioner Crenshaw stated that if Legal Counsel approved the contract then he would sign. He further stated the Controller was not authorized to sign any contract on behalf of Ingham County, and the statement needed to be included.

Commissioner Crenshaw stated that he understood the issue and would not delay the process.

THE MOTION TO AMEND THE RESOLUTION CARRIED UNANIMOUSLY.

Commissioner Tennis asked for clarification on if there was a sunset. He further asked what would happen if the Controller made a decision on a provider, would the Board of Commissioners have a chance to say no.



Mr. Todd stated the resolution came to be due to the need to fill vacancies quickly. He further stated that this was similar to an emergency agreement, and would be presented to the Board of Commissioners for review.

Commissioner Tennis stated confirmation that this was the same process as any emergency situation and would have to eventually come before the Board of Commissioners for final approval.

Mr. Todd stated that the long-term solution was to distribute a Request for Proposal (RFP). He further stated the immediate relief included filling the vacancies.

Commissioner Polsdofer asked for an update on the conversations that were had with Sheriff Scott Wriggelsworth, County Sheriff, as well as the Linda Vail, Health Officer. He further stated that Sheriff Wriggelsworth had indicated he would assist with creating an RFP promptly.

Mr. Todd stated that an outline for the RFP had been created, but they were still working with Jensen Partners to ensure that the RFP included everything that Ingham County would be in need of in the long run. He further stated that they would like to have the review completed by the following week and distribute the RFP to the interested firms as soon as possible.

Chairperson Grebner stated that he had once wrote a two page RFP for Ingham County, but by the time it had been completed it reached 19 pages total. He further stated that Sheriff Wriggelsworth might have been ready for the one-week turnaround, but the process took time.

Mr. Todd stated that he had spoken with Mr. Perrone to draft a contract to have in place for immediate relief.

THE MOTION CARRIED UNANIMOUSLY.

#### Announcements

None.

#### Public Comment

None.

#### Adjournment

The meeting was adjourned at 6:30 p.m.

## **MAY 4, 2022 FINANCE AGENDA STAFF REVIEW SUMMARY**

### **RESOLUTION ACTION ITEMS:**

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

1. Homeland Security and Emergency Management – *Resolution to Convert the Temporary Project Coordinator Position to a Full-Time Regional Planner/Deputy Emergency Manager Position*

This resolution will approve the conversion of the temporary Project Coordinator position to a full-time Regional Planner/Deputy Emergency Manager position. For several years, the Office of Homeland Security and Emergency Management has employed a temporary Project Coordinator. The required number of hours to fulfill the functions of this position necessitate that it be classified as full-time. The Sheriff's Office prepared an updated job description and proposes a title change to Regional Planner/Deputy Emergency Manager. Upon review by the Human Resources Department, it has been determined that the position has a community of interest within the MC group and is appropriately compensated at MC 9 (\$63,830.43 to \$76,637.67). The long-term cost of the full-time position is \$138,203. The Homeland Security Grant Program funds reimburse \$60,000 to Ingham County for the Regional Planner Position. Additional funding is available from unbudgeted projected revenue from the United States Marshal Service Housing Contract.

See memo for details.

- 2a. Parks Department - *Resolution to Authorize Ingham County Employee Free Event Days at Ingham County Parks and Potter Park Zoo*

This resolution authorizes the following activities be made available to Ingham County Employees, their spouse, and their children at no charge annually for:

#### Ingham County Parks

- Free Evening Snow Tubing and Free Vehicle Entrance at Hawk Island County Park on a date(s) to be selected by park staff in winter, weather dependent.
- Free Winter Sports Equipment Rentals and Free Vehicle Entrance at Burchfield County Park on a date(s) to be selected by park staff in winter, weather dependent.
- Free Round of Disc Golf and Free Vehicle Entrance at Lake Lansing Park North on a date(s) to be selected by park staff, weather dependent. Bag of discs available for usage at a first come, first serve basis.

#### Potter Park Zoo

- Free Admission and Free Vehicle Entrance at Potter Park Zoo on a date(s) to be selected by zoo staff.

- 2b. Parks Department - *Resolution to Amend the City of East Lansing Trails and Parks Millage Agreements*

This resolution authorizes an amendment to the agreements listed below with the City of East Lansing:

Contract Title	Project #	Current Contract Amount	Amount to Reallocate	Total Revised Contract Amount
Northern Tier Trail Repair and Maintenance	TR003	\$776,440	Reallocate \$120,796 from TR057 to TR003 and \$101,684 from TR058 to TR003	\$998,920
Pedestrian Connection to Northern Tier Trail at Riveria Drive	TR057	\$570,796	-\$120,796 reallocate to TR003	\$450,000
Pedestrian Connection to Northern Tier Trail at Colorado Drive	TR058	\$291,684	-\$101,684 reallocate to TR003	\$190,000

2c. Parks Department - *Resolution to Authorize Safety Enhancement Projects at Lake Lansing County Park South, Burchfield County Park, and Hawk Island County Park*

This resolution authorizes the Ingham County Parks Department, following Purchasing Department guidelines, to proceed with repairs and replacement of playground equipment within County Parks. It will be necessary to transfer up to \$120,000 from the Parks Department 208 fund balance to fund the costs for the project.

2d. Parks Department - *Resolution to Accept the Michigan Active Communities Grant*

This resolution authorizes acceptance of the grant in the amount of \$18,075 from Michigan Active Communities Grant in partnership with mParks, Michigan Department of Health & Human Services, and Michigan Outdoor Industry Office grant which will help fund the Burchfield Dirt School.

3a. Health Department - *Resolution to Amend Resolution #21-585*

This resolution amends Resolution #21-585 to increase the amount of the agreement from \$716,800 to \$896,000, for a total increase of \$179,200, effective October 1, 2021 through July 31, 2022. Resolution #21-585 approved an agreement with Ingham Intermediate School District (IISD) to allow ICHD to pass \$716,800 in grant funds that were received through Resolution #21-586 from the Michigan Department of Health and Human Services (MDHHS) to IISD for the placement of Human Resource Advocates (HRAs) into IISD Schools. MDHHS authorized an additional \$179,200 in grant funds which was accepted through Resolution # 22-184. This amendment will allow ICHD to distribute the additional funds to IISD to continue providing HRA services in the Ingham Intermediate schools as approved through Resolution #21-585.

3b. Health Department - *Resolution to Authorize the Use of American Rescue Plan Act of 2021 Funds to Repair or Replace Private Well and Private Waste Water Systems in Ingham County*

This resolution authorizes the Health Department to use up to \$1,000,000 of ARP funds to replace or repair private failing wells and wastewater treatment systems in Ingham County, giving priority to households with a total household income of less than 300% of FPL, effective upon approval through December 31, 2026.

3c. Health Department - *Resolution to Amend Resolution #22-100 to Extend the Terms of the Agreement with Michigan Primary Care Association for Vaccine Clinics*

This resolution amends Resolution #22-100 to extend the terms of the agreement effective April 1, 2022 through September 30, 2022 for an amount not to exceed \$71,424.97. The purpose is to plan, develop, and maintain a public health workforce that helps assure high immunization coverage levels, low incidence of vaccine-preventable diseases, and maintain or improve the ability to respond to public health threats. Through this amendment, vaccines will be provided to the public at no cost.

3d. Health Department– *Resolution to Reorganize/Rename the Senior Public Health Nurse Positions in Maternal and Child Health*

This resolution approves the reorganization of the Health Department to reclassify the Senior Public Health Nurse positions in Maternal and Child Health from an ICEA 4 to an ICEA 5. The fiscal impact is as follows:

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
PHN 04	\$66,769.42	\$69,890.60	\$73,153.24	\$76,569.81	\$80,168.59
PHN 05	\$69,735.57	\$72,993.69	\$76,405.73	\$79,977.31	\$83,736.25

See memo for details.

4. Purchasing Department– *Resolution to Approve the Disposal of County-Owned Surplus Property*

This resolution approves the disposal of surplus property through the public auction site GOVDEALS.COM. All of the property has exceeded its useful life, and therefore no longer serves the County's needs.

5a. Facilities Department– *Resolution to Authorize a Purchase Order to Tri-Terra for Consultation and Testing for Hazardous Materials*

This resolution authorizes a PO with Tri-Terra for hazardous materials testing at the Mason Courthouse, Annex, and Road Department building. Testing is required prior to construction.

The \$8,930 cost is included in the 2021 Capital Bond.

See memo for details.

5b. Facilities Department– *Resolution to Authorize an Agreement with Rose Pest Solutions for Pest Control and Management at Several Ingham County Facilities*

This resolution authorizes an agreement with Rose Pest Solutions for pest control/management of County facilities. Funding for the three-year proposal of \$46,548 is available in Facilities maintenance contractual budget.

See memo for details.

6a. Road Department– *Resolution to Authorize a Second Party Agreement with the Michigan Department of Transportation and Ingham County in Relation to a State Funded Project on Waverly Road over the Grand River (SN 3871)*

This resolution authorizes a second party agreement with MDOT to define the Road Department's responsibilities with regard to the Local Bridge Program (LBP) funded Waverly Road Bridge project.

The LBP funding pays for 95% of the actual construction costs, with the remaining 5% being the responsibility of the Local Agency. The local match for this project has been included in the 2022 Road Fund Budget.

Per MDOT Contract #22-5098:

Local Bridge Program (LBP):	\$ 910,670
Local Participation:	<u>\$ 67,930</u>
Total Project Cost =	\$ 978,600

Additionally, due to the nature of construction and the higher than average bid results over the past year, a 20% contingency is being requested for this project, equating to a total project cost of \$1,174,320. Since the LBP costs are not capped, the local share of the final project costs will remain at 5%.

6b. Road Department– *Resolution Authorizing a Contract for Rental and Cleaning Services for Uniform Work Apparel, Floor Mats and Shop Towels for the Road Department*

This resolution approves a contract with Cintas Corporation for the rental and cleaning services of Road Department uniforms, shop towels, floor mats and other related services.

Total cost for the three-year contract is \$8,806.20. Funding is available through the Road budget.

7a. Controller's Office – *Resolution Approving American Rescue Plan Funds to Purchase Air Purification and Surface Containment Elimination Solutions for the Sheriff's Office*

This resolution will allocate \$68,145 in American Rescue Plan funds to be used by the Sheriff's Office to purchase Air Purification and Surface Containment Elimination Solutions. It will also authorize an agreement with Arya Group, LLC. in the amount of up to \$68,145 for this purchase. Indoor air quality has a demonstrated impact on the transmission of COVID-19 and this solution will destroy disease causing pathogens, including those causing COVID-19, both in the air and on surfaces. These portable units could be used in the current Jail and easily transferred to and put into service at the new Justice Complex.

See memo for details.

7b. Controller's Office – *First Quarter 2022 Budget Adjustments and Contingency Fund Update*

This resolution will authorize various budget adjustments for the first quarter of 2022. The total increase to the General Fund is \$158,977.

The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Typical adjustments result from updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$165,092.

See memo for details.

7d. Controller's Office – *Resolution to Amend the Agreement with Jensen Partners LLC for Correctional Medical Consulting Services*

This resolution approves an amendment to the Jensen Partners LLC agreement to take us through the short-term staffing solutions and RFP development for a long-term solution to jail medical. The amendment is for a not to exceed price of \$75,000 (\$25,000/month for three months). Funding is available in the 2022 Contingency Fund.

See memo for details.

**PRESENTATION/DISCUSSION/OTHER ITEM:**

7c. Controller's Office – *2023 Update of County Fees for Human Services Departments (Discussion)*

## **Agenda Item 1**

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

**FROM:** Undersheriff Andrew Bouck

**DATE:** April 19, 2022

**SUBJECT:** Resolution to Convert the Temporary Project Coordinator Position to a Full-Time Regional Planner/Deputy Emergency Manager Position

For the meeting agendas of April 28, May 3 and May 4

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### **BACKGROUND**

For several years, the Office of Homeland Security and Emergency Management has employed a temporary Project Coordinator. When Ingham County began operating as the fiduciary agent for the Michigan Homeland Security Region 1 grant, funding became available to support this position. Currently, the required number of hours to fulfill the function of this position necessitate that it be classified as full-time. The Sheriff's Office prepared an updated job description, and proposes a title change to Regional Planner/Deputy Emergency Manager. The Human Resources Department has reviewed the job description and determined that the position has a community of interest within the MC group and is appropriately compensated at MC 9 (\$63,830.43 to \$76,637.67). See attached job description and memo from Human Resources for details.

### **ALTERNATIVES**

The number of hours of the position could be limited to remain properly classified as a special part-time employee, requiring no provision of benefits, and limiting the amount of services the position could provide.

### **FINANCIAL IMPACT**

The long-term cost of the full-time position is \$138,203. The Homeland Security Grant Program funds reimburse \$60,000 to Ingham County for the Regional Planner Position. Additional funding is available from unbudgeted projected revenue from the United States Marshal Service Housing Contract authorized by Resolution #21-132.

### **OTHER CONSIDERATIONS**

None.

### **RECOMMENDATION**

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

## Agenda Item 1

TO: Scott Wrigglesworth, Sheriff

FROM: Joan Clous, Human Resources Specialist

DATE: April 11, 2022

RE: Support for conversion of a temporary position to a full-time position

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Per your request, Human Resources has reviewed the classification titled Deputy Emergency Manager

After analysis, the position has a community of interest within the MC group and is appropriately compensated at MC 9 (\$63,830.43 to \$76,637.67).

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

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



**INGHAM COUNTY  
JOB DESCRIPTION  
REGIONAL PLANNER / DEPUTY EMERGENCY MANAGER POSITION  
HOMELAND SECURITY & EMERGENCY MANAGEMENT OFFICE**

**General Summary:**

The Regional Planner / Deputy Emergency Manager works under the supervision of the Emergency Manager (EM.) The Regional Planner assists the EM with addressing local and regional emergency management issues and the maintenance of all emergency operation plans as they pertain to all hazards to include terrorism. The planner will further assist the EM with the coordination, mitigation and preparedness, response, and recovery processes for both natural, man-made, and terrorist related emergencies and disasters within Ingham County and Michigan Region 1. Some required activities as the Deputy Emergency Manager may take place outside of normal business hours, and may require work outside of the office setting.

**Essential Functions:**

1. In the event of a disaster, the Deputy Emergency Manager will assist with coordination of the response through the Emergency Operations Center and/or Mobile Command Van. Depending on needs as determined by the Emergency Manager, can serve as one or multiple of the following:
  - a. Public Information Officer
  - b. Operational Liaison for on-scene coordination
  - c. Logistics / Tracking / Planning officer
  - d. Public Alert & Warning dissemination
  - e. Piloting the UAS (drone) for response / recovery missions.
  - f. Update the MICIMS (WebEOC) statewide status board
  - g. Other roles deemed necessary in an emergency
2. Assist with the Everbridge Mass Notification System. Add/remove administrative users, train message senders, and handle major event alert and warning. Assist public and county employee end users with their account settings.
3. Assist with social media pages for ICSO and HSEM, respond to questions from the public, send press releases for ICSO and the county to local media, and update the ICSO / HSEM webpages as needed.
4. Oversee Ingham County's FEMA EAS/IPAWS system, and activate emergency alerts as needed to deliver messages to cellular phone users and mass media outlets in the county.
5. Assist with weather briefings to EOC staff, county officials, and mutual aid agencies for severe summer / winter events. Monitor weather conditions disaster responses, along with planned outdoor events (Ingham County Fair, etc.) Coordinate with Tri-County partners for cold / hot weather shelter planning and operations.
6. Facilitate Tri-County Hazard Mitigation planning, file applications for hazard mitigation projects using FEMA grant funds, and report financial and project updates to MSP-EMHSD for reimbursement.
7. Assist with emergency planning efforts with all political jurisdictions within the county for all hazards to include terrorism. Ensure emergency plans meet federal regulations and assist as an agent in securing disaster relief funding.

8. Assist with the completion of federal and state forms, activity logs, and financial reports for emergency management to ensure federal grant reimbursement for the HSGP grant and other homeland security grants as necessary.
9. Assist with updating emergency operations plans to ensure they are viable for all hazards to include terrorism, which involves working with each agency/department that is included in the plan to identify tasks they will perform in a disaster or emergency. Assist in the regular review of plans to ensure they are compliant with all federal regulation.
10. Assist with the planning and coordination of drills and exercises carried out in preparation for all hazards to include terrorism related incidents. Assist EM along with regional and local partners to identify potential gaps and deficiencies in emergency plans.
11. Assist EM and members of Local Emergency Planning Committee (LEPC) by providing information and other staff support.
12. Work with individual schools and school districts to develop and test emergency plans to address all hazards to include terrorist activities, both foreign and domestic. Make presentations to schools, service groups, and healthcare facilities to raise the awareness of hazards, and advise on planning for emergencies and reunification.
13. Work with industrial and private sector organizations to review emergency policies for all hazards to include terrorism. Assist with developing procedures, shelter designation, evacuation procedures and other areas of emergency planning and mitigation.
14. Correspond with the Michigan State Police Emergency Management and Homeland Security Division (MSP-EMHSD) to provide information in times of disaster or terrorist attack utilizing communication methods such as social media. Assist with documentation record keeping for the duration of the disaster or terrorism related event.
15. Establish relationship with the District 1 Regional Medical Response Coalition (D1RMRC) to coordinate planning efforts with medical care providers in the county and region.
16. Have the ability and temperament to coordinate with internal and external partners to ensure effective communication, connectivity, planning, training, and exercising, in preparation for a real world disaster or terrorism related event.
17. Stay informed about legislative and regulatory developments and current issues through continued education and professional growth. Attend conferences, workshops, and seminars as appropriate. These conferences may require travel either in- or out of state.
18. Assist with SARA Title III requirements and documentation. Assist with development and maintenance of mitigation plans for Ingham County as they relate to homeland security, critical infrastructure, all hazards and terrorist related issues and events.

**Other Functions:**

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

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

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

### **Employment Qualifications:**

**Education:** Bachelor's Degree in Emergency Management, Public Administration, or a closely related field from an accredited college or university. Master's Degree in Emergency Management preferred.

**Experience:** Demonstrated at least two years of experience working with State agencies (especially the Michigan State Police – Emergency Management and Homeland Security Division) and Local Government agencies and officials. In addition, a record of coordinating with community partner entities such as the American Red Cross, Hospitals, Regional Medical Coalitions, businesses and service groups, and more. Track record showing a minimum of two years of experience working with federal grants such as the Emergency Management Performance Grant (EMPG) and the Homeland Security Grant Program (HSGP) and how to leverage these funding opportunities to allocate funds available to increase capabilities. Comprehensive understanding of Michigan's Emergency Management Act (PA 390 of 1976). At least two years of experience managing the development and maintenance of complex multi-year, multi-disciplinary, and multi-jurisdictional plans that meet local, state, and federal requirements.

### **Other Requirements:**

- Certifications in NIMS/ICS 100, 200, 300, 400, 700, and 800 as required by state and federal mandates within two years of hire and Professional Emergency Manager (PEM) certification within three years of hire.
- Possess valid Michigan Vehicle Operator's License, and be in compliance with current county driving policy.
- Pass a background investigation.
- General First Aid training.
- Skill in assembling and analyzing data and preparing comprehensive and accurate reports.
- Ability to take and transcribe accurate meeting minutes.
- Skill in effectively communicating ideas and concepts verbally and in writing. Ability to develop and give presentations in public forums.

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

### **Working Conditions:**

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is required to travel for meetings and appointments.
3. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

### **Physical Requirements:**

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

- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling and pinching.
- This position's physical requirements require regular stamina in standing, lifting, carrying, pushing, pulling, reaching, grasping, and handling.
- This position's physical requirements require continuous stamina in sitting, walking, traversing, typing, and enduring repetitive movements of the wrists, hands, or fingers.
- This position performs sedentary work requiring a negligible amount of effort in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

**March 2022**  
**MC9**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO CONVERT THE TEMPORARY PROJECT COORDINATOR POSITION TO A  
FULL-TIME REGIONAL PLANNER/DEPUTY EMERGENCY MANAGER POSITION**

WHEREAS, the Office of Homeland Security and Emergency Management has employed a temporary Project Coordinator position for several years; and

WHEREAS, when Ingham County began operating as the fiduciary agent for the Michigan Homeland Security Region 1 grant, funding became available to support this position; and

WHEREAS, the required number of hours to fulfill the function of this position necessitate that it be classified as full-time; and

WHEREAS, an updated job description and title change to Regional Planner/Deputy Emergency Manager has been developed and has been reviewed by the Human Resources Department, which has determined that the position has a community of interest within the MC group and is appropriately compensated at MC 9 (\$63,830.43 to \$76,637.67); and

WHEREAS, the Regional Planner/Deputy Emergency Manager will work under the supervision of the Emergency Manager assisting with addressing local and regional emergency management issues and the maintenance of all emergency operation plans as they pertain to all hazards including terrorism; and

WHEREAS, the long-term cost of the full-time position will be \$138,203, with current funding of \$60,000 from the Homeland Security Region 1 grant, and up to \$78,203 in funding from unbudgeted projected revenue from the United States Marshal Service Housing Contract authorized by Resolution #21-132.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the conversion of the temporary Project Coordinator position to a full-time Regional Planner/Deputy Emergency Manager position effective the first full pay period following passage of this resolution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget adjustments and changes to the Approved Position List as authorized by this resolution.

## Agenda Item 2a

TO: Board of Commissioners Human Services & Finance Committees  
FROM: Tim Morgan, Parks Director  
Cynthia Wagner, Potter Park Zoo Director  
DATE: April 19, 2022  
SUBJECT: Resolution Authorizing an Amendment of the Ingham County Employee Free Event Days at Ingham County Parks and Potter Park Zoo

For the meeting agenda of May 2, 2022 Human Services and May 4, 2022 Finance Committees

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### **BACKGROUND**

Since 1998, in an effort to contain health insurance costs, the Ingham County Wellness Committee's goal has been to promote overall good health practices for Ingham County Employees. The Wellness Committee has asked to partner with the Parks Department in an effort to promote county employee physical activity. The Potter Park Zoo would like to join in the effort to promote county employee physical activity and encourage employees to get out to our local parks and zoo.

### **ALTERNATIVES**

To not offer this employee incentive.

### **FINANCIAL IMPACT**

Ingham County Parks and Potter Park Zoo will not collect parking or admission revenue from Ingham County employees and their families for the selected employee days. There is however an opportunity for increased revenue at the Zoo gift shop, concessions, and camel rides, and Parks on concessions on the employee free days.

### **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 will review this resolution at their April 11, 2022 meeting. The Potter Park Zoo Advisory Board supports this resolution.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing an Amendment of the Ingham County Employee Free Event Days at Ingham County Parks and Potter Park Zoo.

Introduced by the Human Service and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE INGHAM COUNTY EMPLOYEE FREE EVENT  
DAYS AT INGHAM COUNTY PARKS AND POTTER PARK ZOO**

WHEREAS, since 1998, in an effort to contain health insurance costs, the Ingham County Wellness Committee's goal has been to promote overall good health practices for Ingham County Employees; and

WHEREAS, Resolution #16-225 authorized the establishment of employee free days at Ingham County Parks; and

WHEREAS, the Ingham County Parks Department and Potter Park Zoo are both offering to host free Ingham County employee events at no charge on dates to be selected by staff, weather dependent.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the following activities be made available to Ingham County Employees, their spouse, and their children at no charge annually for:

Ingham County Parks

- Free evening snow tubing and free vehicle entrance at Hawk Island County Park on a date(s) to be selected by park staff in winter, weather dependent.
- Free winter sports equipment rentals and free vehicle entrance at Burchfield County Park on a date(s) to be selected by park staff in winter, weather dependent.
- Free round of disc golf and free vehicle entrance at Lake Lansing Park North on a date(s) to be selected by park staff, weather dependent. Bag of discs available for usage at a first come, first serve basis.

Potter Park Zoo

- Free admission and free vehicle entrance at Potter Park Zoo on a date(s) to be selected by zoo staff.

BE IT FURTHER RESOLVED, that Resolution #16-225 is hereby rescinded.

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** April 19, 2022  
**SUBJECT:** Amendment to City of East Lansing Millage Agreements  
For the meeting agenda of May 2, 2022 Human Services and may 4, 2022 Finance

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**BACKGROUND**

The City of East Lansing is requesting an amendment to project TR003 (Northern Tier Trail Repair and Maintenance), TR057 (Pedestrian Connection to Northern Tier Trail at Riveria Drive), and TR058 (Pedestrian Connection to Northern Tier Trail at Colorado Drive) to reallocate the unspent funds of \$220,480 identified from project TR057 and TR058 to TR003 to complete the project as detailed in Exhibit A.

**ALTERNATIVES**

The Park Commission considered this request at their April 11th meeting and recommended this approach. The alternatives would be to not authorize the reallocation.

**FINANCIAL IMPACT**

The City of East Lansing is requesting reallocating \$120,796 from TR057 and \$101,684 from TR058 to TR003 to cover the overage. The reallocation has no additional impact on the Trails and Parks Millage fund balance.

**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) - Maintain and improve existing parkland, facilities and features, 1(g) - Work to improve accessibility for visitors of all ages and abilities and 1(h) - Enhance existing trails and blueways, and develop new multi-use trails and blueways, that connect parks with recreational, residential, cultural and business centers throughout Ingham County.

**OTHER CONSIDERATIONS**

The Ingham County Park Commission supported this resolution at their April 11, 2022 meeting.

**RECOMMENDATION**

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





## CITY OF EAST LANSING

The Home of Michigan State University

April 13, 2022

Nicole Wallace  
Ingham County Parks Department  
121 E. Maple St.  
P.O. Box 178  
Mason, MI 48854

RE: Request for Funding Reallocation  
Pedestrian Connections to the Northern Tier Trail at Riveria Dr and Colorado Dr  
Trails Millage Projects #TR057 and #TR058

Dear Nicole:

The City of East Lansing would like to request a reallocation of a portion of the Trails and Parks Millage funds that are currently identified for projects #TR057 and #TR058, Pedestrian Connection to the Northern Tier Trail at Colorado Drive and Riveria Drive respectively. We are requesting that \$220,000 be reallocated to the Northern Tier Trail Repair and Maintenance project #TR003.

410 Abbot Road  
East Lansing, MI 48823

(517) 337-1731  
Fax (517) 337-1559  
[www.cityofeastlansing.com](http://www.cityofeastlansing.com)

Ingham County has allocated \$291,684 from the Ingham County Trails and Parks Millage for installation of a pedestrian connection to the Northern Tier Trail at Colorado Drive and \$570,796 for installation of a pedestrian connection at Riveria Drive. We anticipate that these projects will be completed for approximately \$190,000 and \$450,000 respectively, leaving approximately \$220,000 allocated but unspent.

Bids were recently opened to complete the final phase of the Northern Tier Trail Repair and Maintenance project #TR003. This phase will remove and relocate a portion of the Northern Tier Trail that runs along the Sanderson Drain and perform crack-sealing along the entire trail. \$300,000 has been allocated for this work. Construction bids and engineering fees currently total \$320,000, not including any contingency. Therefore, the City of East Lansing would like to request that the \$220,000 that is unspent for TR057 and TR058 be reallocated to this project.

If you have any questions about this request or would like any additional information, please contact me at [wlongpr@cityofeastlansing.com](mailto:wlongpr@cityofeastlansing.com) or 517-285-9436. We appreciate the support of Ingham County in providing safe and quality trails and recreational opportunities for the region.

Sincerely,

Wendy Wilmers Longpre  
Assistant Director of Parks, Recreation and Arts

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND THE CITY OF EAST LANSING  
TRAILS AND PARKS MILLAGE AGREEMENTS**

WHEREAS, the City of East Lansing is requesting an amendment to Agreements TR003 Northern Tier Trail Repair and Maintenance, TR057 Pedestrian Connection to Northern Tier Trail at Riveria Drive, and TR058 Pedestrian Connection to Northern Tier Trail at Colorado Drive to reallocate \$120,796 from TR057 and \$101,684 from TR058 to TR003 to cover the shortage for project TR003.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the agreements listed below with the City of East Lansing:

Contract Title	Project #	Current Contract Amount	Amount to Reallocate	Total Revised Contract Amount
Northern Tier Trail Repair and Maintenance	TR003	\$776,440	Reallocate \$120,796 from TR057 to TR003 and \$101,684 from TR058 to TR003	\$998,920
Pedestrian Connection to Northern Tier Trail at Riveria Drive	TR057	\$570,796	-\$120,796 reallocate to TR003	\$450,000
Pedestrian Connection to Northern Tier Trail at Colorado Drive	TR058	\$291,684	-\$101,684 reallocate to TR003	\$190,000

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to reallocate \$120,796 from line item 228-62800-967000-TR057 to line item 228-62800-967000-TR003.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to reallocate \$101,684 from line item 228-62800-967000-TR058 to line item 228-62800-967000-TR003.

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 Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** April 19, 2022  
**SUBJECT:** Ingham County Parks Safety Enhancement Projects  
For the meeting agenda of May 2, 2022 Human Services & May 4, 2022 Finance Committees

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**BACKGROUND**

Each year playground inspections are performed by Certified Playground Inspectors (CPSI) on all playgrounds located within Ingham County Parks. During these inspections, it was identified that there were multiple play features at each location that are in need repair or replacement and in need of additional safety surfacing.

**ALTERNATIVES**

These repairs would not be performed and portions of these playgrounds would have to be closed within the next 12 months.

**FINANCIAL IMPACT**

There are funds available within the Parks Department Fund Balance.

**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 April 11, 2022 meeting.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County Parks to perform the necessary repairs in order to ensure the safety and accessibility of our playgrounds.

April 6, 2022

To: Tim Morgan, Director of Parks  
From: Brian Collins, Deputy Director of Parks  
Re: Playground request – Fund Balance

Tim,

As you know, staff inspects playgrounds on a minimum monthly schedule. Each year in the spring, a full audit is done of each playground. During the most recent audits there were numerous issues that were discovered. Being potential safety concerns within the next year, we thought it best to be proactive and address these repairs/replacement items from fund balance during FY22. In researching costs of equipment, repairs and additional safety surface, I think it prudent to set aside \$120,000 from the fund balance. This would allow for repairs/replacements at Burchfield County Park, Lake Lansing South County Park, and Hawk Island County Park.

I have attached a few photos of just some of the replacements/repairs we would need to perform. Please let me know if there is any additional information you would need.



Rubber coating has deteriorated on all “rope climbers” throughout the park. Some would be replaced with similar ropes and some would be replaced with a “climbing wall” type transition.



Tires have become cracked and degrading. Soon will be unsafe to use. It is recommended to switch over to a playground specific manufactured stepping transition.





Fencing has settled and retaining walls in certain areas need rebuilt. Fence would be replaced with a visually more “open” design. Donor pickets will need to be replaced by donor sign.



New safety surfacing should be replaced/added to due to compaction at all playground facilities



Swing set has been removed from Burchfield Park due to decay. Above feature (or similar) would be installed in its place.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE SAFETY ENHANCEMENT PROJECTS AT LAKE LANSING COUNTY PARK SOUTH, BURCHFIELD COUNTY PARK, AND HAWK ISLAND COUNTY PARK**

WHEREAS, the Ingham County Parks Department employs several individuals who are trained on playground safety inspections and hold the national certification as Certified Playground Inspectors through the National Recreation and Park Association; and

WHEREAS, these staff perform annual audit inspections on each of the playgrounds located within Ingham County Park facilities; and

WHEREAS, during these annual audits, staff has identified structures that are in need of replacement/repair as well as additional safety surfacing.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Parks Department, following Purchasing Department guidelines, to proceed with repairs and replacement of playground equipment within County Parks.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the transfer of \$120,000 from the Parks Department 208 fund balance into a new line item for this project.

**TO:** Board of Commissioners Human Services  
**FROM:** Tim Morgan, Parks Director  
**DATE:** April 19, 2022  
**SUBJECT:** Authorization to accept the Michigan Active Communities Grant  
For the meeting agenda of 5/2/22 Human Services & 5/4/22 Finance Committees

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**BACKGROUND**

The Ingham County Parks applied for a Michigan Active Communities Grant in partnership with mParks, Michigan Department of Health & Human Services and Michigan Outdoor Industry Office grant which will help fund the Burchfield Dirt School to purchase bikes, helmets, tokens/credits for kids/families who need to ride Ingham County Public Transit (CATA) system to get to the Burchfield County Park Dirt School and possibly a stipend for a summer intern from a college recreation program to assist on site with programming.

**ALTERNATIVES**

The only alternative is to not accept the grant.

**FINANCIAL IMPACT**

The amount of the grant received was in the amount of \$18,075.

**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 April 11, 2022 meeting.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing the Ingham County Parks to accept the Michigan Active Communities Grant.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT THE MICHIGAN ACTIVE COMMUNITIES GRANT**

WHEREAS, the Ingham County Parks was awarded the Michigan Active Communities Grant in partnership with mParks, Michigan Department of Health & Human Services, and Michigan Outdoor Industry Office grant; and

WHEREAS, the accepted funds will go towards the Burchfield Dirt School to purchase bikes, helmets, tokens/credits for kids/families who need to utilize the Capital Area Transportation Authority (CATA) system to get to the Burchfield County Park Dirt School, and possibly a stipend for a summer intern from a college recreation program to assist on site with programming.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of the grant in the amount of \$18,075 from Michigan Active Communities Grant in partnership with mParks, Michigan Department of Health & Human Services and Michigan Outdoor Industry Office grant which will help fund the Burchfield Dirt School.

BE IT FURTHER RESOLVED, that the funds be deposited into line item 208-75200-974000-21P03.

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:** Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** April 13, 2022  
**SUBJECT:** Authorization to Amend Resolution #21-585  
For the meeting agendas of May 2, and May 4, 2022

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to amend Resolution #21-585 to increase the amount of the agreement from \$716,800 to \$896,000, for a total increase of \$179,200, effective October 1, 2021 through July 31, 2022. Resolution #21-585 approved an agreement with Ingham Intermediate School District (IISD) to allow ICHHD to pass \$716,800 in grant funds that were received through Resolution #21-586 from the Michigan Department of Health and Human Services (MDHHS) to IISD for the placement of Human Resource Advocates (HRAs) into IISD Schools. MDHHS authorized an additional \$179,200 in grant funds which was accepted through Resolution # 22-184. This amendment will allow ICHHD to distribute the additional funds to IISD to continue providing HRA services in the Ingham Intermediate schools as approved through Resolution #21-585.

**ALTERNATIVES**

ICHHD could look for alternative recipients for these additional grant funds but that would create a gap in services for IISD which would negatively impact current COVID HRA support being provided to IISD students.

**FINANCIAL IMPACT**

ICHHD will amend Resolution #21-585 to increase the total agreement amount from \$716,800 to up to \$896,000.

**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 the approval of the attached resolution to amend Resolution #21-585 by increasing the agreement amount from \$716,800 to \$896,000, for a total increase of \$179,200, effective October 1, 2021 through July 31, 2022.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #21-585**

WHEREAS, Ingham County Health Department (ICHD) wishes to amend Resolution #21-585 to increase the amount of the agreement from \$716,800 to \$896,000 for a total increase of \$179,200, effective October 1, 2021 through July 31, 2022; and

WHEREAS, Resolution #21-585 approved an agreement with Ingham Intermediate School District (IISD) to allow ICHD to pass \$716,800 in grant funds that were received through Resolution #21-586 from the Michigan Department of Health and Human Services (MDHHS) to IISD for the placement of Human Resource Advocates (HRAs) into IISD Schools; and

WHEREAS, MDHHS authorized an additional \$179,200 in grant funds which was accepted through Resolution #22-184; and

WHEREAS, this amendment will allow ICHD to distribute the additional funds to IISD to continue providing HRA services in the Ingham Intermediate schools as approved through Resolution #21-585; and

WHEREAS, the Health Officer recommends amending Resolution #21-585 to allow ICHD to give IISD an additional \$179,200 in funding to further support the placement of HRAs in IISD schools, effective October 1, 2021 through July 31, 2022.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #21-585 to allow ICHD to give IISD an additional \$179,200 in funding to further support the placement of HRAs in IISD schools, effective October 1, 2021 through July 31, 2022.

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

**TO:** Board of Commissioner's Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** April 19, 2021  
**SUBJECT:** Resolution Authorizing the use of ARP funds for assist Ingham County Homeowners with the costs of repairing or replacing wells and onsite waste water systems  
For the meeting agendas of May 2 and May 4, 2022

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**BACKGROUND**

Ingham County Health Department's (ICHHD) Environmental Health (EH) Division wishes to use up to \$1,000,000 in American Rescue Plan (ARP) funds to repair or replace failing private wells and onsite wastewater systems effective upon approval through December 31, 2026. Private wells and wastewater treatment systems are recognized as community infrastructure because of their potential impact on the environment. Currently, Ingham County estimates that there are 1,200 failing private wastewater treatment systems in Ingham County and an unknown number of failing private wells. Failing wastewater treatment system systems and wells are a threat to public health. The cost of designing, permitting and replacing a failed private wastewater treatment system can range from approximately \$8,000 up to \$25,000 and the cost of permitting and installing a new well is approximately \$7,500. These high costs can create financial burdens for Ingham County households. The use of ARP funds to replace or repair these failing systems will help alleviate this financial burden. EH will give priority to households whose total income is less than 300% of the Federal Poverty Level (FPL).

**ALTERNATIVES**

There are few resources available to assist homeowners with the repair or replacement of a private well or private wastewater treatment system, often leaving homeowners is with sizeable debt or being forced to relocate.

**FINANCIAL IMPACT**

ICHHD proposes to use up to \$1,000,000 of ARP funds to replace or repair approximately Ingham County residential wells and residential wastewater treatment systems.

**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 recommend the approval of the attached resolution to authorize ICHHD to use up to \$1,000,000 of ARP funds to replace or repair private failing wells and wastewater treatment systems in Ingham County, giving priority to households with a total household income of less than 300% of FPL, effective upon approval through December 31, 2026.

Introduced by the Human Services and Finance Committees of the

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE USE OF AMERICAN RESCUE PLAN ACT OF 2021 FUNDS  
TO REPAIR OR REPLACE PRIVATE WELL AND PRIVATE WASTEWATER SYSTEMS IN  
INGHAM COUNTY**

WHEREAS, Ingham County Health Department's (ICHD) Environmental Health (EH) Division wishes to use up to \$1,000,000 in American Rescue Plan Act of 2021 (ARP) funds to repair or replace failing private wells and onsite wastewater systems effective upon approval through December 31, 2026; and

WHEREAS, private wells and wastewater treatment systems are recognized as community infrastructure because of their potential impact on the environment; and

WHEREAS, currently, Ingham County estimates that there are 1,200 failing private wastewater treatment systems in Ingham County and an unknown number of failing private wells; and

WHEREAS, failing wastewater treatment systems and wells are a threat to public health; and

WHEREAS, the cost of designing, permitting, and replacing a failed private wastewater treatment system can range from approximately \$8,000 up to \$25,000 and the cost of permitting and installing a new well is approximately \$7,500; and

WHEREAS, these high costs can create financial burdens for Ingham County households; and

WHEREAS, the use of ARP funds to replace or repair these failing systems will help alleviate this financial burden; and

WHEREAS, EH will give priority to households whose total income is less than 300% of the Federal Poverty Level; and

WHEREAS, ICHD proposes to use up to \$1,000,000 of ARP funds to replace or repair approximately Ingham County residential wells and residential wastewater treatment systems; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes the use of up to \$1,000,000 of ARP funds to replace private failing wells and wastewater treatment systems in Ingham County, effective upon approval through December 31, 2026.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the use of up to \$1,000,000 of ARP funds to replace private failing wells and wastewater treatment systems in Ingham County, effective upon approval through December 31, 2026.

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

BE IT FURTHER RESOLVED, that the 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:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** April 5, 2022  
**SUBJECT:** Authorization to Amend Resolution #22-100 with Michigan Primary Care Association for Vaccine Clinics  
For the meeting agendas of May 2, 2022 and May 4, 2022

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**BACKGROUND**

Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to amend Resolution #22-100 to extend the terms of the agreement effective April 1, 2022 through September 30, 2022 for an amount not to exceed \$71,424.97. The purpose is to plan, develop, and maintain a public health workforce that helps assure high immunization coverage levels, low incidence of vaccine-preventable diseases, and maintain or improve the ability to respond to public health threats. Through this amendment, vaccines will be provided to the public at no cost.

**ALTERNATIVES**

The alternative would be to decline the MPCA COVID-19 Vaccine funding which could restrict ICHHD's CHC's capacity to administer the COVID-19 vaccine to individuals who want and need it.

**FINANCIAL IMPACT**

The amount of this Federal Funding is \$71,424.97 and ICHHD's CHCs will receive 50% of their payment upon signing of this agreement. The remaining 50% funds will be paid before the end date of the agreement.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objectives of providing access to services that promote the well-being of county residents, Goal A, and improving service by enhancing the quality of communication, Goal B.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Board of Commissioners approves the amendment to Resolution #22-100 to extend the terms of the agreement effective April 1, 2022 through September 30, 2022 for an amount not to exceed \$71,424.97.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #22-100 TO EXTEND THE TERM OF THE AGREEMENT WITH MICHIGAN PRIMARY CARE ASSOCIATION FOR VACCINE CLINICS**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to amend Resolution #22-100 to extend the term of the agreement effective April 1, 2022 through September 30, 2022 for an amount not to exceed \$71,424.97; and

WHEREAS, the purpose is to plan, develop, and maintain a public health workforce that helps assure high immunization coverage levels, low incidence of vaccine-preventable diseases, and maintain or improve the ability to respond to public health threats; and

WHEREAS, through this amendment, vaccines will be provided to the public at no cost; and

WHEREAS, this Federal funding is for an amount not to exceed \$71,424.97; and

WHEREAS, ICHHD's CHCs will receive 50% of their payment upon signing of this agreement; and

WHEREAS, the remaining 50% of funds will be paid before the end date of the agreement; and

WHEREAS, the CHC Board of Directors and Health Officer recommend that the Board of Commissioners authorizes an amendment Resolution #22-100 to extend the term of the agreement effective April 1, 2022 through September 30, 2022 for an amount not to exceed \$71,424.97.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to Resolution #22-100 to extend the term of the agreement effective April 1, 2022 through September 30, 2022 for an amount not to exceed \$71,424.97.

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

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

**TO:** Board of Commissioner's County Services Committee  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** March 31, 2022  
**SUBJECT:** Authorization to Reorganize the Senior Public Health Nurse Positions into Nurse Supervisor Positions

---

### **BACKGROUND**

Ingham County Health Department (ICHD) wishes to reorganize the Senior Public Health Nurse (PHN) positions (#601141, #601144, #601426) in Maternal and Child Health (MCH) from an Ingham County Employees' Association for their Professional Employees (ICEA) PHN 04 to an ICEA PHN 05, effective upon approval. The Senior Public Health Nurse positions will be renamed Nurse Supervisor.

The Senior Public Health Nurse positions are grant/general revenue-funded positions located within MCH's Children's Special Health Care Services (CSHCS) (#601141), Maternal Infant Health Program (MIHP) (#601426), and Nurse Family Partnership (NFP) (#601144). The reorganization of these positions will enable the Nurse Supervisors to provide direct supervision and enhanced support to the 12.5 FTE Public Health Nurses and 6.5 FTE ancillary staff of the CSHCS, MIHP, and NFP teams. The Nurse Supervisors will provide leadership to MCH teams, ensure that all program requirements are being met, develop policies and procedures for joint work within MCH, and ensure close collaboration and care coordination within ICHD as well as with external community partners. This will lead to better health outcomes for the families served by the CSHCS, MIHP, and NFP programs. Further, this change will allow for parity among workers with similar qualifications and job duties working within MCH at ICHD. This reorganization has been reviewed and approved by the Human Resources Department and the ICEA PHN Unit.

### **ALTERNATIVES**

If the positions are left unchanged, ICHD will fail to adequately compensate these positions for their increasing jurisdictions and demands.

### **FINANCIAL IMPACT**

Positions #601141, #601144, and #601426 (Senior Public Health Nurse) are currently ICEA PHN 04 (\$66,769.42-\$80,168.59) and would be increased to ICEA PHN 05 (\$69,735.57-\$83,736.25) positions and be renamed Nurse Supervisor.

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
PHN 04	\$66,769.42	\$69,890.60	\$73,153.24	\$76,569.81	\$80,168.59
PHN 05	\$69,735.57	\$72,993.69	\$76,405.73	\$79,977.31	\$83,736.25

All costs of this reorganization will be covered by grant and general revenue funds.



### **STRATEGIC PLANNING IMPACT**

This resolution supports the 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 authorizing the reorganization of the MCH Senior Public Health Nurse positions and approval of the attached resolution to convert the Senior Public Health Nurse positions #601141, #601144, and #601426 from ICEA PHN 04 (\$66,769.42-\$80,168.59) to ICEA PHN 05 (\$69,735.57-\$83,736.25) and change the position names to Nurse Supervisor, effective upon approval.

**From:** [Sally Meyer](#)  
**To:** [Jennifer Granning](#)  
**Subject:** FW: HR Support for change in status of Nurse Supervisor  
**Date:** Thursday, March 31, 2022 12:09:18 PM  
**Attachments:** [image003.png](#)  
[image001.png](#)  
[image004.png](#)

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[Here's HR's support....](#)

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**From:** Joan Clous <JClous@ingham.org>  
**Sent:** Thursday, March 31, 2022 8:15 AM  
**To:** Sally Meyer <SMeyer@ingham.org>  
**Cc:** Sue Graham <SGraham@ingham.org>  
**Subject:** HR Support for change in status of Nurse Supervisor

Sally,

This email is to show that HR is in support of the change in status for the Nurse Supervisor, it will remain in the PHN and will be paid at grade 5 (New Grade) (\$69,735.57 to \$83,736.25). The ICEA PHN union is in support of this change. Please let me know if you have any questions.

Joan

**Joan Clous MPA, SHRM-CP**

Human Resources Specialist

**Ingham County**

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 – Office

517-930-2075 - Cell

517-887-4396 – Fax



“Success is a project that is always under construction.” ~ Pat Summit

**From:** [Sally Meyer](#)  
**To:** [Jennifer Granning](#)  
**Subject:** FW: LOU Nurse Supervisor Position  
**Date:** Thursday, March 31, 2022 12:10:30 PM  
**Attachments:** [image001.png](#)

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Here's ICEA PHN Unit support....

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**From:** Sue Graham <[SGraham@ingham.org](mailto:SGraham@ingham.org)>  
**Sent:** Wednesday, March 30, 2022 5:46 PM  
**To:** Sally Meyer <[SMeyer@ingham.org](mailto:SMeyer@ingham.org)>; Jeffrey Donahue <[jdonahue@whiteschneider.com](mailto:jdonahue@whiteschneider.com)>  
**Cc:** Sarah Osburn <[sosburn@cstmlaw.com](mailto:sosburn@cstmlaw.com)>; Shajuana Tyson <[STyson@ingham.org](mailto:STyson@ingham.org)>; Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>; Elisabeth Bliesener <[EBliesener@ingham.org](mailto:EBliesener@ingham.org)>; Brenda Gray <[BGray2@ingham.org](mailto:BGray2@ingham.org)>; Jennifer Granning <[JGranning@ingham.org](mailto:JGranning@ingham.org)>  
**Subject:** RE: LOU Nurse Supervisor Position

Good afternoon Sally. For the ICEA PHN Unit, Jeff and Shajuana are in support of adhering to the terms agreed upon being presented for approval via the memo and resolution. Joan, please provide an email indicating HR support for the new scale negotiated with the Union (not a memo of analysis – that would be something provided following reclassification to an existing grade).

---

**From:** Sally Meyer <[SMeyer@ingham.org](mailto:SMeyer@ingham.org)>  
**Sent:** Wednesday, March 30, 2022 2:32 PM  
**To:** Jeffrey Donahue <[jdonahue@whiteschneider.com](mailto:jdonahue@whiteschneider.com)>; Sue Graham <[SGraham@ingham.org](mailto:SGraham@ingham.org)>  
**Cc:** Sarah Osburn <[sosburn@cstmlaw.com](mailto:sosburn@cstmlaw.com)>; Shajuana Tyson <[STyson@ingham.org](mailto:STyson@ingham.org)>; Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>; Elisabeth Bliesener <[EBliesener@ingham.org](mailto:EBliesener@ingham.org)>; Brenda Gray <[BGray2@ingham.org](mailto:BGray2@ingham.org)>; Jennifer Granning <[JGranning@ingham.org](mailto:JGranning@ingham.org)>  
**Subject:** RE: LOU Nurse Supervisor Position  
**Importance:** High

Hi Sue.

We were set to submit our memo and resolution by tomorrow for consideration by the Health Commissioners. Can you please let us know the status of creating a new pay grade/scale? We also need a memo of analysis from HR and a memo of approval from the union stating they are supportive of these changes.

Please let me know and thanks.

-Sally

---

**From:** Jeffrey Donahue <[jdonahue@whiteschneider.com](mailto:jdonahue@whiteschneider.com)>  
**Sent:** Monday, March 28, 2022 10:29 AM  
**To:** Sue Graham <[SGraham@ingham.org](mailto:SGraham@ingham.org)>  
**Cc:** Sarah Osburn <[sosburn@cstmlaw.com](mailto:sosburn@cstmlaw.com)>; Shajuana Tyson <[STyson@ingham.org](mailto:STyson@ingham.org)>; Sally Meyer <[SMeyer@ingham.org](mailto:SMeyer@ingham.org)>; Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>; Elisabeth Bliesener <[EBliesener@ingham.org](mailto:EBliesener@ingham.org)>  
**Subject:** RE: LOU Nurse Supervisor Position

Thanks for the clarification Sue. Jeff

Jeffrey S. Donahue

White Schneider PC

1223 Turner Street, Suite 200

Lansing, Michigan 48906

[www.whiteschneider.com](http://www.whiteschneider.com)

P: 517/347-7225

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White Schneider PC



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**From:** Sue Graham <[SGraham@ingham.org](mailto:SGraham@ingham.org)>

**Sent:** Monday, March 28, 2022 8:07 AM

**To:** Jeffrey Donahue <[jdonahue@whiteschneider.com](mailto:jdonahue@whiteschneider.com)>

**Cc:** Sarah Osburn <[sosburn@cstmlaw.com](mailto:sosburn@cstmlaw.com)>; Shajuana Tyson <[STyson@ingham.org](mailto:STyson@ingham.org)>; Sally Meyer <[SMeyer@ingham.org](mailto:SMeyer@ingham.org)>; Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>; Elisabeth Bliesener <[EBliesener@ingham.org](mailto:EBliesener@ingham.org)>

**Subject:** RE: LOU Nurse Supervisor Position

Good morning Jeff,

What is needed is a different process (a reorganization) than a LOU to create the new position of Nurse Supervisor and eliminate the Sr. Public Health Nurse position (the one incumbent is reclassified into the Nurse Supervisor so they keep their job). The terms that would have been in the LOU document will go into the reorganization document, which includes placement in the ICEA PHN bargaining unit and creating a new pay grade/scale at the level envisioned in the LOA. In a reorganization process, everything is reviewed with the Union for concurrence prior to being sent to the BOC for approval, which concurrence becomes part of the materials.

We hope to have this ready for the next round of meetings (it starts as a discussion item at County Services), so we should be back with you for your review soon. Thank you for your collaboration with this, it is much appreciated!

Regards,

*Sae*

Sue Graham, Director  
(Pronouns: She/Her/Hers)  
Ingham County Human Resources  
(517) 887-4372

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**From:** Jeffrey Donahue <[jdonahue@whiteschneider.com](mailto:jdonahue@whiteschneider.com)>

**Sent:** Friday, March 25, 2022 3:56 PM

**To:** Sue Graham <[SGraham@ingham.org](mailto:SGraham@ingham.org)>

**Cc:** Sarah Osburn <[sosburn@cstmlaw.com](mailto:sosburn@cstmlaw.com)>; Shajuana Tyson <[STyson@ingham.org](mailto:STyson@ingham.org)>

**Subject:** RE: LOU Nurse Supervisor Position

Sue, just confirming the conversation we had yesterday on this matter. You stated that the County has some internal processing issues with how the LOA deals with these positions. However, you stated that the LOA in terms of being placed in the ICEA PHN bargaining unit, and the pay at the level envisioned will be the same as in the LOA. While I don't exactly understand all of the nuances involved in what you were saying, Shajuana and I are fine with you moving in the direction you indicated as long as there is no substantive change in the LOA.

Thanks. Jeff

Jeffrey S. Donahue

White Schneider PC

1223 Turner Street, Suite 200

Lansing, Michigan 48906

[www.whiteschneider.com](http://www.whiteschneider.com)

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White Schneider PC



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**From:** Sarah Osburn <[sosburn@cstmlaw.com](mailto:sosburn@cstmlaw.com)>

**Sent:** Monday, March 7, 2022 12:02 PM

**To:** Jeffrey Donahue <[jdonahue@whiteschneider.com](mailto:jdonahue@whiteschneider.com)>

**Cc:** Gwen Kamm <[gkamm@cstmlaw.com](mailto:gkamm@cstmlaw.com)>

**Subject:** LOU Nurse Supervisor Position

Hi Jeff,

Attached please find a finalized version of the Nurse Supervisor LOU ready for signature.

Please do not hesitate to contact me with any questions.

Thanks!

Sarah K. Osburn  
Cohl, Stoker & Toskey, P.C.  
601 N. Capitol Ave.  
Lansing, MI 48933  
(517) 372-9000  
[sosburn@cstmlaw.com](mailto:sosburn@cstmlaw.com)

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**INGHAM COUNTY  
JOB DESCRIPTION  
NURSE SUPERVISOR**

**General Summary:**

Under the supervision of the Maternal and Child Health Division Director, the Nurse Supervisor acts as program manager and supervisor of staff for one of the MCH programs such as the Maternal Infant Health Program, Nurse Family Partnership, and Children's Special Health Care Services. Responsible for oversight of all aspects of the programs in compliance with Medicaid requirements (if applicable) and model fidelity. Develops program policies and protocols, manages program budgets and prepares grant funding requests. Coordinates home visiting and community outreach to provide intensive, multidisciplinary services to high need families. Represents the department on various committees and participates in conferences.

**Essential Functions:**

1. Supervises staff utilizing motivational interviewing, coaching, reflective practice, and staff professional development. Hires, orients, trains, and schedules staff. Assigns duties, approves leave time and travel requests. Oversees and monitors referral, intake, and follow-up of clients. Monitors staff performance and develops performance improvement plans as necessary. Facilitates case consultation across disciplines.
2. Develops, plans and implements program policies, procedures, protocols, and services. Assures the program operates in compliance with state and federal standards, policies and guidelines and grant contract terms and conditions. Prepares for certification reviews, accreditation, site visits, audits, and submits corrective action plans as applicable.
3. Develops and monitors program budgets and expenditures. Researches and requests purchases to enhance the program and service to families. Monitors contracts. Oversees professional billing process and coordinates with internal billing department as needed.
4. Implements continuous quality improvement; conducts chart reviews, productivity analyses, customer satisfaction analyses, and MDHHS data reports; implements quality improvement strategies based on the findings.
5. Manages grants for compliance with funding requirements. May develop proposals and seek funding, as well as maintaining eligibility criteria.
6. Monitors and tracks demographic and other data on clients participating in MCH programs such as the Maternal Infant Health Program, Nurse Family Partnership, and Children's Special Health Care Services. Completes all program reports, supervises data collection and tracking for the purposes of departmental reports, evaluations, and fund development. Reviews and interprets reports; shares with staff and partners as appropriate. Ensures that data is accessed and secured in compliance with department/program guidelines.
7. Develops marketing/educational materials to ensure visibility in the community and to further educational efforts. Creates marketing campaigns to provide outreach to the community.
8. Oversees the scheduling of student nurses. Facilitates their orientation and works closely with staff to provide an enhanced student experience.
9. Conducts regular site visits at community-based sessions to ensure program compliance and purpose. Coordinates and collaborates with other program staff members as well as key departments within ICHD.
10. Participates on various committees, coalitions, task forces, and projects to further the quality of services to families. Will serve on the Ingham County Infant Mortality Coalition.



11. Meets regularly with community stakeholders in order to engage and involve them in issues related to infant mortality and health disparities in our community and develops and maintains contacts with local and state agencies (e.g. MDHHS, DHS) that provide funding and/or programmatic guidance of the programs in the Division and the department.

**Other Functions:**

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

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

**Employment Qualifications:**

**Education:**

Nurse Supervisor for Nurse Family Partnership must possess a Bachelor's degree in Nursing, and a Master's degree in Nursing is preferred.

Nurse Supervisor for Maternal Infant Health Program must possess a Bachelor's degree in Nursing, Social Work, Public Health or a related field.

Nurse Supervisor for Children's Special Health Care Services must possess a Bachelor's degree in Nursing, Social Work, Public Health or a related field.

**Experience:**

A minimum of four years of experience working in a community health or public health setting is required. Previous experience in supervision and program management is preferred.

**Other Requirements:**

- An unencumbered, current license to practice as a registered nurse in the State of Michigan when a Bachelor's degree in Nursing is possessed/required.

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

**Working Conditions:**

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.
3. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

**Physical Requirements:**

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

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

**ICEA PHN 5**  
**August 31, 2021**

Personnel cost analysis request by S. Meyer  
Position #'s 601141, 601144, 601426

	ICEA - PHN	ICEA - PHN
	Grade 4 Step 1	Grade 4 Step 5
SALARY	66,769	80,169
UNEMPLOYMT	334	401
FICA/MEDICARE	5,108	6,133
DENTAL	936	936
VISION	135	135
PHP MED	21,880	21,880
MERS 0101H	43,453	52,174
RTEE CHG B	3,585	3,585
SEPARATE	1,168	1,403
RET/HLTH/T	3,005	3,608
DISABILITY	167	200
LIFE 30K	117	117
CARES	<u>33</u>	<u>33</u>
	146,690	170,774
Salary	66,769	80,169
Fringes	<u>79,921</u>	<u>90,605</u>
	146,690	170,774
	ICEA - PHN	ICEA - PHN
	Grade 5 Step 1	Grade 5 Step 5
SALARY	69,736	83,736
UNEMPLOYMT	349	419
FICA/MEDICARE	5,335	6,406
DENTAL	936	936
VISION	135	135
PHP MED	21,880	21,880
MERS 0101H	45,384	54,495
RTEE CHG B	3,585	3,585
SEPARATE	1,220	1,465
RET/HLTH/T	3,138	3,768
DISABILITY	174	209
LIFE 30K	117	117
CARES	<u>33</u>	<u>33</u>
	152,023	177,185
Salary	69,736	83,736
Fringes	<u>82,287</u>	<u>93,449</u>
	152,023	177,185
Increase cost due to reorganization	5,333	6,411
3/31/2022		

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO REORGANIZE/RENAME THE SENIOR PUBLIC HEALTH NURSE POSITIONS  
IN MATERNAL AND CHILD HEALTH**

WHEREAS, Ingham County Health Department (ICHD) wishes to reorganize the Senior Public Health Nurse (PHN) positions (#601141, #601144, #601426) in Maternal and Child Health (MCH) from an Ingham County Employees' Association for their Professional Employees (ICEA) PHN 04 (\$66,769.42-\$80,168.59) to an ICEA PHN 05 (\$69,735.57-\$83,736.25), effective upon approval; and

WHEREAS, each Senior Public Health Nurse position will be renamed as Nurse Supervisor; and

WHEREAS, the Senior Public Health Nurse positions are grant and general revenue-funded positions located within MCH's Children's Special Health Care Services (CSHCS) (#601141), Maternal Infant Health Program (MIHP) (#601426), and Nurse Family Partnership (NFP) (#601144); and

WHEREAS, the reorganization of these positions will enable the Nurse Supervisors to provide direct supervision and enhanced support to the 12.5 FTE Public Health Nurses and 6.5 FTE ancillary staff of the CSHCS, MIHP, and NFP teams; and

WHEREAS, the Nurse Supervisors will provide leadership to MCH teams, ensure that all program requirements are being met, develop policies and procedures for joint work within MCH, and ensure close collaboration and care coordination within ICHD as well as with external community partners; and

WHEREAS, this reorganization will lead to better health outcomes for the families served by the CSHCS, MIHP, and NFP programs; and

WHEREAS, this change will also allow for parity among workers with similar qualifications and job duties working within MCH at ICHD; and

WHEREAS, this reorganization has been reviewed and approved by the Human Resources Department and the ICEA PHN Unit; and

WHEREAS, positions #601141, #601144, and #601426 (Senior Public Health Nurse) are currently ICEA PHN 04 (\$66,769.42-\$80,168.59) and would be increased to ICEA PHN 05 (\$69,735.57-\$83,736.25) and each position will be renamed Nurse Supervisor; and

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
PHN 04	\$66,769.42	\$69,890.60	\$73,153.24	\$76,569.81	\$80,168.59
PHN 05	\$69,735.57	\$72,993.69	\$76,405.73	\$79,977.31	\$83,736.25

WHEREAS, all costs of this reorganization will be covered by grant and general revenue funds; and

WHEREAS, the Health Officer respectfully recommends that the Ingham County Board of Commissioners authorizes the reorganization of the MCH Senior Public Health Nurse positions by converting the Senior Public Health Nurse positions #601141, #601144, and #601426 from ICEA PHN 04 (\$66,769.42-\$80,168.59) to ICEA PHN 05 (\$69,735.57-\$83,736.25) and changing the position names to Nurse Supervisor, effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the reorganization of the MCH Senior Public Health Nurse positions by converting the Senior Public Health Nurse positions #601141, #601144, and #601426 from ICEA PHN 04 (\$66,769.42-\$80,168.59) to ICEA PHN 05 (\$69,735.57-\$83,736.25), and authorizes changing the position names to Nurse Supervisor, effective upon approval.

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

#### **Agenda Item 4**

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: April 18, 2022

SUBJECT: Disposal of Surplus Vehicles

This is a resolution authorizing a publically advertised auction conducted by the Purchasing Department for the disposal of certain vehicles and goods which have been replaced or have exceeded its useful life, and therefore no longer serves the County's needs.

Surplus vehicles and items are solicited for bids online through GOVDEALS.COM. The award is made to the highest responsive bidder. If a bidder does not claim the vehicle(s) and/or item(s) awarded then the award goes to the next highest responsive bidder. The Purchasing Department at its discretion can ban a bidder from bidding again if the bidder is in default of payment.

Bidder payment is received by GOVDEALS.COM and then the proceeds are forwarded to the Purchasing Department; which are then deposited in the General Fund or appropriate account. There is no cost to the County since the bidder pays a 12.5% premium on the winning bid amount.

Vehicles and items to be auctioned are identified in Attachment "A".

I respectfully request approval of the resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE DISPOSAL OF COUNTY-OWNED SURPLUS PROPERTY**

WHEREAS, the Purchasing Department has determined that the County has a number of surplus vehicles and goods that have exceeded their useful life and/or are no longer useful for County operations; and

WHEREAS, the surplus vehicles and goods will be auctioned off through GOVDEALS.COM a competitive, publically advertised bidding process whereby awards will be made to the highest responsive bidder; and

WHEREAS, the Director of Purchasing has reviewed the surplus items before placement on the surplus property list.

THEREFORE BE IT RESOLVED, that the Ingham County Purchasing Department is authorized to place in an auction those surplus vehicles and items in the attached listing which have no further use or value to the County of Ingham.

BE IT FURTHER RESOLVED, that any vehicle or item not sold at the auction may be disposed of by the Purchasing Director in the manner deemed to be in the County's best interest.

BE IT FURTHER RESOLVED, that proceeds from the sale of surplus items will be deposited in the General Fund 10130101 673000 or appropriate account.

**2022 SURPLUS LISTING**  
**Attachment “A”**



ID	Description	Long Description	Category	VIN/Serial	Make	Year
159	1979 Athey Power Feed Loader	1979 Athey Power Feed Loader. 7-12D. Engine: John Deere. Condition of Athey is Fair. Equipment has rust and dents.	Vehicle Equipme	703267		1979
226	2015 Ford Explorer Police 4WD	2015 Ford Explorer Police 4WD SPORT UTILITY 4-DR, 3.7L V6 DOHC 24V. No other information or details available, sold as-is.	SUV	1FM5K8AR1FGC51942	Ford	2015
231	2017 Ford Explorer Police 4WD	2017 Ford Explorer Police 4WD SPORT UTILITY 4-DR, 3.7L V6 DOHC 24V. Deer crash with airbag deployment. Mileage unknown, no other information or details available. Sold as-is.	SUV	1FM5K8AR1HGA36645	Ford	2017
232	2016 Ford Explorer Police 4WD	2016 Ford Explorer Police 4WD SPORT UTILITY 4-DR, 3.7L V6 DOHC 24V. 174,553 miles. No other information or details available, sold as-is.	SUV	1FM5K8ARXGGD16661	Ford	2016
223	1998 Ford Econoline E150	1998 Ford Econoline E150 CARGO VAN, 4.6L V8 SOHC 16V. Mileage unknown. No other information or details available, sold as-is.	Vans	1FTRE1466WHB51528	Ford	1998
158	2002 GMC Sierra 1500 SL Short Bed 2WD	2002 GMC Sierra 1500 SL Short Bed 2WD REGULAR CAB PICKUP 2-DR, 4.3L V6 OHV 12V. Vehicle Color: Orange Vehicle is in poor condition and not drivable. Bidder will need a tow truck to	Trucks, Light D	1GTEC14W52Z312282	GMC	2002
154	2013 Dodge Grand Caravan SXT	2013 Dodge Grand Caravan SXT SPORTS VAN, 3.6L V6 DOHC 24V.	Vans	2C4RDGCG3DR640261	Dodge	2013
152	2014 Dodge Grand Caravan SXT	2014 Dodge Grand Caravan SXT SPORTS VAN, FWD, 3.6L V6 DOHC 24V. Runs with a boost and is drivable. Engine has a coolant leak. Black exterior w/black cloth interior. Driver's right	Vans	2C4RDGCG9ER161957	Dodge	2014
153	2011 Dodge Grand Caravan Mainstreet	2011 Dodge Grand Caravan Mainstreet SPORTS VAN, 3.6L V6 DOHC 24V.	Vans	2D4RN3DG4BR608925	Dodge	2011
151	Dodge Grand Caravan	2010 Dodge Grand Caravan 2WD 6 Cylinders 1 3.8L FI OHV 231 CID. Exterior color: Silver. Bad rattle, multiple lights illuminated on dash, maintained every 3,000. Automatic	Vans	2D4RN5D17AR169418	DODGE/CARAVAN	2010
224	2013 Chevrolet Impala Police Cruiser	2013 Chevrolet Impala Police Cruiser SEDAN 4-DR, 3.6L V6 DOHC 16V FFV. No other information or details available, sold as-is.	Automobiles	2G1WD5E33D1166952	Chevrolet	2013
227	2014 Chevrolet Impala Police Cruiser	2014 Chevrolet Impala Police Cruiser SEDAN 4-DR, 3.6L V6 DOHC 16V FFV. No other information or details available, sold as-is.	Automobiles	2G1WD5E35E1177291	Chevrolet	2014
225	2013 Chevrolet Impala Police Cruiser	2013 Chevrolet Impala Police Cruiser SEDAN 4-DR, 3.6L V6 DOHC 16V FFV. No keys and mileage unknown. No other information or details available, sold as- is.	Automobiles	2G1WD5E37D1166517	Chevrolet	2013
222	2013 Chevrolet Impala Police Cruiser	2013 Chevrolet Impala Police Cruiser SEDAN 4-DR, 3.6L V6 DOHC 16V FFV. No other information or details available, sold as-is.	Automobiles	2G1WD5E38D1263001	Chevrolet	2013
228	2013 Chevrolet Impala Police Cruiser	2013 Chevrolet Impala Police Cruiser SEDAN 4-DR, 3.6L V6 DOHC 16V FFV., Color: White. No other information or details available, sold as-is.	Automobiles	2G1WD5E3XD1263906	Chevrolet	2013

176	1999 Volvo Auto Car Tandem Axle Dump Truck	1999 Volvo Auto Car - AC164B Tandem Axle Dump Truck with Cummins ISM Engine. Hydraulic Reversible Scraper. Condition: Poor.	Vehicle Equipme	4V5SC2UE0YN520487	Auto Car	1999
175	1999 Volvo Auto Car Tandem Axle Dump Truck	1999 Volvo Auto Car - AC164B Tandem Axle Dump Truck wit Cummins ISM Engine. Hydraulic Reversible Scraper. Condition: Poor. Transmission Grinds	Vehicle Equipme	4V5SC2UE9YN20486	Auto Car	1999
149	ROLL TOP DESK	DESK IS 54" LONG, 52" HIGH, 28 3/4 DEPTH.	Office Equipmen			
155	2 Floor Scrubbers and 1 Vacuum	2 Minuteman floor scrubbers and 1 Kent vacuum. No other information available, sold as-is.	Janitorial Equi		Minuteman/Kent	
156	Witchita Chipper	Witchita Chipper with 8HP Briggs & Stratton Engine. No other information and/or details available, sold as-is.	Heavy Equipment		Witchita	
157	2 MTD Yard Machines Snow Blowers	2 MTD Yard Machines Snow Blowers. No other information and/or details available, sold as-is.	Snow Removal Eq		MTD	
160	Cummins Engine Parts	Various Cummins engine parts for ISB, ISC & ISM engines. Mostly new in boxes. Seals, gaskets, coolant lines, fuel parts, other.	Vehicle Equipme			
161	Various Truck Parts - Freightliner, Ford, etc.	Various Truck Parts. Boxes of miscellaneous Freightliner, Ford and International Truck parts. Brake lines, Lights, alternator, HVAC Parts, other. Good condition, mostly unused parts.	Vehicle Equipme			
162	Various Oil - Fuel Filters	Various Oil & Fuel Filters for Freightliner & International Trucks. Various Filters for John Deere and JCB equipment.	Vehicle Equipme			
163	Various Caterpillar Equipment Parts	Miscellaneous Cat Loader and C-9 Engine Parts. Exhaust parts, Bearings, seals and gaskets.	Vehicle Equipme			
164	Various Dodge Ram & GMC Parts	Miscellaneous Dodge Ram front end parts. Miscellaneous GM Driveline Parts. Seals and Gaskets.	Vehicle Equipme			
165	Freightliner Truck Parts	Miscellaneous Freightliner Truck Parts. Brake Valve, Blower motor, washer fluid tanks, etc.	Vehicle Equipme			
166	Various Freightliner-International Truck Parts	Miscellaneous Freightliner and International Truck Parts. Driveline parts, brake parts, seals, slack adjusters, driveline yoke. etc.	Vehicle Equipme			
167	Various Storage Bins	Miscellaneous Storage Bins. Various different sizes. Yellow and Blue.	Commodities / G			
168	Weatherguard Tool box	Weather Guard Truck Toolbox. 71 1/4" Long x 21" Wide x 18" High. Condition: Fair Has some rust. Color: White	Vehicle Equipme			

169	Truck Topper	8 Foot Truck Bed Topper with windows and side windows that open. Condition: Fair with Normal Wear. Color: Black.	Vehicle Equipme	
170	Truck Topper	8 Foot Truck Topper with Windows and side window opens. Front glass window is broken. Otherwise normal wear. Condition: Fair	Vehicle Equipme	
171	Truck Topper	8 Foot Truck Bed Topper with windows and side windows that open. Condition: Fair with Normal Wear. Color: Black.	Vehicle Equipme	
172	Truck Topper	8 Foot Truck Bed Topper with windows and side windows that open. Condition: Fair with Normal Wear. Color: Black.	Vehicle Equipme	
173	1986 Cedar Rapids Paver	1986 Cedar Rapids Asphalt Paver. Model: CR-431. Condition: Poor. Engine size 3.9 BTA. Runs and drives.	Vehicle Equipme	
174	Exmark Mower	Exmark Lawn mower, no other information or details available, sold as-is.	Mowing Equipmen	Exmark
177	4 Turnstiles	4 turnstiles, no other information or details available, sold as-is.	Public Safety a	
178	3 Small Engines	Group of 3 small engines. No other information or details available, sold as-is.	Mowing Equipmen	
179	2 Air Compressors	2 Air compressors, 1 DeWalt and 1 unknown. No other information or details available, sold as-is.	Compressors	
180	2 Pressure Washers	2 Pressure washers, hose reel, and extra hose. No other information or details available, sold as-is.	Tools, All Type	
181	2 Paint Sprayers	2 Paint sprayers: 1 walk behind, brand unknown and 1 Graco Magnum XR7 Airless Paint Sprayer. No other information or details available, sold as-is.	Tools, All Type	
182	Chemical Sprayer	Chemical Sprayer with hitch. No other information or details available, sold as-is.	Tools, All Type	
183	Tennant Floor Scrubber	Tennant 1480 walk behind floor scrubber. No other information or details available, sold as-is.	Janitorial Equi	
184	Lighting Fixtures	Group of misc. lighting fixtures. No other information or details available, sold as-is.	Lighting/Fixtur	

185	1962 Survival Supply Kit	1962 SK IV Sanitation Kit Survival Supplies furnished by Office of Civil Defense, Department of Defense. There are approx. 30 total barrels. Approx. 20 of those are full and approx. 10 are	Arts, Crafts, a
186	Trash Can Enclosure	Green Trash Can Enclosure. No other information or details available, sold as-is.	Janitorial Equi
187	Door	Used door. No other information or details available, sold as-is.	Commodities / G
188	IV Holder	IV Holder. No other information or details available, sold as-is.	Medical Equipme
189	Electrical Wire/Extension Cords	Misc. assortment of electrical wire and extension cords. No other information or details available, sold as-is.	Electrical Supp
190	Fan	Fan, see pictures for details. No other information or details available, sold as-is.	Industrial Equi
219	(5) File Cabinets	(5) File Cabinets, no other information or details available, sold as-is.	Furniture/Furni
220	(2) Metal Shelves	(2) Metal Shelves, no other information or details available, sold as-is.	Furniture/Furni
221	(9) File Cabinets	(9) File Cabinets, no other information or details available, sold as-is.	Furniture/Furni
229	(2) File Cabinets	(2) File Cabinets, no other information or details available, sold as-is.	Furniture/Furni
230	(2) Brown Office Chairs	(2) Brown Office Chairs. No other information or details available, sold as-is.	Furniture/Furni

191	Interior Doors	Misc. lot of interior doors. No other information or details available, sold as-is.	Builders Suppli
192	2 Fuji Bicycles	2 Fuji bikes. No other information or details available, sold as-is.	Bicycles
193	Table Saw	Table Saw, no other information or details available, sold as-is.	Woodworking Equ
194	Folding Chairs	Approx. 13 folding chairs, various colors. No other information or details available, sold as-is.	Furniture/Furni
195	4' x 6' Outside Air Vents (2)	(2) 4' x 6' Outside air vents. No other information or details available, sold as-is.	Industrial Equi
196	Desks and Chairs	3 desks/tables and 3 chairs. No other information or details available, sold as-is.	Furniture/Furni
197	Heater & A/C Unit	(1) Newer Trane UniTrane Fan-Coil Room Conditioner Force Flo Cabinet Heater. (2) damaged A/C units and (1) mini-fridge. No other information or details on any of the items, sold as-is.	HVAC Equipment
198	Tables w/Folding Legs	(3) Tables with folding legs, varying sizes and colors. No other information or details available, sold as-is.	Furniture/Furni
199	Doors	Various sizes and types of doors. No other information or details available, sold as-is.	Builders Suppli
200	Door Frames - Metal	36 inch metal door frames and a metal door frame with side windows (no glass present). No other information or details available, sold as-is.	Builders Suppli
201	Skilsaw Circular Saw	Skilsaw 2.4 HP, 11 AMP Legend Circular Saw. No other information or details available, sold as-is.	Tools, All Type
202	(4) Desks and (1) Chair	(4) Desks and (1) Green Chair. No other information or details available, sold as-is.	Furniture/Furni
203	Bolt Down Chairs	Lot of Bolt Down Blue Chairs. No other information or details available, sold as-is.	Furniture/Furni
204	(4) Televisions	(4) TV's of varying sizes and brands. No other information or details available, sold as-is.	Audio/Visual Eq
205	Cabinet and Shelves	Metal shelf, wood shelf, and a metal cabinet. No other information or details available, sold as-is.	Furniture/Furni

206	(5) Tables and (2) Typewriters	(5) Tables of varying sizes and colors along with (2) typewriters. No other information or details available, sold as-is.	Office Equipmen
207	(4) Chairs	(4) Chairs of varying styles and colors. No other information or details available, sold as-is.	Furniture/Furni
208	Various Desks and a Projector	Various Desks and a Projector. No other information or details available, sold as-is.	Furniture/Furni
209	Desks and (1) Chair	Desks and (1) Chair. No other information or details available, sold as-is.	Furniture/Furni
210	Chairs and Sofa	Chairs and sofa. No other information or details available, sold as-is.	Furniture/Furni
211	Rolling Cart and File Storage	Rolling Cart and File Storage. No other information or details available, sold as-is.	Furniture/Furni
212	(7) File Cabinets	(7) File Cabinets, no other information available, sold as-is.	Furniture/Furni
213	(2) Shelving Units	(2) Shelving Units, no other information or details available, sold as-is.	Furniture/Furni
214	Set of Scales	Set of Scales, no other information or details available, sold as-is.	Medical Equipme
215	(5) File Cabinets	(5) File Cabinets, no other information or details available, sold as-is.	Furniture/Furni
216	Desk and (2) Round Tables	Desk and (2) Round Tables. No other information or details available, sold as-is.	Furniture/Furni
217	(7) File Cabinets	(7) File Cabinets, no other information or details available, sold as-is.	Furniture/Furni
218	(6) File Cabinets	(6) File Cabinets, no other information or details available, sold as-is.	Furniture/Furni

233	2007 Dodge Grand Caravan SXT	2007 Dodge Grand Caravan SXT SPORTS VAN, 3.8L V6 . Does not run must be towed. Repairs needed: transmission, alternator, starter, suspension, exhaust and brakes. Exterior color blue with scratches. Interior is gray cloth. Tire condition is poor. Additional damage, Vans rust; located on driver's door, both side doors, rear hatch, hood, wheel wells. Stock radio. Has A/C, dual air bags, cruise control, tilt steering, power steering, power windows, door locks and seats.	2D4GP44L97R264312	Dodge	Grand Caravan	2007
234	2013 Chevrolet Impala Police Cruiser	2013 Chevrolet Impala Police Cruiser SEDAN 4-DR, 3.6L V6 DOHC 16V FFV. Poor condition	2G1WD5E3XD1262965	Chevrolet		2013
235	2010 Chevrolet Impala Police Cruiser	2010 Chevrolet Impala Police Cruiser SEDAN 4-DR, 3.9L V6 OHV 16V FFV., Color: metallic grey. Poor condition.	2G1WD5EM1A1241359	Chevrolet		2010
236	2002 Chevrolet Tahoe 2WD	2002 Chevrolet Tahoe 2WD SPORT UTILITY 4-DR Color: White Condition: Poor	1GNEC13ZX2J322758	Chevrolet		2002

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** April 19, 2022

**RE:** Resolution to Authorize a Purchase Order to Tri-Terra for Consultation and Testing for Hazardous Materials

For the meeting agendas of: May 3 & 4

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**BACKGROUND**

The 2021 Capital Bond Project which encompasses the Mason Courthouse, Annex, and Road Department will need hazard materials testing completed prior to the request for proposal (RFP) going out for construction services. Tri-Terra, a local vendor, submitted the lowest responsive and responsible proposal of \$8,930 for the consulting and testing of hazardous materials at the Mason Courthouse, Annex, and Road Department.

**ALTERNATIVES**

The alternative would be to not go forward with the testing resulting in inaccurate bids for the construction services.

**FINANCIAL IMPACT**

Funds are available in the 2021 Capital Bond.

**OTHER CONSIDERATIONS**

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

**RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to Tri-Terra for consultation and testing for hazardous materials at the Mason Courthouse, Annex, and Road Department.



## Agenda Item 5a

TO: Richard Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: April 18, 2022

RE: Memorandum of Performance for Packet #81-22 Consultation and Testing for Hazardous Materials

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The Purchasing Department can confirm that written proposals were received from experienced and qualified vendors to provide hazardous materials consulting, material and air quality testing services in order to determine mitigation and renovation strategies at the County Courthouse, Annex building, and a building located within the Road Department site.

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

Company Name	Local Preference	Amount
Tri-Terra	Yes, Lansing MI	\$8,930.00
Red Cedar Consulting	Yes, Lansing MI	\$19,50.00

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

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

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO TRI-TERRA FOR  
CONSULTATION AND TESTING FOR HAZARDOUS MATERIALS**

WHEREAS, the 2021 Capital Bond Project encompasses the Mason Courthouse, Annex, and Road Department; and

WHEREAS, these locations need to be tested for hazardous materials prior to the request for proposals for construction services; and

WHEREAS, the Facilities Department recommends a purchase order to Tri-Terra., a local vendor, who submitted the lowest proposal of \$8,930 for the consulting and testing of hazardous materials at the Mason Courthouse, Annex and Road Department; and

WHEREAS, funds are available in the 2021 Capital Bond.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Tri-Terra., 1305 S. Washington Ave, Suite 102, Lansing, Michigan 48910, in the amount of \$8,930 for consultation and testing for hazardous materials at the Mason Courthouse, Annex, and Road Department.

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 & Finance Committees

**FROM:** Rick Terrill, Facilities Director

**DATE:** April 19, 2022

**RE:** Resolution to Authorize an Agreement with Rose Pest Solutions for Pest Control and Management at Several Ingham County Facilities

For the meeting agendas of: May 3 & 4

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**BACKGROUND**

The current pest control agreement expired and a new request for proposals (RFP) was sent out with three bids received. Rose Pest Solutions submitted the lowest responsive and responsible proposal of \$46,548 for the three-year agreement.

**ALTERNATIVES**

The alternative would be to not go forward with the agreement and call as needed costing more per service call and not maintain the control of pests within the facilities.

**FINANCIAL IMPACT**

Funds are available in the appropriate 931100 maintenance contractual line items.

**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 Rose Pest Solutions for pest control and management at several county facilities.

## Agenda Item 5b

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: April 5, 2022

RE: Memorandum of Performance for RFP No. 76-22 Pest Control & Management Services

Per your request, the Purchasing Department sought proposals from licensed and experienced pest control vendors for the purpose of entering into a three-year contract to provide countywide pest control and management services.

The scope of work includes full exterminating services throughout various County facilities and is not limited to, the periodic eradication of rats, mice, as well as roaches, ants, silverfish, spiders and other crawling non-boring insects. The Contractor is responsible for controlling or eliminating varied pest infestation(s). The frequency shall be as required by the scope of work described in the RFP, more often if requested by the County, or as deemed necessary by the local health authority.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	20	5
Vendors responding	3	0
Vendors Non-responsive	1	0

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Total 3-Year Cost Basic Service	Additional Services Rate/Hour (Est. 40 Hours)	Additional Services Extension
Rose Pest Solutions	No, Lansing (Eaton County) MI	\$46,548.00	\$136.00	\$5,440.00
Griffin Pest Control Inc.	No, Lansing MI	\$52,416.00	\$120.00	\$4,800.00
Becks Pest Control	No, Flushing MI	Non-Responsive - Missing Required Forms		

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH ROSE PEST SOLUTIONS FOR  
PEST CONTROL AND MANAGEMENT AT SEVERAL INGHAM COUNTY FACILITIES**

WHEREAS, the current pest control agreement expired; and

WHEREAS, a request for proposals was completed and bids were received; and

WHEREAS, the Facilities Department recommends an agreement with Rose Pest Solutions, who submitted the lowest proposal of \$46,548 for pest control and management at several Ingham County facilities; and

WHEREAS, funds are available in the appropriate 931100 maintenance contractual line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Rose Pest Solutions., 7706 Rickle St., Lansing, Michigan 48917, for pest control and management at several Ingham County facilities for an amount of \$46,548 for the three-year agreement term.

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

## Agenda Item 6a

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

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

**DATE:** April 19, 2022

**SUBJECT:** Proposed Resolution to Authorize a Second Party Agreement with the Michigan Department of Transportation (MDOT) and Ingham County in Relation to a State Funded Project on Waverly Road over the Grand River (SN 3871)

For the meeting agendas on May 3, 4, 10

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### **BACKGROUND**

The Ingham County Road Department has received state Local Bridge Program (LBP) funding to perform preventative maintenance work on the Waverly Road Bridge over the Grand River (SN 3871). This bridge is located north of Moores River Drive in Section 30 of Lansing Township. The scope of work includes expansion joint replacement, concrete deck patching, crack sealing, epoxy overlay, partial cleaning and coating of steel beams, substructure repaint, and approach work. The project has been designed pursuant to applicable federal, state and local design specifications.

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

### **ALTERNATIVES**

N/A

### **FINANCIAL IMPACT**

The LBP funding pays for 95% of the actual construction costs, with the remaining 5% being the responsibility of the Local Agency. The local match for this project has been included in the 2022 Road Fund Budget.

Per MDOT Contract #22-5098:

Local Bridge Program (LBP):	\$ 910,670
Local Participation:	\$ 67,930
Total Project Cost =	\$ 978,600

Additionally, due to the nature of construction and the higher than average bid results over the past year, a 20% contingency is being requested for this project, equating to a total project cost of \$1,174,320. Since the LBP costs are not capped, the local share of the final project costs will remain at 5%.

### **OTHER CONSIDERATIONS**

N/A

**RECOMMENDATION**

Based on the information provided, I respectfully recommend approval of the attached resolution to enter into a second party agreement with MDOT as described in Contract 22-5098, plus the 20% requested contingency for additional construction costs.



Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A SECOND PARTY AGREEMENT WITH THE  
MICHIGAN DEPARTMENT OF TRANSPORTATION AND INGHAM COUNTY IN RELATION  
TO A STATE FUNDED PROJECT ON  
WAVERLY ROAD OVER THE GRAND RIVER (SN 3871)**

WHEREAS, the Ingham County Road Department received state Local Bridge Program (LBP) funding to repair the bridge at Waverly Road over Grand River (SN 3871), located in Section 30 of Lansing Township; and

WHEREAS, the Michigan Department of Transportation (MDOT) Contract #22-5098 states the uncapped LBP funding ratio is 95% of construction costs and the remaining local participation costs are the responsibility of the Road Department; and

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

Local Bridge Program (LBP):	\$ 910,670
Local Participation:	<u>\$ 67,930</u>
Total Project Cost =	\$ 978,600; and

WHEREAS, a contingency is being requested in the amount of 20% of the total estimated project costs to accommodate unexpected construction costs and high bid results, totaling \$1,174,320; and

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

Local Bridge Program (LBP):	\$1,092,804
Local Participation:	<u>\$ 81,516</u>
Total Budgeted Project Cost, Plus 20% Contingency =	\$1,174,320; and

WHEREAS, the Road Department's local participation costs detailed above have been included in the 2022 Road Fund Budget; and

WHEREAS, the project will be undertaken pursuant to a first party contract between the MDOT and the Contractor; and

WHEREAS, the County on behalf of the Road Department, in turn, must therefore enter into an associated second party agreement with MDOT, consistent with state funding requirements.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Contract #22-5098 with the Michigan Department of Transportation for the Waverly Road over Grand River (SN 3871) project in Section 30 of Lansing Township, for an estimated project cost of \$978,600, consisting of an uncapped funding ratio of 95% in Local Bridge Program funds and \$67,930 in local participation costs.

BE IT FURTHER RESOLVED, that the project shall include a contingency in the amount of 20% of the estimated project costs, equating to a total budgeted project cost of \$1,174,320 of which the LBP funding ratio will remain at 95% and the anticipated Road Department's funding responsibility shall be \$81,516, which has been included in the 2022 Road Budget.

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

**Agenda Item 6b**

TO: County Services and Finance Committees

FROM: Carl Langham Jr., Director of Operations ICRD

DATE: March 23, 2022

SUBJECT: Proposed Resolution Authorizing a contract for Rental and Cleaning Services for Uniform Work Apparel, Floor Mats, and Shop Towels for the Road Department.

For the April 19, 20 and 26 meeting agendas

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The purpose of this correspondence is to support the attached resolution to accept IFB #56-22 from and authorize entering into a 3-year contract, with a 2-year renewal option, with Cintas Corporation, 3524 S. Canal Road, Lansing, Michigan 48917, to provide the Road Department flame resistant uniforms for its mechanics and fleet manager per their respective labor agreements and safety policy. The proposed contract would also supply mechanics' shop towels, floor mat cleaning and related services for all Road Department facilities.

The Road Department's adopted 2022 budget includes controllable expenditures and funds for these services. The Road Department will have sufficient funds budgeted for the second and third years for this contract.

Bids from qualified and experienced vendors for the purpose of Rental and Cleaning Services for Uniform Work Apparel, Floor Mats, and Shop Towels, for the Road Department were solicited and evaluated by the Ingham County Purchasing Department per Invitation for Bid (IFB) 56-22, and it is their recommendation, with the concurrence of Road Department staff, to award this to Cintas Corporation, 3524 S. Canal Road Lansing, Michigan 48917.

The Cintas Corporation offers the Uniform Advantage program for uniform replacement, with a price of \$0.19 per a garment per week. With the current work force at the Road Department, the cost would be \$36.71 a week. Cintas will replace uniforms if they are torn, burned and if they are unable to get them clean due to grease and oils. I believe this Uniform Advantage program would be a smart choice for the Road Department due to history of uniform repairs and replacement cost.

Therefore approval of the attached resolution is recommended to authorize a 3-year contract with a 2-year renewal option with Cintas Corporation, 3524 S. Canal Road, Lansing, Michigan 48917. With the current work force the weekly total for all services is \$169.35 with an annual cost of \$8,806.20

**Agenda Item 6b**

TO: Carl Langham, Jr., Director of Operations, Ingham County Road Department

FROM: James Hudgins, Director of Purchasing

DATE: March 16, 2022

RE: Memorandum of Performance for IFB No. 56-22: Rental and Cleaning Services for Uniform Work Apparel, Floor Mats and Shop Towels

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Per your request, the Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing rental uniforms, cleaning of such uniforms, rental and cleaning of area protection mats and shop towels for the Ingham County Road Department, for a period of three (3) years with an option for a two-year renewal. Prices will remain constant with no yearly price increases for the initial three-year term of the contract.

The scope of services includes, but is not limited to, supplying, picking up, counting and billing for contracted amount of uniforms, floor mats and shop towels each week, providing weekly inventory count sheet(s), and adding and/or subtracting service(s) during the life of this contract.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to bid	8	1
Vendors responding	1	0

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

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

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

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

## VENDOR'S COSTS

Vendor Name: CINTAS

Local Preference: No, Lansing (Eaton County) MI

<u>MECHANICS UNIFORMS</u>			
Description	Uniform Cost per Mechanic	Quantity	Total Weekly Cost
*Seven (7) complete uniforms w/name & emblem; Two (2) winter jackets	\$7.99	6	\$47.94
XXL Uniform charge	\$0.15		
<u>FLEET MANAGER UNIFORMS</u>			
Description	Uniform Cost per Manager	Quantity	Total Weekly Cost
**Six (6) complete uniforms w/name & emblem; Two (2) winter jackets	\$7.09	1	\$7.09
XXL Uniform Charge	\$0.15		
<u>FLOOR MATS</u>			
Description	Cost Each	Quantity	Total Weekly Cost
3' x 5' Mat w/safety Logo	\$2.95	2	\$5.90
3' x 10' Mat, Black	\$3.10	6	\$18.60
4' x 6' Mat, Black	\$2.47	1	\$2.47
4' x 6' Mat, Blue	\$2.47	2	\$4.94
3' x 10' Mat, Blue	\$3.10	3	\$9.30
<u>SHOP TOWELS</u>			
Description	Cost Each	Quantity	Total Weekly Cost
Shop Towels, Red	\$0.07	300	\$21.00
Lost Shop Towel Replacement Fee	\$8.40		\$8.40
<u>Miscellaneous Items</u>			
Description	Cost Each	Quantity	Total Weekly Cost
Soled Locker Fee	\$2.00	1	\$2.00
<b>**Optional Item**</b>			
Description			Total Weekly Cost
Mechanic Uniform Shirt Change			No cost
Short Sleeve in Summer & Long Sleeve in Winter			
The additional charge for uniform advantage is \$0.10 per garment. This program covers any damages that may occur to the uniforms in the program.			Est. Weekly \$22.40
For prep advantage is \$0.04 per garment. Covers all cost associated with garment preparation.			Est. Weekly \$8.96
For emblem advantage is \$0.05 per garment covers name and company emblems initially selected by customer.			Est. Weekly \$5.35
Delivery Fee:			\$5.00 per delivery
<b><u>**Services to include with the above costs: Cleaning and processing, repairs, replacements, initial setup, individual measuring and fitting; and placing uniforms in individual lockers.</u></b>			
* This is a total of 15 with 7 in rotation			
**This is a total of 13 with 6 in rotation			

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT FOR  
RENTAL AND CLEANING SERVICES FOR UNIFORM WORK APPAREL, FLOOR MATS, AND  
SHOP TOWELS**

WHEREAS, the Road Department provides flame resistant uniforms for its mechanics and fleet manager per their respective labor agreements, and services to supply mechanics' shop towels, floor mats and related services for all Road Department facilities, and

WHEREAS, the Purchasing Department recently released bid packet #56-22 and received sealed, competitive bid proposals for these services for the next 3-year period with a 2-year renewal option, beginning from date of service contract execution; and

WHEREAS, the current vendor, Cintas Corporation, 3524 S. Canal Road, Lansing, Michigan 48917 was the only responding bidder; and

WHEREAS, Cintas Corporation has been providing these services for the Road Department for five years; and

WHEREAS, bids for rental and cleaning services for uniform work apparel, floor mats and shop towels were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of Road Department staff, to award the contract to Cintas Corporation, 3524 S. Canal Road, Lansing, Michigan 48917; and

WHEREAS, the Cintas Corporation bid has a Uniform Advantage program available for damaged uniform replacement, at a price of \$0.19 per a garment per each week, with no additional replacement cost. With the current work force at the Road Department, the cost would be \$36.71 a week; and

WHEREAS, the total weekly cost for all services provided by Cintas Corporation per bid packet #56-22 is \$169.35, equating to an annual cost of \$8,806.20.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bid, and authorizes entering into a contract with Cintas Corporation, 3524 S. Canal road, Lansing, Michigan 48917 for rental and cleaning services for uniform work apparel, including the Uniform Advantage program, floor mats and shop towels with delivery to the Road Department per bid packet 56-22 for annual costs of \$8,806.20 for the three year period, with a 2-year renewal option, beginning from date of service contract execution.

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

## **Agenda Item 7a**

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Teri Morton, Deputy Controller  
**DATE:** April 19, 2022  
**SUBJECT:** Resolution Approving American Rescue Plan Funds to Purchase Air Purification and Surface Containment Elimination Solutions for the Sheriff's Office  
For the meeting agendas of April 28 and May 4

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### **BACKGROUND**

The Sheriff's Office is requesting ARP funds to purchase Air Purification and Surface Containment Elimination Solutions from Arya Group. These portable units could be used in the current Jail and easily transferred to and put into service at the new Justice Complex once completed.

### **ALTERNATIVES**

The Board of Commissioners may decline to approve the use of ARP funds for this purchase, in which case the Sheriff's Office may choose to request this as a capital budget item through the budget process.

### **FINANCIAL IMPACT**

The cost is \$68,145 and would be funded through Second Tranche ARP funds.

### **OTHER CONSIDERATIONS**

None.

### **RECOMMENDATION**

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING AMERICAN RESCUE PLAN FUNDS TO PURCHASE  
AIR PURIFICATION AND SURFACE CONTAINMENT ELIMINATION SOLUTIONS  
FOR THE SHERIFF'S OFFICE**

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

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

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

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

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

WHEREAS, the Ingham County Commissioners recognize that indoor air quality has a demonstrated impact on the transmission of COVID-19; and

WHEREAS, the Sheriff's Office has requested the use of American Rescue Plan funds in order to purchase Air Purification and Surface Containment Elimination Solutions from Arya Group in order to destroy disease causing pathogens, including those causing COVID-19, both in the air and on surfaces; and

WHEREAS, these portable units could be used in the current Jail and easily transferred to and put into service at the new Justice Complex; and

WHEREAS, use of American Rescue Plan funds is allowable for this purpose.



THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners allocates \$68,145 in American Rescue Plan funds to be used by the Sheriff's Office to purchase Air Purification and Surface Containment Elimination Solutions.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an agreement with Arya Group, LLC. in the amount of up to \$68,145 for the purchase of Air Purification and Surface Containment Elimination Solutions.

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

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

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

## Agenda Item 7b

TO: Finance and Liaison Committees

FROM: Michael A. Townsend, Budget Director

DATE: April 20, 2022

RE: First Quarter 2022 Budget Adjustments, Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the first quarter of fiscal year 2022. The total increase to the General Fund is \$158,977.

The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Usually, adjustments are made as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

The majority of adjustments this quarter are reappropriations of funds budgeted but not spent in 2021. Some of the larger projects are as follows:

- Burchfield Dirt School - \$190,000
- Parks Spicer, Crannie and Johnson Contracts - \$104,434
- Circuit Court Courtroom Technology - \$261,187
- Circuit Court Imaging/Scanning Project - \$330,281
- Probate Court Imaging/Scanning Project - \$121,268
- Clerk Imaging/Scanning Project - \$236,432
- DHHS Carpet Replacement - \$240,000
- CMHA Renovations - \$500,000
- Fair Paved Surfaces - \$129,418
- Drain Hydro Hoe - \$150,000
- IT Department Network Design - \$436,000
- IT Department Microsoft Licensing - \$177,000
- IT Department Other Projects - \$121,000
- Retaining Wall Lake Lansing Project - \$635,200

While the Friend of Court Fund request \$421,353 for contractual services due to an increase of interpreter services the General Fund portion is \$143,260. The increase of interpreter service increase in the later part of 2021 after the 2022 budget was submitted and the increase is continuing in 2022. The Friend of Court is also requesting to move 2022 budgeted salary funds to overtime funds due the vacancies in staff. The Family Court is also requesting that the 2022 approved CIP project funded by the Juvenile Justice Millage for OnBase Imaging (\$404,500) be funded 50% by the American Rescue Fund, \$202,250.

In the General Fund, \$1,981 re-appropriated for Cultural Diversity, Equity and Inclusion funds not spent in 2021. The Emergency Operations is requesting \$6,311 be rolled over from 2021 and the Health Department is requesting that \$7,425 recruiting fund be rolled over to 2022. The Sheriff Department requested acceptance of \$155,222 additional supplemental funding for Secondary Road Patrol and the use of fund balance uncommitted will be increased to balance these changes.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$165,092. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$355,142.

Should you require any additional information or have questions regarding this process, please don't hesitate to contact me.

**2022 CONTINGENCY**

Adopted Contingency Amount	\$355,142
R21-579: Additional Community Agency Funding	(23,050)
R21-621: Funding for Consultant Jail Medical	(58,100)
R22-073: Funding for Certificate of Management	(31,900)
R22-075: Funding for Contract with Bureau Veritas for Energy Audit	(64,000)
R22-121: Funding for Contract with Resolution Services Center for Small Claims	(13,000)
<b>Current Contingency Amount</b>	<b>\$165,092</b>

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2022 INGHAM COUNTY BUDGET**

WHEREAS, the Board of Commissioners adopted the 2022 Budget on October 26, 2021 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

WHEREAS, the Liaison Committees and the Finance Committee have reviewed the proposed budget adjustments prepared by the Controller's staff and have made adjustments where necessary; and

WHEREAS, Public Act 621 of 1978 requires that local units of government maintain a balanced budget and periodically adjust the budget to reflect revised revenue and expenditure levels.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller to make the necessary transfers to adjust revenues and expenditures in the following funds, according to the attached schedules:

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2022 BUDGET 04/19/22</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$90,121,133	158,977	\$90,280,110
208	Parks	\$3,144,514	276,705	\$3,421,219
214	American Rescue	\$3,792,321	202,250	\$3,994,571
215	Friend of Court	\$6,554,535	454,083	\$7,008,618
221	Health	\$24,024,672	14,203	\$24,038,875
228	Trails & Parks Millage	\$1,856,160	1,018,176	\$2,874,336
230	Hotel/Motel	\$2,500,000	187,517	\$2,687,517
245	Public Improvements	\$1,375,238	516,040	\$1,891,278
261	911 Emergency Phone	\$11,709,825	290,575	\$12,000,400
264	Juvenile Justice Millage	\$6,100,371	0	\$6,100,371
511	Community Health Center	\$29,495,013	13,500	\$29,508,513
561	Fair	\$1,628,976	187,517	\$1,816,493
595	Jail Commissary Fund	\$573,897	26,465	\$600,362
631	Building Authority Operating	\$2,654,959	733,197	\$3,388,156
636	Innovation & Technology	\$5,795,668	1,091,700	\$6,887,368
639	Drain Revolving	\$2,002,881	120,000	\$2,122,881
664	Mach. & Equip. Revolving	\$1,026,408	1,102,601	\$2,129,009

**GENERAL FUND REVENUES**

	<u>2022 Budget –</u> <u>04/19/22</u>	<u>Proposed</u> <u>Changes</u>	<u>2022 Proposed</u> <u>Budget</u>
<b>Tax Revenues</b>			
County Property Tax	57,500,000	0	57,500,000
Property Tax Adjustments	(150,000)	0	(150,000)
IFT/CFT	275,000	0	275,000
Trailer Fee Tax	13,500	0	13,500
<b>Intergovernmental Transfers</b>			
State Revenue Sharing	6,493,249	0	6,492,249
Convention/Tourism Tax - Liquor	1,287,779	0	1,356,030
Cigarette/Marijuana	450,000	0	450,000
Court Equity Funding	1,511,000	0	1,511,000
Personal Property Tax Replacement	575,000	0	575,000
Use of Fund Balance – Uncommitted	4,004	3,755	7,759
<b>Department Generated Revenue</b>			
Animal Control	1,305,533	0	1,305,533
Circuit Court - Family Division	1,406,903	0	1,406,903
Circuit Court - Friend of the Court	750,000	0	750,000
Circuit Court - General Trial	1,603,296	0	1,603,296
Controller	3,170	0	3,170
Cooperative Extension	2,500	0	2,500
County Clerk	816,675	0	816,675
District Court	1,804,948	0	1,804,948
Drain Commissioner/Drain Tax	495,500	0	495,500
Economic Development	46,650	0	46,650
Elections	86,500	0	86,500
Homeland Security/Emergency Ops	56,000	0	56,000
Equalization /Tax Mapping	10,100	0	10,100
Facilities	150,953	0	150,953
Financial Services	55,285	0	55,285
Health Department	120,000	0	120,000
Human Resources	56,249	0	56,249
Probate Court	432,877	0	432,877
Prosecuting Attorney	872,706	0	872,706
Register of Deeds	2,665,963	0	2,665,963
Remonumentation Grant	85,000	0	85,000
Sheriff	4,952,352	155,222	5,107,574

Treasurer	3,799,404	0	3,799,404
Tri-County Regional Planning	60,555	0	60,555
Veteran Affairs	522,846	0	522,846
<b>Total General Fund Revenues</b>	<b>90,121,133</b>	<b>158,977</b>	<b>90,280,110</b>

## GENERAL FUND EXPENDITURES

	<u>2022 Budget – 04/19/22</u>	<u>Proposed Changes</u>	<u>2022 Proposed Budget</u>
Board of Commissioners	642,468	0	642,468
Circuit Court - General Trial	7,771,934	0	7,771,934
District Court	3,508,692	0	3,508,692
Circuit Court - Friend of the Court	1,541,327	0	1,541,327
Jury Board	1,190	0	1,190
Probate Court	2,133,664	0	2,133,664
Circuit Court - Family Division	6,149,042	143,260	6,292,302
Jury Selection	178,867	0	178,867
Elections	492,365	0	492,365
Financial Services	1,110,818	0	1,110,818
County Attorney	490,708	0	490,708
County Clerk	1,352,632	0	1,352,632
Controller	1,261,323	0	1,261,323
Equalization/Tax Services	831,139	0	831,139
Human Resources	955,718	1,981	957,699
Prosecuting Attorney	8,293,805	0	8,293,805
Public Defender	874,787	0	874,787
Purchasing	386,032	0	386,032
Facilities	2,324,838	0	2,324,838
Register of Deeds	1,029,474	0	1,029,474
Remonumentation Grant	85,000	0	85,000
Treasurer	1,079,418	0	1,079,418
Drain Commissioner	1,219,216	0	1,219,216
Economic Development	105,000	0	105,000
Community Agencies	215,550	0	215,550
Ingham Conservation District Court	10,000	0	10,000
Equal Opportunity Committee	500	0	500
Women's Commission	500	0	500
Historical Commission	500	0	500
Tri-County Regional Planning	107,446	0	107,446
Jail Maintenance	218,600	0	218,600
Sheriff	23,121,564	0	23,121,564
Metro Squad	60,000	0	60,000

Community Corrections	127,560	0	127,560
Animal Control	2,759,755	0	2,759,755
Emergency Operations	327,495	6,311	333,806
Board of Public Works	300	0	300
Drain Tax at Large	713,000	0	713,000
Health Department	6,555,680	7,425	6,563,105
CHC	2,258,171	0	2,258,171
Jail Medical	3,634,373	0	3,634,373
Medical Examiner	748,037	0	748,037
Substance Abuse	647,135	0	647,135
Community Mental Health	2,170,656	0	2,170,656
Department of Human Services	1,738,258	0	1,738,258
Tri-County Aging	71,683	0	71,683
Veterans Affairs	757,776	0	747,776
Cooperative Extension	463,795	0	463,795
Parks and Recreation	2,036,518	0	2,036,518
Contingency Reserves	165,092	0	165,092
Attrition	-1,500,000		-1,500,000
Legal Aid	20,000	0	20,000
Environmental Affairs	164,500	0	164,500
2-1-1 Project	45,750	0	45,750
Community Coalition for Youth	32,500	0	32,500
Capital Improvements	1,516,618	0	1,516,618
American Rescue Funds	-2,787,136	0	-2,787,136
<b>Total General Fund Expenditures</b>	<b>90,121,133</b>	<b>158,977</b>	<b>90,280,110</b>

### **General Fund Revenues**

Sherriff	Increase in Supplemental funding for Secondary Road Patrol from State of Michigan of \$155,222.
Use of Fund Balance	Increase to offset shortages of \$3,755.



## **General Fund Expenditures**

Board of Commissioners	Re-appropriate Cultural Diversity, Equity and Inclusion funds of \$1,981.
Family Court	To appropriate funds for additional contractual expenses in Friend of Court Fund (\$421,353) not budgeted General Fund portion (\$143,260).
Emergency Operations	Reappropriate Sycamore Creek funds \$6,311
Health Department	Reappropriate Recruiting funds \$7,425 per R21-561

## **Non-General Fund Adjustments**

Parks (F208)	Re-appropriate funds for the following 2019 CIP projects: LL Roofs, Revenue Management System (\$13,136) and 2020 CIP projects: Hawk Island Fence (\$23,863), Burchfield Gates (\$40,986), and 2021 CIP project: Burchfield Dirt School (\$190,000), ICMCF Discount Tree R21-548 (8,720).
American Rescue Fund (F214)	Appropriate funds for the Family Court 2022 Imaging Project fully budgeted (\$404,500) by Juvenile Justice Millage to 50% (\$202,250) Juvenile Justice Millage and 50% (\$202,250) American Rescue Fund
Friend of Court (F215)	Re-appropriate funds for the following CIP projects; Reinforcement of Doors (\$12,730) for CIP 2018 and Vehicle (\$20,000) from 2019. To appropriate funds for additional contractual expenses not budgeted (\$421,353). The Friend of court is requesting to change funding of salaries (\$20,000) to cover overtime incurred due to vacant positions their 2022 budget.
Health (F221)	Re-appropriate funds for the following 2019 CIP projects; Swipe Card Readers in HSB Building (\$14,203).
Trails & Parks Millage (F228)	Re-appropriate remaining funds for Trails & Parks projects Re-appropriate funds for 2019 CIP projects, Path Replacement Hawk (\$3,440), Crack Seal Lake Lansing (\$7,185), Retaining Wall Lake Lansing South (\$635,200), Lake Lansing South Topographic Survey (\$11,970), and CIP 2020 projects: Hawk Island Snowcat Building (\$43,822), Lake Lansing North Maintenance Facility (\$75,000), Lake Lansing North Main Shelter Roof (\$33,866), Burchfield Park ADA Improvements (\$60,746) and CIP 2021 projects: Lake Lansing Boat Launch Improvements (\$42,513) Re-appropriate funds for 2021 Spicer, Crannie and Johnson Contracts (\$104,434).

Hotel/Motel (F230)	Re-appropriate funds for the transfer to Fair Fund for following 2019 and 2020 CIP; Replace Paved Surfaces (\$129,418), and Building Maintenance (\$58,099).
Public Improvement (F245)	Re-appropriate funds for gravel road maintenance Lake Lansing South (\$7,000) and Burchfield (\$7,000). Concrete Replacement Mason (\$48,000). Re-appropriate funds for 2020 CIP: Circuit Court Courtroom Carpet (\$78,000), Probate Courtroom Carpet (\$2,540), VMC Gate (\$35,000), Forest Community Health Center Tuck Point Chimney (\$9,500), Ingham County Family Center Sink (\$4,500), Youth Center Tuck Pointing Phase 2 (\$50,000), Youth Center Security Gate (\$3,500), Mason Courthouse Door Refinishing (\$18,000), Mason Fountain Replacement (\$40,000), and Mason Courthouse Swing Gates (\$5,000). Re-appropriate funds for 2021 CIP: HSB CMHA Renovations (\$200,000), Ingham County Family Center Fire Panel Assessment (\$8,000)
911 Emergency Phone (F261)	Re-appropriate funds for the following projects; Office Remodel (\$90,000), Curb and Gutter (\$50,000) from CIP 2019. Re-appropriate funds from 2020 CIP: Entry Doors Ballistic Glass (\$5,000), Internal Hallway Cameras (\$5,000), Parking Lot Drainage (\$50,000), Repainting Administration Area (\$10,000) and Backup Center Fiber (\$15,075). Re-appropriate funds from 2021 CIP: Blackout Blinds (\$60,000), Concrete Walkway (\$5,500)
Juvenile Justice Millage (F264)	Change funding for the Family Court 2022 Imaging Project fully budgeted (\$404,500) by Juvenile Justice Millage to 50% (\$202,250) Juvenile Justice Millage and 50% (\$202,250) American Rescue Fund
Health Clinic (F511)	Re-appropriate funds for the following project; Cabinets in the Forest Clinic (\$13,500).
Fair (F561)	Re-appropriate funds for the following projects; Replace Paved Surfaces (\$129,418), Building Maintenance (\$58,099).
Jail Commissary Fund (F595)	Re-appropriate funds for the following projects for Circuit Court; Floor Key Card Access, Court Room Gates, and Main Interior Security Door (\$6,465). Re-appropriate funds for the following project for Jail; Kitchen Tray Conveyor Replacement (\$20,000).
Bldg. Authority Operating (F631)	Re-appropriate funds for the following projects at HSB; Replace Entrance Door (\$13,215) from CIP 2016, Concrete Repairs (\$20,074), Parking Lot Repairs (\$91,709), Door Replacement (\$21,685), New Blower Shaft (\$10,019), Drinking

Fountain Replacement (\$5,975), Carpet Replacement (\$25,000), DHHS Carpet Replacement (\$240,000) from 2019 CIP. Re-appropriate funds from 2020 CIP projects: 20 Cubicle Workstations (\$5,520), 21 CMHA Renovations (\$300,000).

Innovation & Technology  
(F636)

Re-appropriate remaining funds for the following projects: Probate Court scanning project (\$121,268) approved by 2014 capital budget and Resolution 11-120 and Clerk imaging project (\$236,432) approved by the 2014 – 2017 CIP and Resolution 13-199. Re-appropriate unspent network funds for the following projects budgeted but not completed in 2021; Network Redesign (\$436,000), phones (\$30,000), Microsoft Licensing (\$177,000), Maintenance (\$58,000), faxing integration (\$14,000), and Wiring Project (\$19,000).

Drain Office  
(F639)

Re-appropriate remaining funds for the following projects: Computer Replacement (\$20,000), Drain Camera (\$20,000), Hydro Hoe (\$33,215), Overhead Garage Door (\$17,000), Community Security Cameras (\$16,000), Garage Walls (\$13,785) from 2020 CIP.

Mach./Equip. Revolving  
(F664)

Reappropriate Circuit Court's imaging/scanning project (\$330,281), and E-filing software (\$10,000) from CIP 2014 and R18-190, courtroom tech replacements (\$10,923), and phonic ear (\$750) from 2017. Courtroom Technology Replacements (\$261,187), Document Management System (\$50,000), Projectors Jury Room (\$6,860) from 2019. Animal Control's bullet proof vest (\$5,085). Equalization's Software for Online Mapping (\$4,118) District Court's Backup Audio System (\$7,210) from 2019. FOC Scanner (\$7,500) from 2019. Probate Court E Filing Case (\$30,000), Courtroom Updates (\$48,160), 2020 CIP Courtroom Gates (\$10,000), and Clerk's Electric Document System (\$30,000), Clerk's Scanners (\$2,000) To re-appropriate (\$44,798) for scanners and Image subpoenas for PA Office R19-192, 2020 CIP Terabyte Server (\$9,879). Re-appropriate Facilities' Pump Out Vacuum (\$3,000), and Truck Plow Replacement (\$8,500). Re-appropriate 2019 CIP: County Wide Fall Protection (\$25,000), Mason Courthouse Client Room Tables (\$8,000), Delhi Office Chairs (\$11,000) and Veterans Affairs Transportation Vehicle (\$17,115). Re-appropriate 2020 CIP Projects: VMC/GPB Tracer Upgrades (\$15,000), VMC Exterior Cameras (\$20,000), and Jail Oven (\$23,000). Lake Lansing South Maintenance Generator (\$4,995), Burchfield Automatic Standby Generator (\$1,427). Re-appropriate 2021 CIP Projects: District Court Ballistic Vest (\$3,625), Circuit Court Plexiglass Barriers (\$20,000), Sheriff Body Armor (\$5,961), Clerk Office Embosser (\$3,352), Computer Replacements (\$63,875).

TO: Human Services and Finance Committees

FROM: Jill Bauer, Budget Analyst

DATE: April 19, 2022

SUBJECT: 2023 Update of County Fees for Human Services Departments

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When the Board of Commissioners adopted Resolution #02-155, setting various fees for county services, the Controller's Office was directed to annually review the fees and to recommend adjustments. We have completed our review for fiscal year 2023 for the Human Services Committee consistent with the standing directive and offer a few adjustments for your consideration. This information will appear as a discussion item on the current round of Human Services and Finance meetings. We anticipate presentation of a resolution at the next round of meetings to recommend increases to certain fees.

Attached spreadsheets provide details of recommended fee adjustments to be effective for the Health Department on October 1, 2022 and for all other departments on January 1, 2023.

The first attachment (Attachment A) offers analysis of proposed fees for 2023. The annual average United States' consumer price index was used to do the calculation. This rate of 3.3% was also used by the State of Michigan for the inflation rate multiplier.

The following information is included for each fee:

1. Location of Service
2. Fee Description
3. The 2022 cost as calculated in last year's fee update process.
4. The 2023 cost, which was calculated by multiplying the 2022 cost by the consumer price index
5. As identified by the Board of Commissioners, the target percent was determined by the percentage of cost to be recovered by the fee for service. The target percent for each fee was initially passed by Resolution #02-155. For other fees added after the passage of Resolution #02-155, in most cases, it was assumed that the fee as passed is charged at the appropriate cost with a target recovery of 100%.
6. The 2023 calculated fee is based on the 2022 cost multiplied by the target percent.
7. Although many fees have been proposed to remain unchanged in 2023, the initial proposed fees were determined by rounding down the calculated fee to the full dollar amount and, in the case of some larger fees, rounded to the lower \$5 or \$10 increments. In some cases, the cost multiplied by the target percent is much greater than the current fee, so only an incremental increase was proposed in anticipation of further upward adjustments over several years. Fees that are proposed to increase are presented in **bold type**.

8. Units. This variable was used to calculate anticipated revenue generated by a proposed fee. Initial information was provided in the Maximus study, and in some cases has been updated by the departments.
9. Department/Controller Recommendation. Department heads agreed with the initial proposed fees in most cases. In some situations, the fees that were proposed have been changed by the department heads and they have provided supporting information which is included and referenced below. In all cases, the Controller agreed with recommendations of the department head as follows:
  - a. Health Department agrees with all proposed fees with the addition of two new fees for 2023. Justification from the Environmental Health Director as follows: “We have been having some significant challenges in our Type II Water Supply program. Approximately 20% of our facilities are delinquent in their required sampling. Failure to collect samples results in monitoring violations with the State of Michigan and a potential threat to public health as we can’t be sure if the water supply meets state standards. We are required to follow up on all monitoring violations, which results in a significant increase in workload for our staff. The State of Michigan has fines to address monitoring violations, but our operators are keenly aware the fines are not enforced. Our staff spend hours sending letters, making phone calls, stopping by facilities, etc. to resolve the issue, but we have no effective means to ensure the sampling gets done, so the monitoring violations persist. Even if the State does issue the fines after our staff has done the work, the State would collect the revenue, not us.”
  - b. The Parks Department has agreed to most fees and have added four new fees. 1) Special Event Fee – New fee of \$75 for special events group size of 25-100 people for profit groups) that do not rent a shelter. The specific information for the other additions is in Attachments C and D.
  - c. The Fair fees are not included in this packet. The Board of Commissioners adopted the fair fees in 2021 per Resolution #21-028. An evaluation of the fees will be part of the Fair Master Plan that is being prepared currently.
10. Additional revenue is projected from the department head/Controller recommended increase in fees multiplied by the units.

A summary of proposed fee increases for 2023 is presented in the attached spreadsheet (Attachment B). The spreadsheet simply lists the 2022 fee, department head and Controller recommendations, and projected revenue for each fee where an increase was proposed.

Fee increases recommended by the Controller’s Office would generate approximately \$71,954 in additional revenue in 2023.

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

Attachments

FEEES PROPOSED TO CHANGE ARE IN BOLD

Location of Service	Fee Description	2022 Cost	2023 Cost Increase Factor	2023 Cost	Target Percent	2022 Fee	2023 Calc. Fee	2023 Initial Prop. Fee	Dept Recommend	Units	Additional Revenue
Comm. Health	GC Prob Tech	\$23.13	3.3%	\$23.89	100%	COST	\$23.89	COST	COST	1,000	\$0
Comm. Health	Conting Ed. Fee Diseased Control/Imm.	\$16.36	3.3%	\$16.90	100%	\$15.00	\$16.90	\$16.00	\$16.00	25	\$25
Comm. Health	INS Vaccination Verif Form I-693	\$40.90	3.3%	\$42.25	100%	\$39.00	\$42.25	\$40.00	\$40.00	400	\$400
Comm. Health	Immuniz Record Copying Fee	\$4.91	3.3%	\$5.07	100%	\$4.00	\$5.07	\$5.00	\$5.00	800	\$800
Comm. Health	MIHP Tran. Bus/Van ***	\$38.92	3.3%	\$40.20	56%	\$21.20	\$22.51	\$22.51	\$22.51	400	\$524
Comm. Health	MIHP - Trans Taxi ***	\$35.59	3.3%	\$36.77	61%	\$21.31	\$22.43	\$21.31	\$21.31	70	\$0
Comm. Health	MIHP Trans. Volunteer ***	\$0.38	3.3%	\$0.39	55%	\$0.20	\$0.21	\$0.21	\$0.21	0	\$0
Comm. Health	Compreh Envir Investigation	\$327.18	3.3%	\$337.98	100%	\$315.00	\$337.98	\$335.00	\$335.00	11	\$220
Comm. Health	Assessment of Home	\$139.05	3.3%	\$143.64	100%	\$130.00	\$143.64	\$140.00	\$140.00	5	\$50
Imm. Clinic	Internat'l Travel Consult	\$67.37	3.3%	\$69.59	100%	\$65.00	\$69.59	\$69.00	\$69.00	300	\$1,200
Imm. Clinic	Influenza - Mass Vacc. Clinic	\$32.83	3.3%	\$33.92	75%	market price	\$25.44	market price	market price	4,500	\$0
Med Examiner	Cremation Permits	\$29.65	3.3%	\$30.62	100%	\$28.00	\$30.62	\$30.00	\$30.00	1,300	\$2,600
Med Examiner	Autopsy Report Copies (All Non-Family Members) we follow sparrow per contract	\$49.41	3.3%	\$51.04	100%	\$25.00	\$51.04	\$25.00	\$25.00	5	\$0
Env. Health	FOOD SERVICE SANITATION PROGRAM										
Env. Health	Food Service Establishment License Fee										
Env. Health	Category 1 (see definition below) - License Fee *	\$626.41	3.3%	\$647.08	80%	\$480.00	\$517.67	\$500.00	\$500.00	296	\$5,920
Env. Health	Category 1 (see definition below) - Full Plan Review	\$1,299.94	3.3%	\$1,342.84	80%	\$985.00	\$1,074.27	\$1,025.00	\$1,025.00	7	\$280
Env. Health	Category 1 (see definition below) - New Owner/Eval	\$690.12	3.3%	\$712.90	80%	\$530.00	\$570.32	\$550.00	\$550.00	9	\$180
Env. Health	Category 1 (see definition below) - New Owner w/minimal plan review	\$828.79	3.3%	\$856.14	80%	\$635.00	\$684.91	\$655.00	\$655.00	3	\$60
Env. Health	Category 2 (see definition below) - License Fee *	\$865.20	3.3%	\$893.75	80%	\$660.00	\$715.00	\$700.00	\$700.00	415	\$16,600
Env. Health	Category 2 (see definition below) - Full Plan Review	\$1,808.56	3.3%	\$1,868.25	80%	\$1,370.00	\$1,494.60	\$1,400.00	\$1,400.00	17	\$510
Env. Health	Category 2 (see definition below) - New Owner/Eval	\$969.06	3.3%	\$1,001.04	80%	\$740.00	\$800.84	\$760.00	\$760.00	28	\$560
Env. Health	Category 2 (see definition below) - New Owner w/minimal plan review	\$1,017.25	3.3%	\$1,050.82	80%	\$775.00	\$840.66	\$800.00	\$800.00	11	\$275
Env. Health	Category 3 (see definition below) - License Fee *	\$1,226.05	3.3%	\$1,266.51	80%	\$935.00	\$1,013.21	\$965.00	\$965.00	174	\$5,220
Env. Health	Category 3 (see definition below) - Full Plan Review	\$2,600.95	3.3%	\$2,686.78	80%	\$1,965.00	\$2,149.42	\$2,100.00	\$2,100.00	4	\$548
Env. Health	Category 3 (see definition below) - New Owner/Eval	\$1,413.44	3.3%	\$1,460.09	80%	\$1,075.00	\$1,168.07	\$1,100.00	\$1,100.00	7	\$175
Env. Health	Category 3 (see definition below) - New Owner w/minimal plan review	\$1,565.49	3.3%	\$1,617.16	80%	\$1,190.00	\$1,293.72	\$1,250.00	\$1,250.00	7	\$420
Env. Health	Mobile - License Fee *	\$485.07	3.3%	\$501.07	80%	\$375.00	\$400.86	\$400.00	\$400.00	3	\$75
Env. Health	Mobile - Full Plan Review	\$664.96	3.3%	\$686.90	80%	\$510.00	\$549.52	\$540.00	\$540.00	1	\$30
Env. Health	Mobile - New Owner/Eval.	\$552.53	3.3%	\$570.76	80%	\$425.00	\$456.61	\$450.00	\$450.00	0	\$0
Env. Health	STFU - License Fee * (state mandated fee)	\$485.07	3.3%	\$501.07	34%	\$152.00	\$152.00	\$152.00	\$152.00	72	\$0
Env. Health	STFU - Full Plan Review	\$664.96	3.3%	\$686.90	80%	\$510.00	\$549.52	\$540.00	\$540.00	12	\$360
Env. Health	STFU - New Owner/Eval	\$596.43	3.3%	\$616.11	80%	\$460.00	\$492.89	\$490.00	\$490.00	2	\$60
Env. Health	Temporary Food License	\$399.40	3.3%	\$412.58	50%	\$195.00	\$206.29	\$205.00	\$205.00	77	\$770
Env. Health	Seasonal Facilities - License Fee *	\$588.98	3.3%	\$608.42	50%	\$285.00	\$304.21	\$300.00	\$300.00	68	\$1,020
Env. Health NEW	Type II Water Supply Program Monitoring Violation - initial violation								\$200.00	5	\$1,000
Env. Health NEW	Type II Water Supply Program Monitoring Violation - subsequent violations								\$400.00	2	\$800
	Other Food Service Fees										
Env. Health	Late Fee for Food License effective 1st day after April 30th	\$144.56	3.3%	\$149.33	100%	\$135.00	\$149.33	\$145.00	\$145.00	0	\$0

Location of Service	Fee Description	2022 Cost	2023 Cost Increase Factor	2023 Cost	Target Percent	2022 Fee	2023 Calc. Fee	2023 Initial Prop. Fee	Dept Recommend	Units	Additional Revenue
Env. Health	Late Fee for Temporary Food License application less than 5 days prior to event (in addition to the \$195 license)	\$208.80	3.3%	\$215.69	100%	\$200.00	\$215.69	\$215.00	\$215.00	0	\$0
Env. Health	Inspection fee for STFU (State Mandated Fee)	\$409.04	3.3%	\$422.54	24%	\$90.00	\$99.55	\$92.00	\$92.00	92	\$184
Env. Health	Construction/Remodeling that begins without approved plans (**)	\$1,055.80	3.3%	\$1,090.64	80%	\$805.00	\$872.51	\$850.00	\$850.00	2	\$90
Env. Health	Food Service plan review re-evaluation or re-submission	\$535.39	3.3%	\$553.06	100%	\$515.00	\$553.06	\$550.00	\$550.00	1	\$35
	Enforcement Food Service Program Fees										
Env. Health	Informal Hearing Fee (**)	\$1,269.68	3.3%	\$1,311.58	100%	\$1,210.00	\$1,311.58	\$1,250.00	\$1,250.00		\$0
Env. Health	Formal Hearing Fee (**)	\$1,269.68	3.3%	\$1,311.58	100%	\$1,210.00	\$1,311.58	\$1,250.00	\$1,250.00		\$0
Env. Health	Follow Up inspection to assess compliance for critical violations (**)	\$162.04	3.3%	\$167.39	100%	\$155.00	\$167.39	\$165.00	\$165.00		\$0
Env. Health	Fee for new owner operating without new license(**)	\$867.34	3.3%	\$895.96	80%	\$665.00	\$716.77	\$700.00	\$700.00	0	\$0
Env. Health	WATER SUPPLY WELL & ON-SITE SEPTIC DISPOSAL										
Env. Health	Well - permit to construct or alter a private residential , type II, or type III well	\$457.94	3.3%	\$473.05	90%	\$395.00	\$425.75	\$425.00	\$425.00	70	\$2,100
Env. Health	Septic - new or repair permit for residential or commercial	\$1,015.11	3.3%	\$1,048.61	90%	\$870.00	\$943.75	\$900.00	\$900.00	90	\$2,700
Env. Health	Combined - well & septic	\$1,248.54	3.3%	\$1,289.74	90%	\$1,070.00	\$1,160.77	\$1,100.00	\$1,100.00	60	\$1,800
Env. Health	Septic - new/repair septic tank only	\$418.68	3.3%	\$432.50	90%	\$360.00	\$389.25	\$385.00	\$385.00	30	\$750
Env. Health	Well - Sanitary survey, public non community Type II - transient well	\$508.63	3.3%	\$525.41	90%	\$440.00	\$472.87	\$470.00	\$470.00	15	\$450
Env. Health	Well - Sanitary survey, public non community Type II non - transient Well	\$588.93	3.3%	\$608.37	90%	\$510.00	\$547.53	\$540.00	\$540.00	5	\$150
Env. Health	Septic Evaluation - application for residential or commercial lot & soil evaluation	\$460.44	3.3%	\$475.63	90%	\$400.00	\$428.07	\$425.00	\$425.00	68	\$1,700
Env. Health	Septic Evaluation - plan review for engineered system	\$370.49	3.3%	\$382.72	90%	\$320.00	\$344.45	\$340.00	\$340.00	53	\$1,060
Env. Health	NEW - Township Requested Evaluation	\$103.33	3.3%	\$106.74	100%	\$100.00	\$106.74	\$105.00	\$105.00	12	\$60
	BODY ART FACILITY PROGRAM										
Env. Health	License renewal	\$443.31	3.3%	\$457.94	80%	\$340.00	\$366.35	\$360.00	\$360.00	32	\$640
Env. Health	Full plan review	\$576.08	3.3%	\$595.10	80%	\$445.00	\$476.08	\$475.00	\$475.00	7	\$210
	CAMPGROUND INSPECTIONS										
Env. Health	Permanent Campground	\$446.52	3.3%	\$461.25	100%	\$430.00	\$461.25	\$460.00	\$460.00	8	\$240
Env. Health	Temporary Campground	\$201.31	3.3%	\$207.95	100%	\$190.00	\$207.95	\$205.00	\$205.00	3	\$45
	MORTGAGE CERTIFICATION INSPECTIONS (POINT OF SALE)										
Env. Health	Point of Sale - Application/Administrative processing fee	\$313.74	3.3%	\$324.09	85%	\$255.00	\$275.48	\$275.00	\$275.00	597	\$11,940
Env. Health	Point of Sale - On-site evaluation of well & septic	\$636.05	3.3%	\$657.04	75%	\$460.00	\$492.78	\$490.00	\$490.00	18	\$540
Env. Health	Point of Sale - Waste treatment evaluation	\$374.78	3.3%	\$387.14	100%	\$360.00	\$387.14	\$380.00	\$380.00	3	\$60
Env. Health	Point of Sale - Well evaluation	\$267.70	3.3%	\$276.53	100%	\$255.00	\$276.53	\$275.00	\$275.00	4	\$80
Env. Health	Point of Sale - inspector annual renewal fee	\$214.16	3.3%	\$221.23	100%	\$205.00	\$221.23	\$220.00	\$220.00	9	\$135
Env. Health	Point of Sale - 1 Year Extension NEW	\$103.33	3.3%	\$106.74	100%	\$100.00	\$106.74	\$105.00	\$105.00	19	\$95
	CHILD CARE & FOSTER CARE INSPECTIONS										
Env. Health	Full inspection, water system, sewage disposal, building and grounds	\$304.10	3.3%	\$314.14	100%	\$290.00	\$314.14	\$310.00	\$310.00	67	\$1,340
	POOLS										
Env. Health	Pool inspection	\$188.46	3.3%	\$194.68	100%	\$180.00	\$194.68	\$190.00	\$190.00	136	\$1,360
Env. Health	Additional pool at the same location	\$131.04	3.3%	\$135.36	100%	\$110.00	\$135.36	\$135.00	\$135.00	45	\$1,125

Location of Service	Fee Description	2022 Cost	2023 Cost Increase Factor	2023 Cost	Target Percent	2022 Fee	2023 Calc. Fee	2023 Initial Prop. Fee	Dept Recommend	Units	Additional Revenue
Env. Health	Re-inspection fee after violation	\$194.45	3.3%	\$200.87	100%	\$185.00	\$200.87	\$200.00	\$200.00	0	\$0
	TOBACCO & E-CIGARETTE										
Env. Health	Tobacco & E- cigarette sales license - East Lansing	\$400.48	3.3%	\$413.69	80%	\$307.00	\$330.95	\$330.00	\$330.00	22	\$506
Env. Health	Tobacco & E- cigarette sales license - Not East Lansing	\$400.48	3.3%	\$413.69	90%	\$345.00	\$372.32	\$370.00	\$370.00	226	\$5,650
Env. Health	Tobacco & E- cigarette Change of Ownership Fee - East Lansing	\$145.30	3.3%	\$150.10	100%	\$125.00	\$150.10	\$150.00	\$150.00	0	\$0
Env. Health	Tobacco & E- cigarette Change of Ownership Fee - Not East Lansing	\$168.55	3.3%	\$174.11	100%	\$160.00	\$174.11	\$170.00	\$170.00	0	\$0
Env. Health	Tobacco & E- cigarette sales license vending machine	\$365.23	3.3%	\$377.28	100%	\$350.00	\$377.28	\$375.00	\$375.00	0	\$0
Env. Health	Temporary Tobacco License - Sampling Permit	\$146.09	3.3%	\$150.91	100%	\$140.00	\$150.91	\$150.00	\$150.00	0	\$0
Env. Health	Late Fee and/or failure to report change of ownership (**)	\$209.24	3.3%	\$216.15	100%	\$200.00	\$216.15	\$215.00	\$215.00	0	\$0
	POLLUTION PREVENTION PROGRAM (P2)										
Env. Health	Category 1: 56 - 499 Gallons (450 - 4,499 pounds) - Reporting Fee	\$159.87	3.3%	\$165.15	50%	\$73.00	\$82.57	\$80.00	\$80.00	100	\$700
Env. Health	Category 1: 56 - 499 Gallons (450 - 4,499 pounds) - Inspection Fee	\$319.75	3.3%	\$330.30	50%	\$150.00	\$165.15	\$160.00	\$160.00	50	\$500
Env. Health	Category 2: 500 - 4,999 Gallons (4,500 - 44,499 pounds) - Reporting Fee	\$319.75	3.3%	\$330.30	50%	\$150.00	\$165.15	\$160.00	\$160.00	190	\$1,900
Env. Health	Category 2: 500 - 4,999 Gallons (4,500 - 44,499 pounds) - Inspection Fee	\$511.58	3.3%	\$528.47	50%	\$245.00	\$264.23	\$260.00	\$260.00	70	\$1,050
Env. Health	Category 3: 5,000 or more Gallons (more than 45,000 pounds) - Reporting Fee	\$479.61	3.3%	\$495.44	50%	\$230.00	\$247.72	\$245.00	\$245.00	95	\$1,425
Env. Health	Category 3: 5,000 or more Gallons (more than 45,000 pounds) - Inspection Fee	\$767.39	3.3%	\$792.71	50%	\$365.00	\$396.36	\$390.00	\$390.00	20	\$500
Env. Health	Use hourly rate for Plan Review & Consultation										
	MISC FEES										
Env. Health	Hourly rate for services not specified in the fee schedule	\$107.08	3.3%	\$110.61	100%	\$100.00	\$110.61	\$110.00	\$110.00	0	\$0
Env. Health	Late fee for all licenses not specified above, effective 30 days after due date	\$139.20	3.3%	\$143.80	100%	\$130.00	\$143.80	\$140.00	\$140.00	0	\$0
Env. Health	Sanitary Code appeal fee	\$139.20	3.3%	\$143.80	100%	\$130.00	\$143.80	\$140.00	\$140.00	0	\$0
Env. Health	Returned check fee	\$33.99	3.3%	\$35.11	100%	\$32.00	\$35.11	\$35.00	\$35.00	0	\$0
Parks	Administrative/Office Fees										
Parks	Administrative -Returned Check Fee	\$35.60	3.3%	\$36.78	100.0%	\$35.00	\$36.78	\$35.00		0	\$0
Parks	Cancellation Fee (for all park reservations)	\$23.11	3.3%	\$23.88	100.0%	\$22.00	\$23.88	\$23.00	\$23.00	42	\$42
Parks	Parking/Vehicle Entrance Fees ****										
Parks	Resident Daily	\$4.67	3.3%	\$4.82	75.0%	\$3.00	\$3.62	\$3.00	\$3.00	63,027	\$0
Parks	Resident Annual	\$46.63	3.3%	\$48.17	75.0%	\$32.00	\$36.13	\$35.00	\$35.00	4,250	\$12,750
Parks	Non-Resident Daily	\$5.78	3.3%	\$5.97	100.0%	\$5.00	\$5.97	\$5.00	\$5.00	13,981	\$0
Parks	Non-Resident Annual	\$46.63	3.3%	\$48.17	100.0%	\$42.00	\$48.17	\$45.00	\$45.00	272	\$816
Parks	Shelters										
Parks	Winter Sports Building (100 Person Capacity) ****	\$106.81	3.3%	\$110.34	100.0%	\$100.00	\$110.34	\$110.00	\$110.00	1	\$10
Parks	Winter Sports Building - reservation fee/non operational	\$32.80	3.3%	\$33.88	100.0%	\$32.00	\$33.88	\$33.00	\$33.00	0	\$0
Parks	Shelters - 60 Person Capacity****										
Parks	Lake Lansing South Lakeview	\$86.67	3.3%	\$89.54	100.0%	\$82.00	\$89.54	\$85.00	\$85.00	76	\$228
Parks	Lake Lansing North Oak Knoll	\$86.67	3.3%	\$89.54	100.0%	\$82.00	\$89.54	\$85.00	\$85.00	28	\$84
Parks	Lake Lansing North Sandhill	\$86.67	3.3%	\$89.54	100.0%	\$82.00	\$89.54	\$85.00	\$85.00	48	\$144
Parks	Hawk Island Kestrel	\$86.67	3.3%	\$89.54	100.0%	\$82.00	\$89.54	\$85.00	\$85.00	106	\$318
Parks	Burchfield Deer Run	\$86.67	3.3%	\$89.54	100.0%	\$82.00	\$89.54	\$85.00	\$85.00	35	\$105
Parks	Burchfield Pine Knoll	\$86.67	3.3%	\$89.54	100.0%	\$82.00	\$89.54	\$85.00	\$85.00	41	\$123
Parks	Burchfield Southridge	\$86.67	3.3%	\$89.54	100.0%	\$82.00	\$89.54	\$85.00	\$85.00	33	\$99
Parks	Shelters - 120 Person Capacity****										



Location of Service	Fee Description	2022 Cost	2023 Cost Increase Factor	2023 Cost	Target Percent	2022 Fee	2023 Calc. Fee	2023 Initial Prop. Fee	Dept Recommend	Units	Additional Revenue
Parks	Lake Lansing - North - 1/2 of Main	\$115.56	3.3%	\$119.38	100.0%	\$110.00	\$119.38	\$115.00	\$115.00	10	\$50
Parks	Hawk Island Peregrine	\$144.45	3.3%	\$149.22	100.0%	\$140.00	\$149.22	\$145.00	\$145.00	73	\$365
Parks	Burchfield 1/2 of North Bluff	\$115.56	3.3%	\$119.38	100.0%	\$110.00	\$119.38	\$115.00	\$115.00	16	\$80
Parks	Burchfield 1/2 of Woodsong	\$115.56	3.3%	\$119.38	100.0%	\$110.00	\$119.38	\$115.00	\$115.00	0	\$0
Parks	Shelters - 150 Person Capacity ****										
Parks	Lake Lansing - South - 1/2 of Main	\$115.56	3.3%	\$119.38	100.0%	\$110.00	\$119.38	\$115.00	\$115.00	33	\$165
Parks	Shelters - 240 Person Capacity ****										
Parks	Lake Lansing - North - Main	\$202.23	3.3%	\$208.91	100.0%	\$195.00	\$208.91	\$200.00	\$200.00	17	\$85
Parks	Burchfield - North Bluff	\$202.23	3.3%	\$208.91	100.0%	\$195.00	\$208.91	\$200.00	\$200.00	18	\$90
Parks	Burchfield - Woodsong	\$202.23	3.3%	\$208.91	100.0%	\$195.00	\$208.91	\$200.00	\$200.00	1	\$5
Parks	Shelters - 300 Person Capacity ****										
Parks	Lake Lansing - South - Main	\$202.23	3.3%	\$208.91	100.0%	\$195.00	\$208.91	\$200.00	\$200.00	37	\$185
Parks	Burchfield - Overlook	\$202.23	3.3%	\$208.91	100.0%	\$195.00	\$208.91	\$200.00	\$200.00	32	\$160
Parks	Shelters - 375 Person Capacity ****										
Parks	Hawk Island - Red Tail	\$288.91	3.3%	\$298.44	100.0%	\$280.00	\$298.44	\$295.00	\$295.00	34	\$510
Parks	Cabanas - Mini semi permanent shelters/30 p cap.										
Parks	Hawk Island	\$86.67	3.3%	\$89.54	100.0%	\$82.00	\$89.54	\$85.00	\$85.00	67	\$201
Parks	Lake Lansing South	\$86.67	3.3%	\$89.54	100.0%	\$82.00	\$89.54	\$85.00	\$85.00	37	\$111
Parks	Wedding Gazebo										
Parks NEW	Special Event Fee for group size 25-100 people not renting a shelter (for profit groups)								\$75.00	0	
Parks	Boating Fees ****										
Parks	In-Park Canoe/Kayak - per hr	\$6.93	3.3%	\$7.16	100.0%	\$6.00	\$7.16	\$7.00	\$7.00	723	\$723
Parks	Abandonment Recovery Fee	\$47.47	3.3%	\$49.04	100.0%	\$44.00	\$49.04	\$45.00	\$45.00	2	\$2
Parks	Late Fee (arriving 1/2 hour or later after closing)	\$23.74	3.3%	\$24.52	100.0%	\$23.00	\$24.52	\$24.00	\$24.00	4	\$4
Parks	Canoe/Kayak Trips - McNamara	\$17.49	3.3%	\$18.07	100.0%	\$17.00	\$18.07	\$18.00	\$18.00	446	\$446
Parks	Canoe/Kayak Trips - Bunker Rd	\$25.42	3.3%	\$26.26	100.0%	\$25.00	\$26.26	\$26.00	\$26.00	351	\$351
Parks	Canoe/Kayak Trips - Eaton Rapids	\$32.55	3.3%	\$33.62	100.0%	\$32.00	\$33.62	\$33.00	\$33.00	8	\$8
Parks	Canoe/Kayak Trips - Transport Fee (Non-ICP Boats and person(s)-grp of 2 or more)	\$5.93	3.3%	\$6.13	100.0%	\$5.00	\$6.13	\$6.00	\$6.00	31	\$31
Parks	Pedal Boat - 1/2 hour	\$6.56	3.3%	\$6.78	100.0%	\$6.00	\$6.78	\$6.00	\$6.00	1,845	\$0
Parks	Row Boat/Hawk Island Kayak - 1st hour	\$8.09	3.3%	\$8.36	100.0%	\$7.00	\$8.36	\$8.00	\$8.00	0	\$0
Parks	Row Boat/Hawk Island Kayak - Hourly Thereafter	\$3.47	3.3%	\$3.58	100.0%	\$3.00	\$3.58	\$3.00	\$3.00	0	\$0
Parks	Boat Launch - Daily	\$5.78	3.3%	\$5.97	100.0%	\$5.00	\$5.97	\$5.00	\$5.00	2,559	\$0
Parks	Boat Launch - Annual	\$57.78	3.3%	\$59.89	100.0%	\$55.00	\$59.89	\$58.00	\$58.00	119	\$357
Parks	Ski Rental ****										
Parks	Moonlight Ski- Adult	\$11.11	3.3%	\$11.48	100.0%	\$10.00	\$11.48	\$11.00	\$11.00	0	\$0
Parks	Moonlight Ski- Child (12 & under)	\$5.41	3.3%	\$5.59	100.0%	\$5.00	\$5.59	\$5.00	\$5.00	0	\$0
Parks	Cross Country Skiing Adults & Children (12 & under): (Burchfield only) ****										
Parks	Cross Country Ski Rental- adult per hour	\$10.80	3.3%	\$11.16	100.0%	\$10.00	\$11.16	\$11.00	\$11.00	1676	\$1,676
Parks	Cross Country Ski Rental - child per hour	\$5.47	3.3%	\$5.65	100.0%	\$5.00	\$5.65	\$5.00	\$5.00	628	\$0
Parks	Day Camp ****										
Parks	Resident Monday-Friday 9am-4pm	\$106.81	3.3%	\$110.34	100.0%	\$105.00	\$110.34	\$110.00	\$110.00	101	\$505
Parks	Non-Resident Monday-Friday 9am-4pm	\$118.68	3.3%	\$122.60	100.0%	\$115.00	\$122.60	\$120.00	\$120.00	5	\$25
Parks	Resident Mon-Fri 7:30am-5:30pm	\$142.42	3.3%	\$147.12	100.0%	\$140.00	\$147.12	\$145.00	\$145.00	0	\$0
Parks	Non-Resident Mon-Fri 7:30am-5:30pm	\$154.29	3.3%	\$159.38	100.0%	\$150.00	\$159.38	\$155.00	\$155.00	0	\$0
Parks	Disc Golf ****										
Parks	Day Pass (13 and older)	\$5.08	3.3%	\$5.25	100.0%	\$5.00	\$5.25	\$5.00	\$5.00	5,341	\$0
Parks	Season Pass	\$47.47	3.3%	\$49.04	100.0%	\$40.00	\$49.04	\$45.00	\$45.00	291	\$1,455
Parks	Equipment Rental per round of Disc Golf	\$2.03	3.3%	\$2.09	100.0%	\$2.00	\$2.09	\$2.00	\$2.00	54	\$0
Parks	Equipment Replacement-lost,damaged,stolen Discs	\$11.87	3.3%	\$12.26	100.0%	\$11.00	\$12.26	\$12.00	\$12.00	0	\$0
Parks	Dog Park (12 Month Pass) ****										
Parks	Regular Pass	\$32.80	3.3%	\$33.88	100.0%	\$30.00	\$33.88	\$33.00	\$33.00	218	\$654
Parks	Student (college ID)	\$21.87	3.3%	\$22.59	100.0%	\$20.00	\$22.59	\$22.00	\$22.00		
Parks	Senior (+60)	\$21.87	3.3%	\$22.59	100.0%	\$20.00	\$22.59	\$22.00	\$22.00		

Location of Service	Fee Description	2022 Cost	2023 Cost Increase Factor	2023 Cost	Target Percent	2022 Fee	2023 Calc. Fee	2023 Initial Prop. Fee	Dept Recommend	Units	Additional Revenue
Parks	Votoran	\$21.87	3.3%	\$22.59	100.0%	\$20.00	\$22.59	\$22.00	\$22.00	1	\$22.00
Parks	Owner of Service Animal	\$21.87	3.3%	\$22.59	100.0%	\$20.00	\$22.59	\$22.00	\$22.00		
Parks	Daily Pass	\$5.94	3.3%	\$6.14	100.0%	\$5.00	\$6.14	\$6.00	\$6.00	194	\$194
Parks	Replacement FOB	\$5.93	3.3%	\$6.13	100.0%	\$5.00	\$6.13	\$6.00	\$6.00	17	\$17
Parks	Snow Tube Rental -Burchfield ****										
Parks	Burchfield - Tube Rental (Hourly)	\$3.06	3.3%	\$3.16	100.0%	\$3.00	\$3.16	\$3.00	\$3.00	2,261	\$0
Parks	Hawk Island Snow Hill **** Rates										
Parks	Per person (adults and children) (2 hours)	\$10.93	3.3%	\$11.29	100.0%	\$10.00	\$11.29	\$11.00	\$11.00	1,853	\$1,853
Parks	Hawk Island Snow Tube Non-Operational Rates (Reservation Only)										
Parks NEW	Ingham County Schools and Non-Profits unlimited persons (2 hours)				100.0%				\$500 flat fee		
Parks NEW	Non-Ingham County schools or Private reservations (2 hours) covers first 40 persons. Over 40 would be an additional \$10/person				100.0%				\$500 fee		
Parks	Game Rental (for 4 hours) ****										
Parks	Moonwalk	\$331.68	3.3%	\$342.62	100.0%	\$325.00	\$342.62	\$340.00	\$340.00	1	\$15
Parks	Dunk Tank	\$260.02	3.3%	\$268.60	100.0%	\$255.00	\$268.60	\$265.00	\$265.00	0	\$0
Parks	Giant Slide	\$462.25	3.3%	\$477.50	100.0%	\$440.00	\$477.50	\$475.00	\$475.00	0	\$0
Parks	Nature Program/Walk pp	\$5.45	3.3%	\$5.63	100.0%	\$5.00	\$5.63	\$5.00	\$5.00	0	\$0
Parks	Snow shoe rental Child	\$5.45	3.3%	\$5.63	100.0%	\$5.00	\$5.63	\$5.00	\$5.00	25	\$0
Parks	Band Shell Rental - Weekdays	\$109.00	3.3%	\$112.60	100.0%	\$105.00	\$112.60	\$110.00	\$110.00		\$30
Parks NEW	Band Shell Rental - Saturday/Sunday/Holidays								\$150.00	6	
Parks	Band Shell Equipment Rental										
Parks	PA, Chairs or Music Stands per item	\$54.50	3.3%	\$56.30	100.0%	\$51.00	\$56.30	\$55.00	\$55.00	0	\$0
Parks	Snow Shoe Rental Adult	\$7.41	3.3%	\$7.65	100.0%	\$6.00	\$7.65	\$7.00	\$7.00	0	\$0
Parks	Cancellation Administration Fee for Hawk Island Snow Tubing Reservations	\$26.45	3.3%	\$27.32	100.0%	\$26.00	\$27.32	\$27.00	\$27.00	10	\$10
											\$71,954

	Food Service Establishment License Fee
Category 1	Serving only. Take out pizza only, Religious Organizations, concessions, coffee shop, donuts, ice cream, school kitchens (K-12), Fraternal/Civic organizations, Bar with limited or no PHF
Category 2	Full service with alcohol (Fast food, pizza with additional menu, catering operations)
Category 3	Full service with alcohol (Larger, more complicated menus, fine dining), Institutional (large campus cafeterias), Hospital, Large Hotels

\* Includes State of Michigan fee of \$29 for fixed food licenses and \$8 for temporary licenses

\*\* Administrative Fee

\*\*\*SOM MDHHS mandated cap for service

2023 County Fees Analysis  
Human Services Committee

ATTACHMENT B

Location of Service	Fee Description	2022 Fee	Controller/ Dept Recommend	Additional Revenue
Comm. Health	Conting Ed. Fee Diseased Control/Imm.	\$15.00	\$16.00	\$25
Comm. Health	INS Vaccination Verif Form I-693	\$39.00	\$40.00	\$400
Comm. Health	Immuniz Record Copying Fee	\$4.00	\$5.00	\$800
Comm. Health	MIHP Tran. Bus/Van ***	\$21.20	\$22.51	\$524
Comm. Health	Compreh Envir Investigation	\$315.00	\$335.00	\$220
Comm. Health	Assessment of Home	\$130.00	\$140.00	\$50
Imm. Clinic	Internat'l Travel Consult	\$65.00	\$69.00	\$1,200
Med Examiner	Cremation Permits	\$28.00	\$30.00	\$2,600
Env. Health	Category 1 (see definition below) - License Fee *	\$480.00	\$500.00	\$5,920
Env. Health	Category 1 (see definition below) - Full Plan Review	\$985.00	\$1,025.00	\$280
Env. Health	Category 1 (see definition below) - New Owner/Eval	\$530.00	\$550.00	\$180
Env. Health	Category 1 (see definition below) - New Owner w/minimal plan review	\$635.00	\$655.00	\$60
Env. Health	Category 2 (see definition below) - License Fee *	\$660.00	\$700.00	\$16,600
Env. Health	Category 2 (see definition below) - Full Plan Review	\$1,370.00	\$1,400.00	\$510
Env. Health	Category 2 (see definition below) - New Owner/Eval	\$740.00	\$760.00	\$560
Env. Health	Category 2 (see definition below) - New Owner w/minimal plan review	\$775.00	\$800.00	\$275
Env. Health	Category 3 (see definition below) - License Fee *	\$935.00	\$965.00	\$5,220
Env. Health	Category 3 (see definition below) - Full Plan Review	\$1,965.00	\$2,100.00	\$540
Env. Health	Category 3 (see definition below) - New Owner/Eval	\$1,075.00	\$1,100.00	\$175
Env. Health	Category 3 (see definition below) - New Owner w/minimal plan review	\$1,190.00	\$1,250.00	\$420
Env. Health	Mobile - License Fee *	\$375.00	\$400.00	\$75
Env. Health	Mobile - Full Plan Review	\$510.00	\$540.00	\$30
Env. Health	Mobile - New Owner/Eval.	\$425.00	\$450.00	\$0
Env. Health	STFU - Full Plan Review	\$510.00	\$540.00	\$360
Env. Health	STFU - New Owner/Eval	\$460.00	\$490.00	\$60
Env. Health	Temporary Food License	\$195.00	\$205.00	\$770
Env. Health	Seasonal Facilities - License Fee *	\$285.00	\$300.00	\$1,020
Env. Health NEW	Type II Water Supply Program Monitoring Violation - initial violation		\$200.00	\$1,000
Env. Health NEW	Type II Water Supply Program Monitoring Violation - subsequent violations		\$400.00	\$800
Env. Health	Late Fee for Food License effective 1st day after April 30th	\$135.00	\$145.00	\$0
Env. Health	Late Fee for Temporary Food License application less than 5 days prior to event (in addition to the \$195 license)	\$200.00	\$215.00	\$0
Env. Health	Inspection fee for STFU (State Mandated Fee)	\$90.00	\$92.00	\$184

Location of Service	Fee Description	2022 Fee	Controller/ Dept Recommend	Additional Revenue
Env. Health	Construction/Remodeling that begins without approved plans (**)	\$805.00	\$850.00	\$90
Env. Health	Food Service plan review re-evaluation or re-submission	\$515.00	\$550.00	\$35
Env. Health	Informal Hearing Fee (**)	\$1,210.00	\$1,250.00	\$0
Env. Health	Formal Hearing Fee (**)	\$1,210.00	\$1,250.00	\$0
Env. Health	Follow Up inspection to assess compliance for critical violations (**)	\$155.00	\$165.00	\$0
Env. Health	Fee for new owner operating without new license(**)	\$665.00	\$700.00	\$0
Env. Health	Well - permit to construct or alter a private residential , type II, or type III well	\$395.00	\$425.00	\$2,100
Env. Health	Septic - new or repair permit for residential or commercial	\$870.00	\$900.00	\$2,700
Env. Health	Combined - well & septic	\$1,070.00	\$1,100.00	\$1,800
Env. Health	Septic - new/repair septic tank only	\$360.00	\$385.00	\$750
Env. Health	Well - Sanitary survey, public non community Type II - transient well	\$440.00	\$470.00	\$450
Env. Health	Well - Sanitary survey, public non community Type II non - transient Well	\$510.00	\$540.00	\$150
Env. Health	Septic Evaluation - application for residential or commercial lot & soil evaluation	\$400.00	\$425.00	\$1,700
Env. Health	Septic Evaluation - plan review for engineered system	\$320.00	\$340.00	\$1,060
Env. Health	NEW - Township Requested Evaluation	\$100.00	\$105.00	\$60
Env. Health	License renewal	\$340.00	\$360.00	\$640
Env. Health	Full plan review	\$445.00	\$475.00	\$210
Env. Health	Permanent Campground	\$430.00	\$460.00	\$240
Env. Health	Temporary Campground	\$190.00	\$205.00	\$45
Env. Health	Point of Sale - Application/Administrative processing fee	\$255.00	\$275.00	\$11,940
Env. Health	Point of Sale - On-site evaluation of well & septic	\$460.00	\$490.00	\$540
Env. Health	Point of Sale - Waste treatment evaluation	\$360.00	\$380.00	\$60
Env. Health	Point of Sale - Well evaluation	\$255.00	\$275.00	\$80
Env. Health	Point of Sale - inspector annual renewal fee	\$205.00	\$220.00	\$135
Env. Health	Point of Sale - 1 Year Extension NEW	\$100.00	\$105.00	\$95
Env. Health	Full inspection, water system, sewage disposal, building and grounds	\$290.00	\$310.00	\$1,340
Env. Health	Pool Inspection	\$180.00	\$190.00	\$1,360
Env. Health	Additional pool at the same location	\$110.00	\$135.00	\$1,125
Env. Health	Re-inspection fee after violation	\$185.00	\$200.00	\$0
	TOBACCO & E-CIGARETTE			
Env. Health	Tobacco & E- cigarette sales license - East Lansing	\$307.00	\$330.00	\$506
Env. Health	Tobacco & E- cigarette sales license - Not East Lansing	\$345.00	\$370.00	\$5,650
Env. Health	Tobacco & E- cigarette Change of Ownership Fee - East Lansing	\$125.00	\$150.00	\$0
Env. Health	Tobacco & E- cigarette Change of Ownership Fee - Not East Lansing	\$160.00	\$170.00	\$0

Location of Service	Fee Description	2022 Fee	Controller/ Dept Recommend	Additional Revenue
Env. Health	Tobacco & E - cigarette sales license vending machine	\$350.00	\$375.00	\$0
Env. Health	Temporary Tobacco License - Sampling Permit	\$140.00	\$150.00	\$0
Env. Health	Late Fee and/or failure to report change of ownership (**)	\$200.00	\$215.00	\$0
Env. Health	Category 1: 56 - 499 Gallons (450 - 4,499 pounds) - Reporting Fee	\$73.00	\$80.00	\$700
Env. Health	Category 1: 56 - 499 Gallons (450 - 4,499 pounds) - Inspection Fee	\$150.00	\$160.00	\$500
Env. Health	Category 2: 500 - 4,999 Gallons (4,500 - 44,499 pounds) Reporting Fee	\$150.00	\$160.00	\$1,900
Env. Health	Category 2: 500 - 4,999 Gallons (4,500 - 44,499 pounds) Inspection Fee	\$245.00	\$260.00	\$1,050
Env. Health	Category 3: 5,000 or more Gallons (more than 45,000 pounds) - Reporting Fee	\$230.00	\$245.00	\$1,425
Env. Health	Category 3: 5,000 or more Gallons (more than 45,000 pounds) - Inspection Fee	\$365.00	\$390.00	\$500
Env. Health	Hourly rate for services not specified in the fee schedule	\$100.00	\$110.00	\$0
Env. Health	Late fee for all licenses not specified above, effective 30 days after due date	\$130.00	\$140.00	\$0
Env. Health	Sanitary Code appeal fee	\$130.00	\$140.00	\$0
Env. Health	Returned check fee	\$32.00	\$35.00	\$0
Parks	Cancellation Fee (for all park reservations)	\$22.00	\$23.00	\$42
Parks	Resident Annual	\$32.00	\$35.00	\$12,750
Parks	Non-Resident Annual	\$42.00	\$45.00	\$816
Parks	Winter Sports Building (100 Person Capacity) ****	\$100.00	\$110.00	\$10
Parks	Winter Sports Building - reservation fee/non operationa	\$32.00	\$33.00	\$0
Parks	Shelters - 60 Person Capacity ****			
Parks	Lake Lansing South Lakeview	\$82.00	\$85.00	\$228
Parks	Lake Lansing North Oak Knoll	\$82.00	\$85.00	\$84
Parks	Lake Lansing North Sandhill	\$82.00	\$85.00	\$144
Parks	Hawk Island Kestrel	\$82.00	\$85.00	\$318
Parks	Burchfield Deer Run	\$82.00	\$85.00	\$105
Parks	Burchfield Pine Knoll	\$82.00	\$85.00	\$123
Parks	Burchfield Southridge	\$82.00	\$85.00	\$99
Parks	Shelters - 120 Person Capacity ****			
Parks	Lake Lansing - North - 1/2 of Main	\$110.00	\$115.00	\$50
Parks	Hawk Island Peregrine	\$140.00	\$145.00	\$365
Parks	Burchfield 1/2 of North Bluff	\$110.00	\$115.00	\$80
Parks	Burchfield 1/2 of Woodsong	\$110.00	\$115.00	\$0
Parks	Shelters - 150 Person Capacity ****			
Parks	Lake Lansing - South - 1/2 of Main	\$110.00	\$115.00	\$165
Parks	Shelters - 240 Person Capacity ****			
Parks	Lake Lansing - North - Main	\$195.00	\$200.00	\$85
Parks	Burchfield - North Bluff	\$195.00	\$200.00	\$90
Parks	Burchfield - Woodsong	\$195.00	\$200.00	\$5
Parks	Shelters - 300 Person Capacity ****			
Parks	Lake Lansing - South - Main	\$195.00	\$200.00	\$185
Parks	Burchfield - Overlook	\$195.00	\$200.00	\$160
Parks	Shelters - 375 Person Capacity ****			
Parks	Hawk Island - Red Tail	\$280.00	\$295.00	\$510

Location of Service	Fee Description	2022 Fee	Controller/ Dept Recommend	Additional Revenue
Parks	Cabanas - Mini semi permanent shelters/30 p cap.			
Parks	Hawk Island	\$82.00	\$85.00	\$201
Parks	Lake Lansing South	\$82.00	\$85.00	\$111
Parks	Wedding Gazebo			
Parks NEW	Special Event Fee for group size 25-100 people not renting a shelter (for profit groups)		\$75.00	
Parks	In-Park Canoe/Kayak - per hr	\$6.00	\$7.00	\$723
Parks	Abandonment Recovery Fee	\$44.00	\$45.00	\$2
Parks	Late Fee (arriving 1/2 hour or later after closing)	\$23.00	\$24.00	\$4
Parks	Canoe/Kayak Trips - McNamara	\$17.00	\$18.00	\$446
Parks	Canoe/Kayak Trips - Bunker Rd	\$25.00	\$26.00	\$351
Parks	Canoe/Kayak Trips - Eaton Rapids	\$32.00	\$33.00	\$8
Parks	Canoe/Kayak Trips - Transport Fee (Non-ICP Boats and person(s)-grp of 2 or more)	\$5.00	\$6.00	\$31
Parks	Row Boat/Hawk Island Kayak - 1st hour	\$7.00	\$8.00	\$0
Parks	Boat Launch - Annual	\$55.00	\$58.00	\$357
Parks	Moonlight Ski- Adult	\$10.00	\$11.00	\$0
Parks	Cross Country Ski Rental- adult per hour	\$10.00	\$11.00	\$1,676
Parks	Day Camp ****			
Parks	Resident Monday-Friday 9am-4pm	\$105.00	\$110.00	\$505
Parks	Non-Resident Monday-Friday 9am-4pm	\$115.00	\$120.00	\$25
Parks	Resident Mon-Fri 7:30am-5:30pm	\$140.00	\$145.00	\$0
Parks	Non-Resident Mon-Fri 7:30am-5:30pm	\$150.00	\$155.00	\$0
Parks	Season Pass	\$40.00	\$45.00	\$1,455
Parks	Equipment Replacement-lost,damaged,stolen Discs	\$11.00	\$12.00	\$0
Parks	Dog Park (12 Month Pass) ****			
Parks	Regular Pass	\$30.00	\$33.00	\$654
Parks	Student (college ID)	\$20.00	\$22.00	\$242
Parks	Senior (+60)	\$20.00	\$22.00	
Parks	Veteran	\$20.00	\$22.00	
Parks	Owner of Service Animal	\$20.00	\$22.00	
Parks	Daily Pass	\$5.00	\$6.00	\$194
Parks	Replacement FOB	\$5.00	\$6.00	\$17
Parks	Hawk Island Snow Hill **** Rates			
Parks	Per person (adults and children) (2 hours)	\$10.00	\$11.00	\$1,853
Parks	Hawk Island Snow Tube			
Parks	Non-Operational Rates (Reservation Only)			
Parks NEW	Ingham County Schools and Non-Profits unlimited persons (2 hours)		\$500 flat fee	
Parks NEW	Non-Ingham County schools or Private reservations (2 hours) covers first 40 persons. Over 40 would be an additional \$10/person		\$500 fee	
Parks	Moonwalk	\$325.00	\$340.00	\$15
Parks	Dunk Tank	\$255.00	\$265.00	\$0
Parks	Giant Slide	\$440.00	\$475.00	\$0
Parks	Band Shell Rental - Weekdays	\$105.00	\$110.00	\$30
Parks NEW	Band Shell Rental - Saturday/Sunday/Holidays		\$150.00	
Parks	PA, Chairs or Music Stands per item	\$51.00	\$55.00	\$0
Parks	Snow Shoe Rental Adult	\$6.00	\$7.00	\$0
Parks	Cancellation Administration Fee for Hawk Island Snow Tubing Reservations	\$26.00	\$27.00	\$10

Location of Service	Fee Description	2022 Fee	Controller/ Dept Recommend	Additional Revenue
				\$71,954

	Food Service Establishment License Fee			
Category 1	Serving only. Take out pizza only, Religious Organizations, concessions, coffee shop, donuts, ice cream, school kitchens (K-12), Fraternal/Civic organizations, Bar with limited or no PHF			
Category 2	Full service with alcohol (Fast food, pizza with additional menu, catering operations			
Category 3	Full service with alcohol (Larger, more complicated menus, fine dining), Institutional (large campus cafeterias), Hospital, Large Hotels			

\* Includes State of Michigan fee of \$29 for fixed food licenses and \$8 for temporary licenses

\*\* Administrative Fee

\*\*\*SOM MDHHS mandated cap for service

## **ATTACHMENT C**

April 4, 2022

To: Tim Morgan, Director of Parks

From: Brian Collins, Deputy Director of Parks

Re: Snow tubing fees

Tim, please see below justifications/reasoning behind the proposed snow tubing reservation fee changes. I would recommend that the reservation fees remain as suggested in the initial Department recommendation. Please let me know if you need any additional information. I am comfortable with the proposed \$11/person fee.

### **Private rental fee:**

The fee for a 2-hour private rental in 2022 was \$305, which included the first 25 individuals in the group. Additional persons above the 25-person threshold were charged \$8/person. The new recommended fee for 2023 would be a \$500 flat fee for schools and non-profits within Ingham County with an unlimited amount of users. The previous rental rate made it unaffordable for many Ingham County schools and non-profits to utilize the hill. By reducing the fee to a flat \$500, this would benefit these schools. The new 2023 private rental fee would include the first 40 participants in a group as opposed to the first 25 persons in the 2022 fee structure.

#### **Ingham County schools and non-profits**

	2022		2023	
	Total Rate	Rate per/person	Total Rate	Rate per/person
25 persons (very few are 25 or less)	\$305	\$12.20	\$500	\$20.00
50 persons	\$505	\$10.10	\$500	\$10.00
100 persons (majority are close to 100)	\$905	\$9.05	\$500	\$5.00

#### **Out of County & private reservations**

	2022		2023	
	Total Rate	Rate per/person	Total Rate	Rate per/person
25 persons	\$305	\$12.20	N/A	N/A
40 persons	\$425	\$10.62	\$500	\$12.50
50 persons	\$505	\$10.10	\$600	\$12.00
100 persons	\$905	\$9.05	\$1,100	\$11.00



## **ATTACHMENT D**

### **John E.N. Howard Band Shell**

Downtown St. Joseph, MI.

The Band Shell is available to rent for \$400 per day Monday - Thursday and \$500 per day Friday - Saturday. We only book weddings on Saturdays.

Rates are discounted for City Residents who are using the facility for their personal event.

### **Overlander Band Shell**

Central Park, Portage, MI.

All deposits and rental fees are due upon reservation.

- Refundable Security Deposit: \$150
- Minimum Rental Fee (3 hours): \$180
- \$40 for each additional hour
- \$300 Maximum Daily Rental Fee

### **City of Plymouth Band Shell**

Six Hundred Fifty (\$650) per day rental, plus set up and tear down expenses for organizations based in the City whose events take place in the City. ♦ Seven Hundred Fifty (\$750) per day rental, plus set up and tear down expenses for all other organizations based outside the City or for events taking place outside the City. A \$250 deposit is required to reserve a date.

### **Ludington Park Band Shell**

One-half day reservation fee of \$75 resident/\$100 non-resident. Half day reservations can be made before or after 4:00 pm. Full day reservation fee of \$100 resident/\$125 non-resident.

### **Monroe Band Shell**

Monroe, MI. St. Mary's (Key deposit is refunded if bandshell is properly locked and key is returned on time)

Resident: \$300 Rental Fee + \$150 key deposit = \$450

Non-Resident: \$365 Rental Fee + \$150 key deposit = \$515

### **World Friendship Shell**

Bay City, MI.

Limited Rental: Defined as use of either all of Wenonah Park, (plaza, grass areas, tree walks) or the World Friendship Shell stage for no more than three (3) hours. • Non-Profit rental fee: \$300 • For-Profit rental fee: \$600 Partial Rental: Defined as use of either all of Wenonah Park, (plaza, grass areas, tree walks) or the World Friendship Shell stage for no more than eight (8) hours. • Non-Profit rental fee: \$800 • For-Profit rental fee: \$1,600 Full-Use Rental: Defined as use of either all of Wenonah Park, (plaza, grass areas, tree walks) or the World Friendship Shell stage for no more than fifteen (15) hours. • Non-Profit rental fee: \$1,500 • For-Profit rental fee: \$3,000 Above rates do not include any additional fees for The State Theatre sound technicians & sound system equipment rental. Rate for The State Theatre equipment rental (requires The State Theatre Technical Crew – outside Technical Crews will not be allowed to use The State Theatre owned sound/light equipment). • Plus 1-3-person crew is \$60.00/hr. • Plus 4-person crew \$70.00/hr.

**TO:** Board of Commissioners County Services and Finance Committees  
**FROM:** Gregg Todd, Controller  
**DATE:** April 14, 2022  
**SUBJECT:** Resolution to Amend the Agreement with Jensen Partners LLC for Correctional Medical Consulting Services  
For the meeting agendas of May 3 and May 4

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**BACKGROUND**

Jensen Partners LLC completed their review of the Ingham County Jail medical program and presented their findings to the Law and Courts Committee on April 14, 2022. The recommendations included addressing the immediate staffing needs by partnering with a local vendor to supply staffing and to develop an RFP for a long-term contract with either a local public health provider or correctional care provider.

To successfully develop an RFP that fits the County's needs, vet the applicants and negotiate the best terms for the County both in regard to costs and services rendered, we are requesting an extension to the existing Jensen Partners LLC contract through July 2022 with a not to exceed amount of \$75,000. This fee will be based on a per month amount of \$25,000/month (May-July).

**ALTERNATIVES**

Do the RFP/vetting/negotiating in-house.

**FINANCIAL IMPACT**

Funding is available through the 2022 Contingency Fund.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Respectfully recommend approval of the resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND THE AGREEMENT WITH JENSEN PARTNERS LLC FOR  
CORRECTIONAL MEDICAL CONSULTING SERVICES**

WHEREAS, the Ingham County Board of Commissioners approved Resolution #21-621 approving an agreement with Jensen Partners LLC for correctional medical consulting for the Ingham County Jail; and

WHEREAS, the recommendation from Jensen Partners LLC is to identify a short-term staffing solution to address the current jail medical staffing crisis and develop a long-term solution utilizing an RFP to define the preferred care model, staffing levels and cost structure for jail medical services; and

WHEREAS, utilizing Jensen Partners LLC knowledge and expertise in identifying both short-term staffing partners and a long-term care model for the Jail is critical to the long-term success of jail medical services; and

WHEREAS, Jensen Partners LLC has proposed an amendment to their contract of a not to exceed amount of \$75,000 based on a monthly fee of \$25,000 for three months; and

WHEREAS, funding is available through the 2022 Contingency Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the agreement with Jensen Partners LLC, 145 S. Spring Street, Suite 750, Los Angeles, CA 90012, to help identify short-term staffing solutions to address the current jail medical staffing crisis and help develop an RFP, review proposals and negotiation terms for the preferred care model, staffing levels and cost structure for jail medical services for correctional medical consulting services for an amount not to exceed \$75,000.

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