

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
CAROL KOENIG

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

HUMAN SERVICES COMMITTEE
CHRIS TRUBAC, CHAIR
EMILY STIVERS
TODD TENNIS
CAROL KOENIG
THOMAS MORGAN
DERRELL SLAUGHTER
ROBIN NAEYAERT

INGHAM COUNTY BOARD OF COMMISSIONERS

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THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, MAY 4, 2020 AT 6:30 P.M. THE MEETING WILL BE HELD VIRTUALLY <https://ingham.zoom.us/j/99648905635>.

Agenda

Call to Order

Approval of the [March 16, 2020 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. ~~Treasurer~~ - Resolution Authorizing a Transfer from the Ingham County Delinquent Tax Revolving Fund to the Ingham County General Fund to Support the [Greater Lansing Food Bank](#)
2. Parks Department
 - a. Resolution to Authorize an Amendment to the Contract with [Johnson Sign Company](#) for Wayfinding Sign Installation
 - b. Resolution to Authorize an Amendment to the Contract with [Brock & Associates Inc.](#) for a New Dock at Lake Lansing South Park
3. Veterans Affairs - Resolution to Authorize the Ingham County Department of [Veteran Affairs](#) to Accept a 2020 County Veteran Service Grant in the Amount of \$102,074.07
4. Health Department – Resolution to Authorize an Amendment to the Contract with the Ionia County Health Department for [Medical Direction](#) and Program Consultant
5. Health Services Millage – Resolution Authorizing a Contract Extension with MaLannoye Consulting, LLC to Review Member Eligibility and Expenses Relative to the [Health Services Millage](#) Contracts with Ingham Health Plan Corporation
6. Controller’s Office
 - a. Resolution Authorizing Adjustments to the [2020 Ingham County Budget](#)
 - b. Resolution Updating [Various Fees](#) for County Services (*Discussion*)

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.

HUMAN SERVICES COMMITTEE

March 16, 2020

Draft Minutes

Members Present: Trubac, Stivers, Tennis, Koenig (arrived at 6:33 p.m.), Slaughter, and Naeyaert.

Members Absent: Morgan.

Others Present: Marion Owen, Rich Estill, Linda Vail, Jared Cypher, Michael Tanis, and others.

The meeting was called to order by Chairperson Trubac at 6:30 p.m. in Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the March 2, 2020 Minutes

CHAIRPERSON TRUBAC STATED THAT, WITHOUT OBJECTION, THE MINUTES OF THE MARCH 2, 2020 HUMAN SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN. Absent: Commissioners Koenig and Morgan.

Additions to the Agenda

Late –

3. Health Department
 1. Coronavirus Update

Limited Public Comment

Rich Estill, Ingham County Employees Association (ICEA) Professionals Union, stated that he had been working with Sue Graham, Human Resources Director, about the new policies that would be discussed at tomorrow’s County Services Committee meeting to ensure that everyone would be taken care of during the County closure. He further stated that he wanted to ensure with the Commissioners that everyone would be heard in terms of the details to make sure that everyone and their families would be taken care of, regardless of how “families” was defined.

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

1. Fair Office – Resolution to Implement an Online Ticketing System for the Ingham County Fair
2. Parks Department
 - a. Resolution to Authorize an Application for a Michigan Natural Resources Trust Fund Grant for Accessibility Improvements to Bunker Road Landing
 - b. Resolution to Authorize an Application for a Michigan Natural Resources Trust Fund Grant for Accessibility Improvements to Lake Lansing Park South
 - c. Resolution to Authorize a Contract with E.T. Mackenzie Company
 - d. Resolution to Authorize Contracts for Police Patrols in Ingham County Parks
3. Health Department
 - a. Resolution to Authorize an Agreement with Michigan Public Health Institute
 - b. Resolution to Amend Resolution #20-031 to Add 1.0 FTE Behavioral Health Consultant to Support Collaborative Care Model
 - c. Resolution to Amend the Ingham Community Health Center Board Bylaws

- d. Resolution to Authorize an Agreement with Crossroads Nutrition Therapy, LLC
- e. Resolution to Authorize Agreements with Licensed Medical Providers
- f. Resolution to Authorize an Agreement with MSU Health Team for Establishing a Collaborative Care Model for Psychiatry Services
- h. Resolution to Convert Jail Medical Nurse Positions ICEA County Pro Jail Nurse Scale to ICEA County Pro Grade 8
- i. Resolution Honoring Angela Fay Travis
- j. Resolution Honoring William Weiman
- k. Resolution Honoring Dr. Steven Pittel

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Morgan.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Morgan.

3. Health Department

- g. Jail Medical update (*Discussion*)

Linda Vail, Health Officer, stated that she understood in terms of Jail Medical discussion was related to the conversion of the Jail Medical Nurse. She further stated that what she understood the Human Services Committee requested was a salary market-study.

Commissioner Koenig arrived at 6:33 p.m.

Ms. Vail stated that when the Health Department attempted to do that in the State of Michigan, she learned that most of the counties had Jail Health operated by contracted providers. She further stated that, essentially, the contracted providers did not release that information.

Ms. Vail stated that when the Health Department conducted the study across the State of Michigan, with some comparable counties, they got one number, which was not a market analysis. She further stated that the rest of counties said they could not release that information.

Ms. Vail stated that what the Health Department did was research online, looking at the average salary for a Jail Medical Nurse. She further stated that she found some national studies that said the average salary was about \$71,000 to \$72,000 in the State of Michigan, and that salary was the top-end.

Ms. Vail stated that the State of Michigan lagged behind other states, and so the Health Department researched the average salary across the United States to find other places where they were hiring a Jail Medical Nurse. She further stated that one of the results was Johnson County, Iowa, and found those numbers to be consistent with the top-end figure.

Ms. Vail stated that when the Health Department did the reclassification of the Jail Medical Nurse position, and it landed in ICEA County Pro Grade 8, she thought that rather than doing a market exception, the removal of the Jail Medical Nurse salary band, which was separate from all of the ICEA salary bands, and placing the Jail Medical Nurse position in the ICEA County Pro Grade 8 band was a great first step. She further stated that this allowed the Health Department to see if it accomplished the desired outcome.

Ms. Vail stated that the Health Department was using the best science to make decisions in light of the fact that comparable counties in the State of Michigan would not release that information, with the exception of Kalamazoo County, and they paid Jail Medical Nurses a lower salary than Ingham County. She further stated that the ICEA County Pro Grade 8 salary range was consistent with the information she found online and across the United States.

Ms. Vail stated that Johnson County was smaller than Ingham County, and they paid Jail Medical Nurses a higher salary, and so she thought that Ingham County should come closer to their salary. She further stated that the Health Department would find out if the ICEA County Pro Grade 8 salary band allowed them to recruit and retain employees, and if they were unsuccessful, she would quickly be in front of the Human Services Committee for a market exception.

Ms. Vail stated that this was a good place to start, it was a significant salary increase for the Jail Medical Nurses, and it would be a good recruiting tool for the Health Department. She further stated that she knew the Human Services Committee had asked for a market analysis, but the Health Department fell short of that when doing a market-study across the State of Michigan.

Chairperson Trubac thanked Ms. Vail for coming before the Human Services Committee.

3. Health Department

- h. Resolution to Convert Jail Medical Nurse Positions ICEA County Pro Jail Nurse Scale to ICEA County Pro Grade 8

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. NAEYAERT, TO APPROVE THE AGENDA ITEM.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Morgan.

3. Health Department

- 1. Coronavirus Update

Ms. Vail stated that COVID-19, or the coronavirus, changed every hour. She further stated that the Human Services Committee should expect the Governor of Michigan to announce an additional case in Ingham County.

Commissioner Stivers stated so two cases in Ingham County in total.

Ms. Vail stated yes. She further stated that there was lots of testing being done, with some going through the Health Department, but at the point that the testing shifted to where the hospitals or doctors could order the tests, she was not sure how many tests were being done.

Ms. Vail stated that what the Health Department would know was when the tests were positive. She further stated that she was trying to work with her partners to give the Health Department the number of people were being tested, to have a better idea of surveillance about what was going on.

Ms. Vail stated that, before students from Michigan State University even went on spring break, the Health Department came together with people from the City of East Lansing, both health systems, and Michigan State University to meet and form a COVID-19 team. She further stated that the District 1 Regional Medical Response Coalition and Medical Director Don Edwards also served on the COVID-19 team.

Ms. Vail stated that she had requested the Equal Opportunity Committee (EOC) to be partially activated to support their work. She further stated that her team did not have time to handle the logistical part of the response, including the possibility of quarantine facilities, in addition to the day-to-day tasks that her team was required to do.

Ms. Vail stated that the biggest concern with a quarantine site had to do more with the homeless population. She further stated that the best place for people to quarantine or isolate was in their own homes.

Ms. Vail stated that there would be a meeting at the EOC on Wednesday, March 18 to talk about the locations of quarantine facilities, and while the team had a few ideas, she did not want to make that information public as she was unsure who or who would not agree. She further stated that, as the Commissioners imagined, not the easiest thing to ask a local hotel for rooms to quarantine people for COVID-19.

Ms. Vail stated that she was having problems with McLaren over a number of issues, for example patients not being treated for COVID-19 being released from McLaren back to The Willows but The Willows would not let them back inside. She further stated that issues similar to that came up constantly.

Ms. Vail stated that the Health Department staff was working hard, in particular the Disease Control Nurses, who were the people responsible for all of the contact information. She further stated that she was probably going to bring in some temporary workers to help, but the problem was that what the Disease Control Nurses do was very technical and required specific knowledge.

Discussion.

Ms. Vail stated that she had continued to ask her staff what they needed. She further stated Jared Cypher, interim County Controller, had offered her anything she needed, including the support of people in other departments.

Ms. Vail stated that the Health Department was trying to get a handle on what was needed. She further stated that she had activated the incident command system structure and assigned people roles, according to the Federal Emergency Management Agency (FEMA).

Ms. Vail stated that her team had set aside 9:30 a.m. to have hour-long meetings, and have had a meeting every day since it was created, to deal with the issues that arose. She further stated that people had roles, including logistics, planning, operations, a liaison to their partners, and an Information Officer, so that it was easy to sit in those meetings and identify the issues.

Discussion.

Ms. Vail stated that the Commissioners were knowledgeable of the governor's actions and what had occurred this past weekend, as the Health Department tried to respond to what was going on in one of the local cities. She further stated that she appreciated the Commissioners' support as they dealt with that issue.

Ms. Vail stated that she connected the local city to the Michigan Attorney General's Office and the Governor of Michigan's Office, and she believed that they fell flat on that. She further stated that guidelines that required a maximum capacity of 250 people was not one-size-fits all, and for example, if there was a bar with a capacity of 800 people, that would be a drastic decrease, but that did not include places that had a maximum capacity below 250 people.

Ms. Vail stated that the guidelines did not accomplish what it needed to accomplish, but she did not fault the governor. She further stated that all officials were making decisions as rapidly as possible to do the best that can be done, which was why that order came out yesterday that capped everyone at 50 percent.

Ms. Vail stated that she had proposed going to a percent of maximum capacity, according to Fire Code. She further stated that Oakland County had proposed 50 percent, so she thought that Ingham County should be consistent.

Ms. Vail stated that that order remained in place, but seemed a bit moot in light of the governor's announcement. She further stated that she would keep the order in place in case someone lost sight of what needed to be addressed.

Ms. Vail stated that it was only food establishments, and they were all handled, except for the cafeterias at Michigan State University because they were required to stay open to serve students. She further stated that many students had not left Michigan State University, so that order remained in place to keep them at 50 percent capacity.

Ms. Vail stated that she was trying to best to combat bad stories and to thwart misinformation. She further stated that when people took number of deaths and divided it by the number of cases, that was faulty mathematics, and when scientists knew that someone was asymptomatic and did not require medical attention, they knew how to extract that information to determine the correct numbers.

Discussion.

Ms. Vail stated that she respected Dr. Anthony Fauci, Director of the National Institute of Allergy and Infectious Diseases, and he had determined that 1 percent of people would likely be affected.

Discussion.

Ms. Vail stated that it would be ten-times more impactful than a flu season, which was a lot of people, but they need not panic. She further stated that the measures being taken were about getting ahead of what was going on to prevent it from getting worse.

Ms. Vail stated that she read somewhere that if a person went home and quarantined themselves for 14 days and nothing happened, that was the point. She further stated that as extreme as these measures seemed, it would help the healthcare system to have the capacity to keep people alive.

Ms. Vail explained two graphics to the Human Services Committee, one that misinformed the public and one that her team created that was more accurate.

Ms. Vail stated that people needed to be careful about attempting to correct misinformation to calm the public and the County employees. She further stated that COVID-19 was coming, and that there were probably more cases in the State of Michigan than what had already been announced, which was not all bad.

Ms. Vail stated that testing for COVID-19 was not about clinical care because there was no vaccine, no cure, and no specific treatment, but to care for the symptoms. She further stated that testing was about public care, and she was not sure if the United States would reach a point where so many people contracted the virus that testing was useless.

Ms. Vail stated that a vast majority of people who were infected by the virus would have mild symptoms and would recover. She further stated that a smaller percentage of those people would have more serious symptoms and would be hospitalized, and a smaller percentage of that, people would die.

Ms. Vail stated that it was a massive shift in the world, but it was the right thing to do. She further stated that, personally, she did not think the United States was as behind as people have said, and no matter if the federal government attempted to downplay the seriousness of the virus, every state had Health Departments and every County had local Health Officers.

Ms. Vail stated that the Health Department knew that COVID-19 would be serious and worse than the flu, and that people would be quarantined and isolated.

Commissioner Koenig asked Ms. Vail when testing was being done, and what triggered a test versus a physician or hospital visit.

Ms. Vail stated that what triggered testing being done was matching the case definition of having the right set of symptoms. She further stated that if a physician determined that a person had the right set of symptoms, they could send a specimen to be tested.

Ms. Vail stated that the testing was no longer being funneled through the Health Department.

Commissioner Koenig asked how testing was being handled.

Ms. Vail stated that tests were being sent to private laboratories. She further stated that there was lots of testing being done, including through Quest and LabCorp.

Ms. Vail stated that there were some tests that went through the Health Department to the Bureau of Laboratories, and originally, that was where all tests were being tested. She further stated that, thankfully, the private laboratories were beginning to test.

Ms. Vail stated that she heard the governor and Dr. Joneigh S. Khaldun, Chief Medical Executive for the Michigan Department of Health and Human Services, talking last night about a point in time where they may need to test the most serious or test everyone. She further stated that people did not like this answer, but if a person had a cold or the flu, they should stay home and take care of themselves because COVID-19 could be treated in a similar manner.

Discussion.

Ms. Vail stated that if a person had symptoms that became serious, they needed to seek care. She further stated that the urgent cares at hospitals are asking people to call ahead of a visit, including call them from the parking lot.

Ms. Vail stated that symptoms were the diagnostic criteria for submitting tests, and since physicians could do rapid flu tests in their office, they would do a flu test on a person first, and if the test came back negative, they would send it to be tested for COVID-19. She further stated that co-infection with the flu and COVID-19 was practically non-existent.

Commissioner Koenig asked if one of the symptoms was a temperature of 103°F.

Ms. Vail stated that, basically, shortness of breath or being unable to breathe, unable to drink water or eat food, and a high-fever that lasted for a long period of time that could not be managed through over-the-counter medicine.

Discussion.

Commissioner Slaughter asked Ms. Vail about the impact of COVID-19 on the homeless population in Ingham County.

Ms. Vail stated that, right now, people who were homeless should stay in place. She further stated that people who were homeless should be doing the best they can to distance themselves from people, as was being recommended.

Ms. Vail stated that what the Health Department was working on as quickly as possible was a place to quarantine. She further stated that quarantine meant that a person was exposed and it had been documented, and as long as the person stayed asymptomatic for 14 days, they would be done.

Ms. Vail stated that isolation was for the sick, and isolation could occur at home. She further stated that not everyone in isolation was at a hospital, and as for a person who was homeless who was sick from COVID-19, which had not happened yet, the Health Department would need to find a place for the person to isolate.

Ms. Vail stated that the City of Lansing had used vouchers for different hotels, but those were private businesses. She further stated that the likelihood the hotels would let the Health Department put COVID-19 patients in their rooms was not great, so she would be working through that to find a solution.

Discussion.

Ms. Vail stated that she had a number of places under consideration and would put some pressure on their community partners that had to be part of the solution with the Health Department. She further stated that once a quarantine or isolation location was found, she would need the Red Cross to help get people food and other items, being a part of the EOC.

Commissioner Stivers thanked Ms. Vail for her leadership. She asked if Ms. Vail could offer a public relations incentive to hotels to be a leader that saved people's lives.

Ms. Vail stated that was a possibility. She further stated that, with decreases in travel, she might find that hotels could very well use people occupying their rooms.

Discussion.

Commissioner Tennis asked Ms. Vail when it came to cooperation, with either the Red Cross or the state or federal governments, who was taking the lead in making decisions.

Ms. Vail stated that it was the Health Department. She further stated that it was a Public Health Emergency.

Commissioner Tennis stated that he understood.

Ms. Vail stated that she told the EOC that she did not have the time to find a quarantine or isolation location, and so she needed them to do that. She further stated that she had to deal with how those people get good or medications, and her team could not do all of that.

Discussion.

Ms. Vail stated that she had a team of people who were working a lot of long hours. She further stated that her leadership team, her 3 Deputy Health Officers, herself, and her Medical Director, had decided to be at the Health Department one day a week because the office needed leadership.

Discussion.

Commissioner Trubac stated he was content with her answer, and he wanted to hear that it was her call.

Ms. Vail stated that it was her call with her COVID-19 partners, as they looked to her for guidance. She further stated that she had an amazing partnership with the Sheriff's Department, and had been in-touch with them over issues of enforcement of the orders.

Discussion.

Ms. Vail stated that the Public Health Code gave the Health Officer the complete authority to enforce the code as appointed by the State of Michigan.

Chairperson Trubac thanked Ms. Vail for all of her work.

Discussion.

Chairperson Trubac asked Ms. Vail if she had any sense if people were taking this serious in the public.

Ms. Vail stated that it was not just bars, it was restaurants, cafes, coffee houses, taverns, brewpubs, distilleries, indoor and outdoor performance venues, gymnasiums, fitness centers, recreation centers, indoor sports facilities, indoor exercise facilities, exercise studios, spas, and casinos. She further stated that the Executive Order was not posted online, so depending on the news source, there was better coverage of the order than others.

Discussion.

Chairperson Trubac stated that he had seen some conflicting information in the news on what role asymptomatic transmission was playing in this issue. He asked Ms. Vail she had any professional opinion on that topic.

Ms. Vail stated that there were people who were asymptomatic. She further stated that because people were asymptomatic, people did not know they carried COVID-19 and had the potential to transmit the virus. She further stated that she was concerned with young people and their crowding of the bars.

Ms. Vail stated that it was not affecting young people like it was elderly people, but if a young person who was asymptomatic goes home and visits their parents who had high-blood pressure, the person was not helping the Health Department protect the vulnerable.

Chairperson Trubac asked Ms. Vail, for young people who might be terrified of transmitting COVID-19 to their parents or grandparents, what were ways that COVID-19 could be transmitted.

Ms. Vail stated that, for example, if she touched her face and then touched a surface, and then an older person touched the surface and then touched their face, which was a primary way that could happen. She further stated that the Health Department did not have good idea of asymptomatic because you would have to conduct studies.

Ms. Vail stated that, at this time, the County was having the worst flu season in terms of pediatric cases that the County had had for a number of years. She further stated that there were a lot of pediatric hospitalizations, including 8 deaths announced the day before.

Commissioner Stivers asked if those numbers were nationwide or statewide.

Ms. Vail stated that it was nationwide. She further stated that one of her message points on that topic was that people were being hyper-diligent about the need to wash their hands, and if people had listened during flu season, those children would not have died.

Discussion.

Ms. Vail stated that she had a request of the Human Services Committee that she was on a timeline to present to the Commissioners a Health in All Policies (HiAP) implementation plan by

May 18th. She requested if the Health Department could put a pause on that or propose a different deadline.

Ms. Vail stated that she did not have time to be the expert leading Department Heads and helping the interim County Controller to do that.

Jared Cypher, interim County Controller, stated that he also did not have time.

Ms. Vail stated that May 18th was the deadline that was put into the resolution, so she was not sure if the Commissioners needed to amend the resolution.

Commissioner Koenig stated that she believed all of the Commissioners could agree with Ms. Vail.

Discussion.

Ms. Vail stated that she would be at the Joint Caucus meeting on Tuesday, March 24th.

Discussion.

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. STIVERS, TO TEMPORARILY SUSPEND THE HEALTH IN ALL POLICIES MAY 18, 2020 DEADLINE.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Morgan.

Discussion.

Mr. Cypher stated that he had talked to the Sheriff's Department and offered the arena at the Fairgrounds as a potential quarantine or isolation site.

Ms. Vail stated that people needed to consider that people need bathrooms, showers, soap and water, and other basic amenities.

Commissioner Koenig stated that the arena did have showers and a place to cook food.

Discussion.

Ms. Vail asked to let the EOC know about the possibility of the arena.

Ms. Vail stated that the County had suspended operations, and there were people who were at home getting paid, while she had people who were working at the County. She further stated that, when this was over, the County would need to do something about the people were putting in countless hours during a time when operations had been suspended.

Ms. Vail stated that it might be a matter of putting hours into a leave bank, but people could be capped-out. She further stated that she would ask the Commissioners to consider that she was going to have a lot of employees who would be worn-out and frazzled if they did not deal with that issue.

Chairperson Trubac thanked Ms. Vail for coming before the Human Services Committee.

Public Comment

Marion Owen, Tri-County Office on Aging (TCOA), stated that her office had prepared for the COVID-19 virus. She further stated that her office had closed all of the dining-sites, and there were 12 in Ingham County.

Ms. Owen stated that she was contacting the people who went to the site, and would deliver those people meals as they could. She further stated that, as a result, her office was delivering 5 frozen meals in shifts.

Ms. Owen stated that her office might need to resort contracting with the national meal service program called Moms Meals because there were so many frozen meals on-site. She further stated that, twice a year, clients were delivered emergency meals.

Ms. Owen stated that people had been wanting to volunteer, and for the volunteers who were not delivering meals, those people would be doing wellness checks on the clients. She further stated that for the community-based long-term care services for people eligible for nursing homes, but had chosen to remain in their homes, volunteers were calling those people daily.

Ms. Owen stated that her office had postponed assessments and adding clients to the MI-Choice program, and reassessments until further notice. She further stated that people in her office were not entering adult foster care homes, and had transitioned several people out.

Ms. Owen stated that their care managers were telecommunicating, including nurses and social workers. She further stated that there was a crisis line that was available 24 hours a day/365 days a year, and it was on their recording on their phone service.

Ms. Owen stated that she was waiting to hear back from the State of Michigan in terms of giving the office more flexibility some of the rules and standards. She further stated that she had 5 clients who were on ventilators and the office were keeping in touch with those people.

Ms. Owen stated that, if the caregivers become ill, her office would look into transitioning those people into adult foster care homes. She further stated that the access services information systems would continue to be available, but that did not include the tax system as the AARP stopped that service over the weekend.

Ms. Owen stated that her office had essential staff who were available, and had over 160 providers, so her office could do a lot of their work through their database. She further stated that her office would be putting out a press release and asking neighbors to check on older adults.

Commissioner Koenig asked Ms. Owen what the focus of the press release was.

Ms. Owen stated that it was to let people know about the senior dine-sites and to reassure people.

Commissioner Koenig asked Ms. Owen if she had updated their website.

Ms. Owen stated that there were some things already on the website.

Announcements

Mr. Cypher stated that he wanted to remind everyone that the County implemented the Suspension of County Operations policy, effective March 17, 2020 to April 5, 2020. He further stated that there were departments, including the Health Department and the Sheriff's Department, would have people at work.

Mr. Cypher stated that people were needed to support them with certain essential services, from the Purchasing Department, IT Department, and Financial Services Department. He further stated that it was not only about employee safety, but it was about public safety by not allowing people into the building unless it was necessary.

Mr. Cypher stated that there was a Late Agenda item at the County Services Committee meeting tomorrow night, which was the Health Administrative Leave Policy, which would give extra hours to County employees if they were sick or needed to take care of a child or elderly person, and were trying to be as employee friendly as possible.

Mr. Cypher stated that between tonight and tomorrow, the County would make sure that the Health Administrative Leave Policy and the Suspension of County Operations would not be contradictory. He further stated that the County was making decisions very quickly, and had the potential to be messy, but would address those concerns as they moved forward.

Commissioner Stivers stated that at Community Mental Health (CMH), all of the 24-hour services would remain available, with screening protocols at entry points per the governor's orders. She further stated that every clinic would continue to provide direct service on-site and in the homes for people who were highest at-risk.

Commissioner Stivers stated that CMH had transitioned much of the work force as possible, with clinical staff working remotely and maintaining contact with their clients via telephone, telehealth, and on-site if needed. She further stated that CMH was working with employees who had children at home instead of school.

Discussion.

Chairperson Trubac stated that, to all of the Commissioners, their leadership in their respected communities was extremely valuable and thanked them for being there.

Adjournment

The meeting was adjourned at 7:32 p.m.

MAY 4, 2020 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Interim Controller/Administrator is recommending approval of the following resolutions

1. Treasurer - Resolution Authorizing a Transfer from the Ingham County Delinquent Tax Revolving Fund to the Ingham County General Fund to Support the Greater Lansing Food Bank

This resolution authorizes a transfer of \$100,000 from the delinquent tax revolving fund to the general fund for the purpose of supporting a contract with the Greater Lansing Food Bank for nutritional services to Ingham County residents. A similar resolution has been proposed and is up for discussion by the Eaton County Board of Commissioners, each county could earmark their funds for use within their counties.

2. Parks Department

- a. Resolution to Authorize an Amendment to the Contract with Johnson Sign Company for Wayfinding Sign Installation

This resolution authorizes an amendment to the contract with Johnson Sign Company to allow payment of the project of up to the 60% of the completed project cost which is \$39,234. The resolution also authorizes an amendment to the contract with Johnson Sign Company to extend the term until September 1, 2020 because of delays due to the coronavirus crisis.

- b. Resolution to Authorize an Amendment to the Contract with Brock & Associates Inc. for a New Dock at Lake Lansing South Park

This resolution authorizes an extension to a contract with Brock & Associates Inc. for the purpose of making accessible improvements to Lake Lansing South Park. Originally, the contract was set to expire June 1. However the project was delayed due to the coronavirus crisis, so the new expiration date is September 1, 2020.

3. Veterans Affairs - Resolution to Authorize the Ingham County Department of Veteran Affairs to Accept a 2020 County Veteran Service Grant in the Amount of \$102,074.07

This resolution authorizes the acceptance of a County Veterans Service Grant from the state of Michigan in the amount of \$102,074.07 for Ingham County. Funds from this grant will be spent on enhanced technology, marketing, and other services within the Veterans Affairs office.

4. Health Department – Resolution to Authorize an Amendment to the Contract with the Ionia County Health Department for Medical Direction and Program Consultant

This resolution authorizes an agreement for Medical Direction and Consultation between ICHD and Ionia County Health Department for the term of July 1, 2020 through June 30, 2023. Under this agreement Ionia County will pay to Ingham County an annual rate of \$64,620 for services ending June 30, 2021; an increase of 2% to an annual rate of \$65,912 for services ending June 30, 2022; and an increase of 2% to an annual rate of \$67,230 for services on June 30, 2023.

5. Health Services Millage – Resolution Authorizing a Contract Extension with Malannoye Consulting, LLC to Review Member Eligibility and Expenses Relative to the Health Services Millage Contracts with Ingham Health Plan Corporation

This resolution authorizes a contract extension with MaLannoye Consulting, LLC to review IHPC invoices and determine that IHPC members that the County is billed for are millage eligible, and to determine that the services the County is billed for are within the scope of the contract. The contract will be extended through September 30, 2020 in an additional amount not exceed \$3,500 from the Health Services Millage. At a future meeting of the Human Services Committee a discussion should be had about the necessity of continuing this contract.

6. Controller's Office

a. *Resolution Authorizing Adjustments to the 2020 Ingham County Budget*

This resolution recommended adjustments to the Ingham County budget for the first quarter of fiscal year 2020. The total increase to the General Fund is \$97,189. The majority of adjustments this quarter are reappropriations of funds budgeted but not spent in 2019, including the majority of the Trails and Parks millage projects approved by Resolutions #16-257, #16-328, #17-109, #18-110, #18-186, #18-533, #19-047, #19-215, #19-284 and #19-504. The balance of these projects totals \$9,272,041. In the General Fund, \$50,000 increase to transfer to the DHHS Foster Care Fund is being requested to cover cost not covered by State of Michigan funds.

OTHER ITEMS:

6. Controller's Office

b. *Resolution Updating Various Fees for County Services (Discussion)*

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A TRANSFER FROM THE INGHAM COUNTY DELINQUENT TAX REVOLVING FUND TO THE INGHAM COUNTY GENERAL FUND TO SUPPORT THE GREATER LANSING FOOD BANK

WHEREAS, the COVID-19 pandemic has caused historic levels of unemployment and emergency food needs that will persist throughout 2020; and

WHEREAS, the Greater Lansing Food Bank (the “GLFB”) provides food to our citizens and supports broad local food security efforts in Ingham County; and

WHEREAS, Section 87b(7) of Act No. 206, Michigan Public Acts of 1893, as amended (“Act 206”) authorizes the Ingham County Board of Commissioners to transfer to the County General Fund any surplus in the Delinquent Tax Revolving Fund (the “DTRF”) by appropriate action of the Board; and

WHEREAS, the Ingham County Treasurer has reviewed the amounts which are currently available in the DTRF and has determined that \$100,000 may be transferred to the General Fund as of April 30, 2020; and

WHEREAS, Ingham County Treasurer hereby declares that a surplus of at least \$100,000 exists in the DTRF.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a transfer not to exceed \$100,000 from the DTRF to the General Fund for support of the GLFB.

BE IT FURTHER RESOLVED, that the purpose of this transfer is to help ensure resources at the GLFB for nutritional programs within the County, for the benefit of Ingham County residents including seniors and children.

BE IT FURTHER RESOLVED, that a contract is authorized with GLFB, in an amount not to exceed \$100,000 effective upon the date of execution through December 31, 2020.

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

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: April 21, 2020
SUBJECT: Amendment to the Contract with Johnson Sign Company
For the meeting agenda of 5/4/20 Human Services and 5/6/20 Finance

BACKGROUND

Board of Commissioners Resolution 19-123 authorized a contract with Signs by Crannie for designing and fabricating custom wayfinding signs for the Trail Wayfinding Signage project. Board of Commissioners Resolution #19-283 authorized a contract with Johnson Sign Company to install 307 custom wayfinding signs. This resolution authorized a total payment for the amount of \$65,390.00 with an additional 10% contingency of \$6,539 for a total of \$71,929.00. The total amount of project cost was contracted to be paid at the completion of the project.

Initially Johnson Sign Company did not request the normal 50% up front of the total project cost due to the projected short timeline of the project. Due to weather and now the COVID-19 pandemic the project was delayed and now halted. Johnson Sign Company has requested to receive the percentage of the project cost, not including the contingency amount, that has been completed which is 60% or approximately \$39,234.

The contract needs to be extended to complete the project due to a delay in the project due to COVID-19. We are asking the contract be extended to September 1, 2020.

ALTERNATIVES

N/A

FINANCIAL IMPACT

Funding has already been authorized in previous resolutions. This resolution only allows payment to occur for the percentage of the complete project as opposed to full payment at completion of the project.

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. This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(g) of the Action Plan - Work to improve accessibility for visitors of all ages and abilities.

OTHER CONSIDERATIONS

N/A.

RECOMMENDATION

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE CONTRACT WITH JOHNSON SIGN COMPANY FOR WAYFINDING SIGN INSTALLATION

WHEREAS, Board of Commissioners Resolution 20-283 authorized a contract with Johnson Sign Company in the amount of \$65,390 plus a contingency of \$6,539 (10%) for a total construction cost not to exceed \$71,929 to enter into a contract for the purpose of installing 307 custom wayfinding signs across the County; and

WHEREAS, the original contract states that payment be received upon completion of the project; and

WHEREAS, the contract end date needs to be extended to complete the project due to COVID-19.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an Amendment to the contract with Johnson Sign Company to allow payment of the project of up to the 60% of the completed project cost which is \$39,234.00.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an Amendment to the contract with Johnson Sign Company to extend the term until September 1, 2020.

BE IT FURTHER RESOLVED, that all other terms and conditions contract shall remain unchanged.

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
FROM: Tim Morgan, Parks Director
DATE: April 16, 2020
SUBJECT: Amendment to the Contract with Brock & Associates Inc.

BACKGROUND

The county received a 2018 Michigan Natural Resource Trust Fund Grant from the Michigan Department of Natural Resources for improvements at Lake Lansing South Park. Board of Commissioners Resolution #20-103 authorized a contract with Brock & Associates Inc. in the amount of \$450,400 plus a contingency of \$22,520 (5%) for a total construction cost not to exceed \$472,920 to enter into a contract for the purpose of making accessible improvements to Lake Lansing South Park which include:

- Removal of the existing dock near the pedal boat rental
- Replacement of the dock with a pier that will contain boat slips, fishing access and pedal boat slips
- Solar Lighting on the Pier
- Amenities will include a recycled plastic bench, a recycled plastic trash receptacle and an interpretive sign

The original contract expires on June 1, 2020 and needs to be extended to complete the project due to a delay in beginning the project due to COVID-19. We are asking the contract be extended to September 1, 2020.

ALTERNATIVES

This project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility and enhance the user experience. The alternative is to not complete the project.

FINANCIAL IMPACT

N/A. Funding has already been authorized in previous resolutions. This resolution only extends the term of the agreement.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(g) of the Action Plan - Work to improve accessibility for visitors of all ages and abilities.

OTHER CONSIDERATIONS

N/A.

RECOMMENDATION

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

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE CONTRACT WITH BROCK & ASSOCIATES INC. FOR A NEW DOCK AT LAKE LANSING SOUTH PARK

WHEREAS, Board of Commissioners Resolution #20-103 authorized a contract with Brock & Associates Inc. in the amount of \$450,400 plus a contingency of \$22,520 (5%) for a total construction cost not to exceed \$472,920 to enter into a contract for the purpose of making accessible improvements to Lake Lansing South Park; and

WHEREAS, the original contract expires on June 1, 2020 and needs to be extended to complete the project due to COVID19.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an Amendment to the contract with Brock & Associates Inc. to extend the term until September 1, 2020.

BE IT FURTHER RESOLVED, that all other terms and conditions contract shall remain unchanged.

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: Ingham County Department of Veteran Affairs (Director of Veterans' Affairs)
DATE: 04/06/2020
SUBJECT: Authorization to accept grant funding
For the meeting agendas 04/20/2020

BACKGROUND:

House Bill 5536 has amended Public Act 192 of 1953, which allows a county board of commissioners to create a county department of veterans' affairs, to do the following:

-- Establish the "County Veteran Service Fund". -Require the Michigan Veterans Affairs Agency to create and operate a grant program to provide grants to counties for county veteran service operations. -- Prescribe the formula for determining the total disbursement for each grant. -- Prescribe the conditions a county department of veterans' affairs would have to satisfy to receive a grant, such as maintaining a minimum level of county funding for veteran service operations and establishing remote access to the United States Department of Veterans Affairs computing systems.

ALTERNATIVES:

N/A

FINANCIAL IMPACT:

The grant award will be funded for up to \$102,074.07 of approved costs during the grant period, effective the date the CVSF Grant Agreement is signed by both Ingham County and the State of Michigan. The County will receive a direct payment of \$50,000 and the remaining \$52,074.07 will be paid on a reimbursement basis.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE INGHAM COUNTY DEPARTMENT OF VETERAN AFFAIRS
TO ACCEPT 2020 COUNTY VETERAN SERVICE GRANT IN THE AMOUNT OF \$102,074.07**

WHEREAS, House Bill 5536 has passed and The Michigan Veterans Affairs Agency has accepted the Ingham County Application for the 2019 County Veteran Service Fund Grant for the project title “Empowerment Initiative”; and

WHEREAS, grant award will be funded for up to \$102,074.07 of approved costs during the grant period; and

WHEREAS, Ingham county will receive a direct payment of \$50,000 and the remaining \$52,074.07 will be paid on a reimbursement basis.

THEREFORE BE IT RESOLVED, that Ingham County accepts the 2020 County Veteran Service Fund Grant in the amount of \$102,074.07.

BE IT FURTHER RESOLVED, that Ingham County Department of Veteran Affairs’ 2020 budget is increased by \$102,074.07.

BE IT FURTHER RESOLVED, that the 2019 County Veteran Service Fund Grant will be used for the purpose of increased veteran service operations, technological advantages and marketing.

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

TO: Board of Commissioners Finance and Human Services Committee
FROM: Linda S. Vail, MPA, Health Officer
DATE: April 20th, 2020
SUBJECT: Authorization to Amend Medical Direction and Consultation Agreement for Ionia County for the meeting agendas of May 4th, 2020 & May 6th, 2020

BACKGROUND

Ingham County Health Department (ICHHD) wishes to amend the agreement with Ionia County Health Department for providing medical directions and consultation for Ionia effective July 1, 2020 through June 20, 2023. Since the mid-1980's, ICHHD has provided Medical Direction and Consultation to the Ionia County Health Department. The current agreement will expire on June 30, 2020. This is a recommendation to authorize an amendment to extend that relationship through June 20, 2023 with annual increases in compensation.

ALTERNATIVES

Not provide medical direction and consultation services for Ionia County

FINANCIAL IMPACT

Through the current agreement ending June 30, 2020, Ionia County is paying ICHHD \$57,416 on an annualized basis, for services provided. This compensation represents about 20% of the cost of supporting one full time physician. With the new agreement the annual rate will be \$64,620 for services ending June 30, 2021; an increase of 2% to an annual rate of \$65,912 for services ending June 30, 2022; and an increase of 2 % to an annual rate of \$67,230 for services on June 30, 2023

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

Under this agreement ICHHD agrees to provide approximately 20% of the Medical Director's time to the Ionia County Health Department, including a commitment to being on site at least 16 hours during each month. This commitment will be fulfilled primarily by Dr. Adenike Shoyinka. Additionally, the agreement provides that the administrative staff of ICHHD occasionally consults with the staff of Ionia County.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support an amendment for Medical Direction and Consultation between ICHHD and Ionia County Health Department for the term of July 1, 2020 through June 30, 2023.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE CONTRACT WITH THE IONIA COUNTY HEALTH DEPARTMENT FOR MEDICAL DIRECTION AND PROGRAM CONSULTATION

WHEREAS, Ingham County Health Department (ICHD) wishes to amend the agreement with Ionia County Health Department for providing medical direction and consultation effective July 1, 2020 through June 20, 2023; and

WHEREAS, since the mid-1980's, ICHD has provided Medical Direction and Consultation to the Ionia County Health Department; and

WHEREAS, through the current agreement ending June 30, 2020, Ionia County is paying ICHD \$57,416 on an annualized basis for services provided; and

WHEREAS, with the new agreement the recommendation includes an annual rate of 64,620 for services ending June 30, 2021; an increase of 2% to an annual rate of \$65,912 for services ending on June 30, 2022; and an increase of 2 % to an annual rate of \$67,230 for services ending on June 30, 2023; and

WHEREAS, under this agreement ICHD agrees to provide approximately 20% of the Medical Director's time to the Ionia County Health Department, including a commitment to being on site at least 16 hours during each month; and

WHEREAS, additionally, the agreement provides that the administrative staff of ICHD occasionally consults with the staff of Ionia County; and

WHEREAS, the Health Officer recommends authorizing an amendment to the contract for Medical Direction between ICHD and Ionia County Health Department effective July 1, 2020 through June 30, 2023.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize an amendment to the contract for Medical Direction between ICHD and Ionia County Health Department effective July 1, 2020 through June 30, 2023.

BE IT FURTHER RESOLVED, that the new agreement recommendation includes an annual rate of \$64,620 for service ending June 30, 2021; an increase of 2% to an annual rate of \$65,912 for services ending June 30, 2022; and an increase of 2 % to an annual rate of \$67,230 for services ending June 30, 2023.

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: Jared Cypher, Interim Controller/Administrator

Date: April 22, 2020

Subject: Contract with MaLannoye Consulting to Review Member Eligibility and Expenses Relative to the Health Services Millage Contracts with the Ingham Health Plan Corporation
For the meeting agendas of May 4 and May 6

BACKGROUND

In resolution #19-550 the Ingham County Board of Commissioners authorized contracts with the Ingham Health Plan Corporation (IHPC) through December 31, 2020. Resolution #19-550 contained the following clause:

BE IT FURTHER RESOLVED, the Ingham Health Plan Corporation shall be subject to regular review of member eligibility and expenses relative to this contract to ensure compliance with the contract and with the Health Services Millage ballot language.

MaLannoye Consulting, LLC has been under contract since 2016 to act as an outside reviewer to review IHPC invoices and determine that IHPC members that the County is billed for are millage eligible, and to determine that the services the County is billed for are within the scope of the contract. The contract expired on March 31, 2020. This resolution is necessary to approve an extension of that contract.

ALTERNATIVES

The most viable alternative at this time is to not monitor the IHPC contract in this way. The time will come in the near future when such monitoring is no longer necessary. A discussion will be needed with the Human Services Committee first.

FINANCIAL IMPACT

The contract with MaLannoye Consulting LLC, will be extended through September 30, 2020 for review of IHPC invoices from the 2020 Health Services Millage contract. The amount will not exceed \$3,500 from the Health Services Millage for monthly review of invoices and random sampling as to millage eligibility.

STRATEGIC PLANNING IMPACT

This resolution supports 5-year strategic plan, action plan Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County - Strategy 3. Develop a performance-based measurement system for monitoring and reporting County service delivery and outcomes.

OTHER CONSIDERATIONS

In the near future, a discussion at the Human Services Committee may be necessary to determine if it is necessary to continue monitoring the IHPC contract in this way.

RECOMMENDATION

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT EXTENSION WITH MALANNOYE CONSULTING, LLC TO REVIEW MEMBER ELIGIBILITY AND EXPENSES RELATIVE TO THE HEALTH SERVICES MILLAGE CONTRACTS WITH INGHAM HEALTH PLAN CORPORATION

WHEREAS, Resolution #19-550 of the Ingham County Board of Commissioners authorized a contract with the Ingham Health Plan Corporation (IHPC) through December 31, 2020; and

WHEREAS, Resolution #19-550 stated that the Ingham Health Plan Corporation shall be subject to regular review of member eligibility and expenses relative to this contract to ensure compliance with the contract and with the Health Services Millage ballot language; and

WHEREAS, it is necessary to contract with an outside reviewer to review IHPC invoices and determine that IHPC members that the County is billed for are millage eligible, and to determine that the services the County is billed for are within the scope of the contract.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a contract extension with MaLannoye Consulting, LLC to review IHPC invoices and determine that IHPC members that the County is billed for are millage eligible, and to determine that the services the County is billed for are within the scope of the contract.

BE IT FURTHER RESOLVED, that the contract shall be extended through September 30, 2020 in an additional amount not exceed \$3,500 from the Health Services Millage.

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

AGENDA ITEM 6A

TO: Finance and Liaison Committees

FROM: Michael A. Townsend, Budget Director

RE: First Quarter 2020 Budget Adjustments, Contingency Fund Update

DATE: April 21, 2020

Enclosed please find the recommended adjustments to the Ingham County budget for the first quarter of fiscal year 2020. The total increase to the General Fund is \$97,189.

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 2019. Some of the larger projects carried over from the 2017, 2018 and 2019 budgets include \$164,105 for the Stream Repairs VMC, and \$238,774 for jail chiller replacement and \$168,714 Clock Tower, \$249,417 for Circuit Court's courtroom technology replacements with ongoing major imaging/scanning projects \$331,025 for Circuit Court, \$121,268 Probate Court, and \$236,432 for the Clerk. DHHS Carpet Replacement \$240,000 and \$124,200 for Parking Lot Repairs at HSB are also from 2019. The IT department had a number of unfinished projects including \$150,000 for network redesign, and \$190,400 for Microsoft Licensing, and others that total \$77,075. Also re-appropriated are the majority of the Trails and Parks millage projects approved by Resolutions #16-257, #16-328, #17-109, #18-110, #18-186, #18-533, #19-047, #19-215, #19-284 and #19-504. The balance of these projects totals \$9,272,041.

In the General Fund, \$50,000 increase to transfer to the DHHS Foster Care Fund is being requested to cover cost not covered by State of Michigan funds. The Animal Control is requesting \$20,626 and the Sheriff requesting \$16,268 be re-appropriated for vehicles not purchased in 2019. The Prosecuting Attorney is requesting an additional \$5,000 to fund the Crime Victim Rights Grant that was reduced. \$5,000 is also being requested to fund the CAPCOG Membership that was not included in the 2020 budget. The Cultural Diversity Unity Committee request \$295 be re-appropriated for luncheon fund not spent in 2019. 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 \$155,514. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$350,000.

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

2020 CONTINGENCY

Adopted Contingency Amount	\$350,000
R18-467: Additional Cultural Diversity Committee Funding	(1,500)
R19-502: Additional Community Agency Funding	(17,300)
R20-016: Funding Tri County Region Aerial Imagery	(27,500)
R20-019: Funding for HR COM Program	(47,200)
R20-088: Funding Transport Van Containment System	(21,049)
R20-062: Funding Trillium Staffing Solutions	(25,000)
R20-111: Funding Departments – COVID-19	(50,000)
R20-166: Funding Probate – Court Guardian Case Manager COVID-19	(4,937)
Current Contingency Amount	\$155,514

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2020 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2020 Budget on October 22, 2019 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>2020 BUDGET DESCRIPTION</u>	<u>PROPOSED 04/22/20</u>	<u>PROPOSED CHANGES</u>	<u>BUDGET</u>
101	General Fund	\$88,058,500	97,189	\$88,155,689
208	Parks	\$2,683,455	3,368	\$2,686,823
215	Friend of Court	\$6,044,680	32,730	\$6,077,410
221	Health	\$22,622,825	22,500	\$22,645,325
228	Trails & Parks Millage	\$8,627,007	9,409,062	\$18,036,069
230	Hotel/Motel	\$3,264,000	210,000	\$3,474,000
245	Public Improvements	\$708,200	1,245,841	\$1,954,041
261	911 Emergency Phone	\$9,340,108	90,000	\$9,430,108
511	Community Health Center	\$28,036,875	13,500	\$28,050,375
561	Fair	\$1,082,995	210,000	\$1,292,995
595	Jail Commissary Fund	\$734,959	38,640	\$773,599
631	Building Authority Operating	\$2,643,969	596,203	\$3,240,172
636	Innovation & Technology	\$5,632,833	775,175	\$6,408,008
664	Mach. & Equip. Revolving	\$889,766	1,203,026	\$2,092,792

GENERAL FUND REVENUES

	<u>2020 Budget –</u> <u>04/22/20</u>	<u>Proposed</u> <u>Changes</u>	<u>2020 Proposed</u> <u>Budget</u>
Tax Revenues			
County Property Tax	54,299,126	0	54,299,126
Property Tax Adjustments	(50,000)	0	(50,000)
Delinquent Real Property Tax	0	0	0
Unpaid Personally Property Tax	15,000	0	15,000
IFT/CFT	275,000	0	275,000
Trailer Fee Tax	15,000	0	15,000
Intergovernmental Transfers			
State Revenue Sharing	6,410,047	0	6,410,047
Convention/Tourism Tax - Liquor	1,361,714	0	1,361,714
Court Equity Funding	1,544,000	0	1,544,000
Personal Property Tax Replacement	750,000	0	750,000
Use of Fund Balance - Committed	0	0	0
Use of Fund Balance - Uncommitted	2,106,078	97,189	2,203,267
Department Generated Revenue			
Animal Control	1,207,797	0	1,199,936
Circuit Court - Family Division	1,300,045	0	1,277,769
Circuit Court - Friend of the Court	597,000	0	597,000
Circuit Court - General Trial	1,570,516	0	2,148,487
Controller	3,170	0	3,170
Cooperative Extension	2,500	0	2,500
County Clerk	778,750	0	618,850
District Court	2,175,198	0	2,254,348
Drain Commissioner/Drain Tax	445,500	0	445,500
Economic Development	63,037	0	63,037
Elections	75,550	0	75,550
Homeland Security/Emergency Ops	60,135	0	60,135
Equalization /Tax Mapping	24,975	0	10,100
Facilities	6,532	0	6,532
Financial Services	39,673	0	39,673
Health Department	120,000	0	120,000
Human Resources	56,249	0	56,249
Probate Court	409,838	0	409,838
Prosecuting Attorney	792,335	0	792,335
Purchasing	0	0	0
Register of Deeds	2,127,500	0	2,127,500
Remonumentation Grant	85,000	0	85,000
Sheriff	4,725,933	0	4,725,933
Treasurer	4,179,133	0	4,179,133

Tri-County Regional Planning	60,555	0	60,555
Veteran Affairs	427,164	0	427,164
Total General Fund Revenues	88,058,500	97,189	88,155,689

GENERAL FUND EXPENDITURES

	<u>2020 Budget – 04/22/20</u>	<u>Proposed Changes</u>	<u>2020 Proposed Budget</u>
Board of Commissioners	664,904	5,000	669,904
Circuit Court - General Trial	8,127,738	0	9,167,583
District Court	3,523,770	0	3,523,770
Circuit Court - Friend of the Court	1,775,039	0	1,775,039
Jury Board	1,190	0	1,190
Probate Court	1,741,003	0	1,741,003
Circuit Court - Family Division	5,775,672	0	5,775,672
Jury Selection	165,842	0	165,842
Elections	479,013	0	479,013
Financial Services	876,915	0	876,915
County Attorney	485,968	0	485,968
County Clerk	1,137,202	0	1,137,202
Controller	1,042,162	0	1,042,162
Equalization/Tax Services	810,317	0	810,317
Human Resources	910,769	295	911,064
Prosecuting Attorney	7,601,494	5,000	7,606,494
Purchasing	272,043	0	272,043
Facilities	2,085,008	0	2,085,008
Register of Deeds	897,597	0	897,597
Remonumentation Grant	85,000	0	94,260
Treasurer	914,334	0	914,334
Drain Commissioner	1,129,221	0	1,129,221
Economic Development	129,924	0	129,924
Community Agencies	217,300	0	217,300
Ingham Conservation District Court	13,100	0	13,100
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	221,600	0	221,600
Sheriff	21,570,282	16,268	21,586,550
Metro Squad	60,000	0	60,000
Community Corrections	167,398	0	167,398
Animal Control	2,545,895	20,626	2,566,521
Emergency Operations	255,546	0	255,546

Board of Public Works	300	0	300
Drain Tax at Large	520,000	0	520,000
Health Department	5,829,564	0	5,829,564
CHC	3,490,495	0	3,490,495
Jail Medical	2,159,862	0	2,159,862
Medical Examiner	688,747	0	688,747
Substance Abuse	684,102	0	684,102
Community Mental Health	2,112,482	50,000	2,162,482
Department of Human Services	2,032,948	0	2,032,948
Tri-County Aging	100,656	0	100,656
Veterans Affairs	633,286	0	633,286
Cooperative Extension	415,025	0	415,025
Parks and Recreation	1,785,959	0	1,785,959
Contingency Reserves	205,514	0	205,514
Legal Aid	20,000	0	20,000
2-1-1 Project	45,750	0	45,750
Community Coalition for Youth	25,000	0	25,000
Capital Improvements	1,516,618	0	1,516,618
Total General Fund Expenditures	88,058,500	97,189	88,155,689

General Fund Revenues

Use of Fund Balance-Uncommitted Increase of use of fund balance \$96,894 due to revenue and expense changes.

General Fund Expenditures

Board of Commissioners Increase of \$5,000 for CAPCOG Membership.

Human Resources Re-appropriate operating funds of \$295 for IC Cultural Diversity Luncheon.

Prosecuting Attorney Additional funds of \$5,000 requested due to cut in 2020 Crime Victim Rights Grant.

Department of Human Services Additional funds of \$50,000 requested for unlicensed relative child care which is Ingham County expense.

Sheriff Re-appropriate operating funds of \$16,268 for purchase of vehicles not expensed in 2019.

Animal Control Re-appropriate operating funds of \$20,626 for purchase of vehicle not expensed in 2019.

Non-General Fund Adjustments

Parks (F208) Re-appropriate funds for the following 2019 CIP projects: (\$5,000) LL Roofs, (\$693) ATV/Gator LL, (\$970) Roof Peregrine Hawk, (\$645) Roof Kestrel Hawk, and (\$560) Roof Sandhill LL.

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.

Health (F221) Re-appropriate funds for the following 2019 CIP projects; Swipe Card Readers in HSB Building (\$22,500).

Trails & Parks Millage (F228) Re-appropriate remaining funds for Trails & Parks projects approved by Resolutions 16-257, 16-328, 17-109, 18-110, 18-186, 18-533, 19-047, 19-215, 19-284 and 19-504 (\$9,272,041). Re-appropriate funds for 2019 CIP projects, Path Replacement Hawk (\$13,694), Crack Seal LL (\$7,185), Retaining Wall LLS (\$11,500), Drinking Fountains Hawk (\$3,512), Roof Red Trail Hawk (\$4,365), Roof Boat Hawk (\$575), Roof Boat LL (\$790). Re-appropriate funds for 2019 Crannie and Johnson Contracts (\$95,400).

Hotel/Motel (F230) Re-appropriate funds for the transfer to Fund 561 for following 2019 CIP; Cement Placement (\$90,000), Replace Paved Surfaces (\$120,000),

Public Improvement (F245) Re-appropriate funds for gravel road maintenance Lake Lansing South (\$7,000) and Burchfield (\$7,000) from CIP 2016. Re-appropriate funds for the following capital improvement projects: Replace Insulation Rooftop (\$15,000) from CIP 2015, Rooftop Duct Insulation (\$14,459), and Steam Repairs VMC (\$164,105) from CIP 2017, Indoor Firearms Range (\$3,781), Lock Replacement Jail (\$7,632), and Jail Plumbing Repairs (\$8,714) from CIP 2016, Jail Plumbing Study (\$15,200), Jail Roof Repairs (\$46,148), Training Center Roof (\$21,096), all from CIP 2017, Jail Heat Pumps/Piping (\$29,292), and Replace Jail Water Softener (\$25,000) from CIP 2016, Rooftop Duct Insulation (\$23,160) from CIP 2017, Jail Chiller Replacement (\$238,774), FCHC Drain Repairs (\$12,000), YC Tuck pointing (\$29,615), and Clock Tower Repairs (\$168,714) from CIP 2018. Re-appropriate funds for 2019 CIP: VMC Parking Lot (\$61,000), ISCO General Heating (\$32,700), Work Office Station (\$29,148), Jail Shower Floor (\$55,016), Receiving Split System (\$7,000), Compressor Replacement (\$35,000), Roof Replacement (\$35,000), Concrete Replacement Mason (\$48,000), and Tuck PT Repairs (\$72,015). To appropriate additional funds (\$34,272) for office modifications to PA office.

911 Emergency Phone (F261)	Re-appropriate funds for the following projects; Office Remodel (\$90,000) from CIP 2019
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; Cement Placement (\$90,000), Replace Paved Surfaces (\$120,000),
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 (\$18,640) for CIP 2018. Re-appropriate funds for the following project for Jail; Kitchen Tray Conveyor Replacement (\$20,000) for CIP 2018.
Bldg. Authority Operating (F631)	Re-appropriate funds for the following projects at HSB; Replace Entrance Door (\$13,215) from CIP 2016, Concrete Repairs (\$22,600), Parking Lot Repairs (\$91,709), Door Replacement (\$21,685), from CIP 2018. New Blower Shaft (\$10,019), Parking Lot Repair (\$124,200), Drinking Fountain Replacement (\$5,975), Carpet Replacement (\$25,000), DHHS Carpet Replacement (\$240,000) and Office Renovate (\$41,800) from 2019 CIP.
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 2019; Network Redesign (\$150,000), wireless project (\$9,775), Microsoft Licensing (\$190,400), Web Site Revamp (\$15,380), Network Security Assessment (\$48,520), and Wiring Project (\$3,400).
Mach./Equip. Revolving (F664)	Re-appropriate Circuit Court's imaging/scanning project (\$331,025), 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 (\$249,417) from 2018, Rolling File Storage (\$243,850), Document Management System (\$50,000), Projectors Jury Room (\$5,000) from 2019. Animal Control's bullet proof vest (\$5,085) 2018 and 2019 CIP and New Shelter Desktops (\$4,134) from CIP 2019. Equalization's Software for Online Mapping (\$4,118) from 2018 CIP. 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) and Clerk's Electric Doc System (\$30,000)

To re-appropriate (\$44,798) for scanners and Image subpoenas for PA Office R19-192. Re-appropriate Facilities' Pump Out Vacuum (\$3,000), and Truck Plow Replacement (\$8,500) from CIP 2018. Re-appropriate Sheriff's Replacement of Bullet Resistant Vest (\$13,391) from R19-192. Re-appropriate 2019 CIP Mason CH UPS Replacement (\$35,050), County Wide Fall Protection (\$25,000), Mason CH Client Room Tables (\$8,000), Delhi Office Chairs (\$11,000) and VA Trans Vehicle (\$17,115).

TO: Finance and Liaison Committees
FROM: Jill Bauer, Analyst
DATE: April 22, 2020
SUBJECT: 2021 Update of County Fees

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 2021 consistent with this standing directive and offer a few adjustments for your consideration. This information will appear as a discussion item on the current round of committee meetings. We anticipate presentation of a resolution at the next round of meetings to recommend increases to certain fees. A draft version of the resolution is attached for your review and consideration.

Attached spreadsheets provide details of recommended fee adjustments to be effective for the Health Department and the Friend of the Court on October 1, 2020, park annual and zoo winter seasonal fees on October 1, 2020, and for all other departments on January 1, 2021. As noted in the fee schedule, seasonal fees will continue through March 31, 2021.

The first attachment (Attachment A) offers analysis of proposed fees for 2021. The annual average United States' consumer price index was used to do the calculation. This rate of 1.9% was also used by the State of Michigan for the inflation rate multiplier.

The following information is included for each fee:

1. Location of Service
2. Fee Description
3. The 2020 cost as calculated in last year's fee update process.
4. The 2021 cost, which was calculated by multiplying the 2020 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 2021 calculated fee is based on the 2020 cost multiplied by the target percent.
7. Although many fees were proposed to remain unchanged in 2021, 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 increment. 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. Where there was disagreement, the department head was asked to provide supporting information such as a memorandum of explanation. In all cases, the Controller agreed with recommendations of the department head as follows:
 - a. CS: The Clerk does not recommend increasing any of her fees this year. However, a new fee Line 19 is added for Birth Written Verification (not certificates).
 - b. CS: The Zoo agrees with most fees except Lines 101-102– They would like to keep the same as 2020 since they match with Parks Department and Parks is not increasing them at this time either.
 - c. HS: The Health Department fees have been left at the 2020 rates due to the importance of Covid and staff not having the time to make this a priority currently. We can always do a separate resolution if necessary.
 - d. HS: The Parks Department agrees with some of the proposed fees with the following exceptions: Lines 119 & 121 - Resident and Non-Resident Annual Fee in 2022 or 2023 Parks would look at those fees being increased to \$35 and \$45. This would make it easier to change signs, information pieces, brochures, etc. at one time instead of annually. The increased cost of doing these changes annually outweighs the increased revenues. Line 165 – Boat Launch – Cost to print signs is more than the increase, but will be evaluated for 2022 or 2023. Line 183 - Disc Golf (Annual Pass) - The fee would remain the same in an attempt to encourage users to purchase the annual pass as opposed to the daily pass, thus increasing overall revenue by increase in number of annual passes sold over daily passes. The daily pass is increasing. Lines 187-191 - Dog Park Regular Pass, student, senior, veteran, and owner of service animal – Printed signs, applications, website, brochures, etc. have been printed and a larger increase at one time to limit changing the above material annually would be established. Possibly look to increase the same year as the Resident/Non- Resident Annual parking. Line 202 - Moonwalk – An increase in fee of the moonwalk rental from \$300.00 to \$325.00 to be at the same price threshold as rental companies.
 - e. L&C: Animal Control agree with all proposed fees except Lines 1-6, the licensing fees as we are the highest in the area. Also, Lines 31-35 are fees that they have been charging but were never put on fee list formally. They are for Spay/Neuter vouchers. We are working with Heidi to see actual cost, target % and units at this time. We sell the vouchers currently and then we pay a vet to perform the surgery and their fees have increased as well.
 - f. L&C: The District Court does not recommend any fee increase for 2021.
 - g. L&C: The Sheriff would like to keep fees the same for 2021 due to the state of the world currently.
 - h. L&C: The Friend of the Court does not want to increase the bench warrant fee. Ingham County already has by far the highest fees in the State, and accounts for approximately half of all Bench Warrant Fees collected in Michigan. Approximately ¾ of all FOC offices do not collect a Bench Warrant Fee.
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 2021 is presented in the final spreadsheet (Attachment B). The spreadsheet simply lists the 2020 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 \$70,000 in additional revenue in 2021.

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

Attachments

DRAFT

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES

WHEREAS, the Board of Commissioners set various fees for county services in Resolution #02-155 based on information and recommendations of the *Maximus Cost of Services Analysis* completed in 2002; and

WHEREAS, the Board of Commissioners also established the percent of the cost of providing the services which should be recovered by such fees, referred to in this process as a “target percent”; and

WHEREAS, the Board of Commissioners has directed the Controller’s Office to establish a process for the annual review of these fees and target percents; and

WHEREAS, the annual average United States’ consumer price index was used as the cost increase factor; and

WHEREAS, this cost increase factor is applied to the previous year’s calculated cost and multiplied by the target percent and in most cases rounded to the lower full dollar amount in order to arrive at a preliminary recommended fee for the upcoming year; and

WHEREAS, in cases where the calculated cost multiplied by target percent is much higher than the current fee, the fee will be recommended to increase gradually each year until the full cost multiplied by target percent is reached, in order to avoid any drastic increases in fees; and

WHEREAS, in cases where the calculated cost multiplied by target percent is lower than the current fee, no fee increase will be recommended for that year; and

WHEREAS, after initial recommendations are made by the Budget Office, these recommendations are distributed to the affected offices and departments, in order to receive their input; and

WHEREAS, after reviewing the input from the affected offices and departments, the Controller makes final recommendations to the Board of Commissioners; and

WHEREAS, the Controller’s Office has finished its annual review of these fees and recommended increases where appropriate based on increased costs of providing services supported by these fees and the percent of the cost of providing the services which should be covered by such fees as established by the Board of Commissioners; and

WHEREAS, the Board of Commissioners has reviewed the Controller’s recommendations including the target percentages, along with recommendations of the various county offices, departments, and staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee increases in the Attachments at the rates established effective January 1, 2021 with the exception of the Health Department and Friend of the Court, where new rates will be effective October 1, 2020, the Park and Zoo winter seasonal fees and the Park Annual Passes which will be effective starting November 1, 2020.

BE IT FURTHER RESOLVED, that the fees within major Health Department services are not included on the attachments and were not set by the policy above, but rather through policy established in Resolutions #05-166 and #05-242.

2	Comm. Health	Conting Ed. Fee Diseased Control/Imm.	\$15.83	1.9%	\$16.13	100%	\$15.00	\$16.13	\$16.00	\$15.00	25	\$0
3	Comm. Health	INS Vaccination Verif Form I-693	\$39.58	1.9%	\$40.33	100%	\$39.00	\$40.33	\$40.00	\$39.00	400	\$0
4	Comm. Health	Immuniz Record Copying Fee	\$4.75	1.9%	\$4.84	100%	\$4.00	\$4.84	\$4.00	\$4.00	800	\$0
5	Comm. Health	MIHP Tran. Bus/Van ***	\$37.66	1.9%	\$38.38	56%	\$21.20	\$21.49	\$21.20	\$21.20	400	\$0
6	Comm. Health	MIHP - Trans Taxi ***	\$34.45	1.9%	\$35.10	61%	\$21.31	\$21.41	\$21.31	\$21.31	70	\$0
7	Comm. Health	MIHP Trans. Volunteer ***	\$0.36	1.9%	\$0.37	55%	\$0.20	\$0.20	\$0.20	\$0.20	0	\$0
8	Comm. Health	Compreh Envir Investigation	\$316.65	1.9%	\$322.66	100%	\$315.00	\$322.66	\$320.00	\$315.00	11	\$0
9	Comm. Health	Assessment of Home	\$134.58	1.9%	\$137.13	100%	\$130.00	\$137.13	\$135.00	\$130.00	5	\$0
10	Imm. Clinic	Internatl Travel Consult	\$65.20	1.9%	\$66.44	100%	\$65.00	\$66.44	\$66.00	\$65.00	300	\$0
11	Imm. Clinic	Influenza - Mass Vacc. Clinic	\$31.78	1.9%	\$32.38	75%	market price	\$24.29	market price	market price	4,500	\$0
12	Med Examiner	Cremation Permits	\$28.69	1.9%	\$29.24	100%	\$28.00	\$29.24	\$29.00	\$28.00	1,300	\$0
13	Med Examiner	Autopsy Report Copies (All Non-Family Members)	\$47.82	1.9%	\$48.73	100%	\$25.00	\$48.73	\$26.00	\$25.00	5	\$0
14	Env. Health	FOOD SERVICE SANITATION PROGRAM										
15	Env. Health	Food Service Establishment License Fee										
16	Env. Health	Category 1 (see definition below) - License Fee *	\$606.24	1.9%	\$617.76	80%	\$480.00	\$494.21	\$490.00	\$480.00	294	\$0
17	Env. Health	Category 1 (see definition below) - Full Plan Review	\$1,258.09	1.9%	\$1,281.99	80%	\$985.00	\$1,025.59	\$995.00	\$985.00	5	\$0
18	Env. Health	Category 1 (see definition below) - New Owner/Eval	\$667.91	1.9%	\$680.60	80%	\$530.00	\$544.48	\$540.00	\$530.00	25	\$0
19	Env. Health	Category 1 (see definition below) - New Owner w/minimal plan review	\$802.11	1.9%	\$817.35	80%	\$635.00	\$653.88	\$645.00	\$635.00	2	\$0
20	Env. Health	Category 2 (see definition below) - License Fee *	\$837.34	1.9%	\$853.25	80%	\$660.00	\$682.60	\$670.00	\$660.00	415	\$0
21	Env. Health	Category 2 (see definition below) - Full Plan Review	\$1,750.34	1.9%	\$1,783.59	80%	\$1,370.00	\$1,426.87	\$1,380.00	\$1,370.00	25	\$0
22	Env. Health	Category 2 (see definition below) - New Owner/Eval	\$937.87	1.9%	\$955.69	80%	\$740.00	\$764.55	\$750.00	\$740.00	25	\$0
23	Env. Health	Category 2 (see definition below) - New Owner w/minimal plan review	\$984.50	1.9%	\$1,003.21	80%	\$775.00	\$802.56	\$785.00	\$775.00	10	\$0
24	Env. Health	Category 3 (see definition below) - License Fee *	\$1,186.58	1.9%	\$1,209.13	80%	\$935.00	\$967.30	\$945.00	\$935.00	180	\$0
25	Env. Health	Category 3 (see definition below) - Full Plan Review	\$2,517.21	1.9%	\$2,565.04	80%	\$1,965.00	\$2,052.03	\$1,975.00	\$1,965.00	25	\$0
26	Env. Health	Category 3 (see definition below) - New Owner/Eval	\$1,367.94	1.9%	\$1,393.93	80%	\$1,075.00	\$1,115.14	\$1,085.00	\$1,075.00	15	\$0
27	Env. Health	Category 3 (see definition below) - New Owner w/minimal plan review	\$1,515.09	1.9%	\$1,543.88	80%	\$1,190.00	\$1,235.10	\$1,200.00	\$1,190.00	2	\$0
28	Env. Health	Mobile - License Fee *	\$469.45	1.9%	\$478.37	80%	\$375.00	\$382.70	\$380.00	\$375.00	1	\$0
29	Env. Health	Mobile - Full Plan Review	\$643.55	1.9%	\$655.78	80%	\$510.00	\$524.62	\$520.00	\$510.00	1	\$0
30	Env. Health	Mobile - New Owner/Eval.	\$534.74	1.9%	\$544.90	80%	\$425.00	\$435.92	\$435.00	\$425.00	1	\$0
31	Env. Health	STFU - License Fee * (state mandated fee)	\$469.45	1.9%	\$478.37	34%	\$152.00	\$160.51	\$160.00	\$152.00	80	\$0
32	Env. Health	STFU - Full Plan Review	\$643.55	1.9%	\$655.78	80%	\$510.00	\$524.62	\$520.00	\$510.00	20	\$0
33	Env. Health	STFU - New Owner/Eval	\$577.23	1.9%	\$588.20	80%	\$460.00	\$470.56	\$470.00	\$460.00	1	\$0
34	Env. Health	Temporary Food License	\$386.55	1.9%	\$393.89	50%	\$195.00	\$196.95	\$195.00	\$195.00	110	\$0
35	Env. Health	Seasonal Facilities - License Fee *	\$570.02	1.9%	\$580.85	50%	\$285.00	\$290.43	\$290.00	\$285.00	75	\$0
36		Other Food Service Fees										
37	Env. Health	Late Fee for Food License effective 1st day after April 30th	\$139.90	1.9%	\$142.56	100%	\$135.00	\$142.56	\$140.00	\$135.00	0	\$0
38	Env. Health	Late Fee for Temporary Food License application less than 5 days prior to event (in addition to the \$195 license)	\$202.08	1.9%	\$205.92	100%	\$200.00	\$205.92	\$205.00	\$200.00	0	\$0
39	Env. Health	Inspection fee for STFU	\$395.87	1.9%	\$403.39	24%	\$90.00	\$95.04	\$95.00	\$90.00	92	\$0
40	Env. Health	Construction/Remodeling that begins without approved plans (**)	\$1,021.81	1.9%	\$1,041.22	80%	\$805.00	\$832.98	\$815.00	\$805.00	2	\$0

	Location of Service	Fee Description	2020 Cost	2021 Cost Increase Factor	2021 Cost	Target Percent	2020 Fee	2021 Calc. Fee	2021 Initial Prop. Fee	Department Recommend	Units	Additional Revenue
41	Env. Health	Food Service plan review re-evaluation or re-submission	\$518.16	1.9%	\$528.00	100%	\$515.00	\$528.00	\$525.00	\$515.00	1	\$0
42		Enforcement Food Service Program Fees										
43	Env. Health	Informal Hearing Fee (**)	\$1,228.80	1.9%	\$1,252.15	100%	\$1,210.00	\$1,252.15	\$1,210.00	\$1,210.00		\$0
44	Env. Health	Formal Hearing Fee (**)	\$1,228.80	1.9%	\$1,252.15	100%	\$1,210.00	\$1,252.15	\$1,210.00	\$1,210.00		\$0
45	Env. Health	Follow Up inspection to assess compliance for critical violations (**)	\$156.83	1.9%	\$159.81	100%	\$155.00	\$159.81	\$155.00	\$155.00		\$0
46	Env. Health	Fee for new owner operating without new license(**)	\$839.42	1.9%	\$855.36	80%	\$665.00	\$684.29	\$665.00	\$665.00	3	\$0
47	Env. Health	WATER SUPPLY WELL & ON-SITE SEPTIC DISPOSAL										
48	Env. Health	Well - permit to construct or alter a private residential , type II, or type III well	\$443.20	1.9%	\$451.62	90%	\$395.00	\$406.46	\$400.00	\$395.00	100	\$0
49	Env. Health	Septic - new or repair permit for residential or commercial	\$982.43	1.9%	\$1,001.09	90%	\$870.00	\$900.98	\$880.00	\$870.00	130	\$0
50	Env. Health	Combined - well & septic	\$1,208.34	1.9%	\$1,231.30	90%	\$1,070.00	\$1,108.17	\$1,080.00	\$1,070.00	50	\$0
51	Env. Health	Septic - new/repair septic tank only	\$405.20	1.9%	\$412.90	90%	\$360.00	\$371.61	\$370.00	\$360.00	25	\$0
52	Env. Health	Well - Sanitary survey, public non community Type II - transient well	\$492.25	1.9%	\$501.60	90%	\$440.00	\$451.44	\$450.00	\$440.00	15	\$0
53	Env. Health	Well - Sanitary survey, public non community Type II non - transient Well	\$569.97	1.9%	\$580.80	90%	\$510.00	\$522.72	\$520.00	\$510.00	0	\$0
54	Env. Health	Septic Evaluation - application for residential or commercial lot & soil evaluation	\$445.62	1.9%	\$454.08	90%	\$400.00	\$408.67	\$405.00	\$400.00	30	\$0
55	Env. Health	Septic Evaluation - plan review for engineered system	\$358.57	1.9%	\$365.38	90%	\$320.00	\$328.84	\$325.00	\$320.00	60	\$0
56	Env. Health	NEW - Township Requested Evaluation	\$100.00	1.9%	\$101.90	100%	\$100.00	\$101.90	\$100.00	\$100.00	21	\$0
57		BODY ART FACILITY PROGRAM										\$0
58	Env. Health	License renewal	\$429.03	1.9%	\$437.19	80%	\$340.00	\$349.75	\$345.00	\$340.00	25	\$0
59	Env. Health	Full plan review	\$557.54	1.9%	\$568.13	80%	\$445.00	\$454.50	\$450.00	\$445.00	2	\$0
60		CAMPGROUND INSPECTIONS										
61	Env. Health	Permanent Campground	\$432.14	1.9%	\$440.35	100%	\$430.00	\$440.35	\$440.00	\$430.00	9	\$0
62	Env. Health	Temporary Campground	\$194.83	1.9%	\$198.53	100%	\$190.00	\$198.53	\$195.00	\$190.00	2	\$0
63		MORTGAGE CERTIFICATION INSPECTIONS (POINT OF SALE)										
64	Env. Health	Point of Sale - Application/Administrative processing fee	\$303.64	1.9%	\$309.41	85%	\$255.00	\$263.00	\$260.00	\$255.00	550	\$0
65	Env. Health	Point of Sale - On-site evaluation of well & septic	\$615.57	1.9%	\$627.27	75%	\$460.00	\$470.45	\$470.00	\$460.00	16	\$0
66	Env. Health	Point of Sale - Waste treatment evaluation	\$362.71	1.9%	\$369.60	100%	\$360.00	\$369.60	\$365.00	\$360.00	2	\$0
67	Env. Health	Point of Sale - Well evaluation	\$259.08	1.9%	\$264.00	100%	\$255.00	\$264.00	\$260.00	\$255.00	6	\$0
68	Env. Health	Point of Sale - inspector annual renewal fee	\$207.26	1.9%	\$211.20	100%	\$205.00	\$211.20	\$210.00	\$205.00	10	\$0
69	Env. Health	Point of Sale - 1 Year Extension NEW	\$100.00	1.9%	\$101.90	100%	\$100.00	\$101.90	\$100.00	\$100.00	28	\$0
70		CHILD CARE & FOSTER CARE INSPECTIONS										
71	Env. Health	Full inspection, water system, sewage disposal, building and grounds	\$294.31	1.9%	\$299.91	100%	\$290.00	\$299.91	\$295.00	\$290.00	82	\$0
72		POOLS		1.9%								
73	Env. Health	Pool Inspection	\$182.39	1.9%	\$185.86	100%	\$180.00	\$185.86	\$185.00	\$180.00	125	\$0
74	Env. Health	Additional pool at the same location	\$126.82	1.9%	\$129.23	100%	\$110.00	\$129.23	\$120.00	\$110.00	45	\$0
75	Env. Health	Re-inspection fee after violation	\$188.19	1.9%	\$191.77	100%	\$185.00	\$191.77	\$190.00	\$185.00	0	\$0
76		TOBACCO & E-CIGARETTE		1.9%								
77	Env. Health	Tobacco & E- cigarette sales license - East Lansing	\$387.58	1.9%	\$394.95	80%	\$307.00	\$315.96	\$315.00	\$307.00	24	\$0
78	Env. Health	Tobacco & E- cigarette sales license - Not East Lansing	\$387.58	1.9%	\$394.95	90%	\$345.00	\$355.45	\$355.00	\$345.00	235	\$0

	Location of Service	Fee Description	2020 Cost	2021 Cost Increase Factor	2021 Cost	Target Percent	2020 Fee	2021 Calc. Fee	2021 Initial Prop. Fee	Department Recommend	Units	Additional Revenue
79	Env. Health	Tobacco & E- cigarette Change of Ownership Fee - East Lansing	\$140.62	1.9%	\$143.30	100%	\$125.00	\$143.30	\$135.00	\$125.00	0	\$0
80	Env. Health	Tobacco & E- cigarette Change of Ownership Fee - Not East Lansing	\$163.13	1.9%	\$166.22	100%	\$160.00	\$166.22	\$165.00	\$160.00	9	\$0
81	Env. Health	Tobacco & E- cigarette sales license vending machine	\$353.47	1.9%	\$360.18	100%	\$350.00	\$360.18	\$360.00	\$350.00	0	\$0
82	Env. Health	Temporary Tobacco License - Sampling Permit	\$141.38	1.9%	\$144.07	100%	\$140.00	\$144.07	\$140.00	\$140.00	0	\$0
83	Env. Health	Late Fee and/or failure to report change of ownership (**)	\$202.50	1.9%	\$206.35	100%	\$200.00	\$206.35	\$205.00	\$200.00	0	\$0
84		POLLUTION PREVENTION PROGRAM (P2)										
85	Env. Health	Category 1: 56 - 499 Gallons (450 - 4,499 pounds) - Reporting Fee	\$154.72	1.9%	\$157.66	50%	\$73.00	\$78.83	\$74.00	\$73.00	110	\$0
86	Env. Health	Category 1: 56 - 499 Gallons (450 - 4,499 pounds) - Inspection Fee	\$309.46	1.9%	\$315.34	50%	\$150.00	\$157.67	\$155.00	\$150.00	60	\$0
87	Env. Health	Category 2: 500 - 4,999 Gallons (4,500 - 44,499 pounds) - Reporting Fee	\$309.46	1.9%	\$315.34	50%	\$150.00	\$157.67	\$155.00	\$150.00	201	\$0
88	Env. Health	Category 2: 500 - 4,999 Gallons (4,500 - 44,499 pounds) - Inspection Fee	\$495.11	1.9%	\$504.52	50%	\$245.00	\$252.26	\$250.00	\$245.00	119	\$0
89	Env. Health	Category 3: 5,000 or more Gallons (more than 45,000 pounds) - Reporting Fee	\$464.17	1.9%	\$472.99	50%	\$230.00	\$236.49	\$235.00	\$230.00	95	\$0
90	Env. Health	Category 3: 5,000 or more Gallons (more than 45,000 pounds) - Inspection Fee	\$742.68	1.9%	\$756.79	50%	\$365.00	\$378.40	\$375.00	\$365.00	670	\$0
91	Env. Health	Use hourly rate for Plan Review & Consultation										
92		MISC FEES										
93	Env. Health	Hourly rate for services not specified in the fee schedule	\$103.63	1.9%	\$105.60	100%	\$100.00	\$105.60	\$105.00	\$100.00	0	\$0
94	Env. Health	Late fee for all licenses not specified above, effective 30 days after due date	\$134.72	1.9%	\$137.28	100%	\$130.00	\$137.28	\$135.00	\$130.00	0	\$0
95	Env. Health	Sanitary Code appeal fee	\$134.72	1.9%	\$137.28	100%	\$130.00	\$137.28	\$135.00	\$130.00	0	\$0
96	Env. Health	Returned check fee	\$31.74	1.9%	\$32.35	100%	\$32.00	\$32.35	\$32.00	\$32.00	0	\$0
97	Parks	Administrative/Office Fees										
98	Parks	Administrative -Returned Check Fee	\$34.46	1.9%	\$35.11	100.0%	\$34.00	\$35.11	\$35.00	\$35.00	0	\$19
99	Parks	Cancellation Fee (for all park reservations)	\$22.37	1.9%	\$22.79	100.0%	\$22.00	\$22.79	\$22.00	\$22.00	21	\$0
100	Parks	Parking/Vehicle Entrance Fees ****										
101	Parks	Resident Daily	\$4.52	1.9%	\$4.60	75.0%	\$3.00	\$3.45	\$3.00	\$3.00	40,000	\$0
102	Parks	Resident Annual	\$45.13	1.9%	\$45.99	75.0%	\$32.00	\$34.49	\$33.00	\$32.00	2,800	\$0
103	Parks	Non-Resident Daily	\$5.59	1.9%	\$5.70	100.0%	\$5.00	\$5.70	\$5.00	\$5.00	9,000	\$0
104	Parks	Non-Resident Annual	\$45.13	1.9%	\$45.99	100.0%	\$42.00	\$45.99	\$43.00	\$42.00	278	\$0
105	Parks	Shelters										
106	Parks	Winter Sports Building (100 Person Capacity) ****	\$103.38	1.9%	\$105.34	100.0%	\$97.00	\$105.34	\$100.00	\$100.00	0	\$57
107	Parks	Winter Sports Building - reservation fee/non operationa	\$31.74	1.9%	\$32.35	100.0%	\$31.00	\$32.35	\$32.00	\$32.00	0	\$19
108	Parks	Shelters - 60 Person Capacity ****										
109	Parks	Lake Lansing South Lakeview	\$83.88	1.9%	\$85.48	100.0%	\$81.00	\$85.48	\$82.00	\$82.00	66	\$19
110	Parks	Lake Lansing North Oak Knoll	\$83.88	1.9%	\$85.48	100.0%	\$81.00	\$85.48	\$82.00	\$82.00	14	\$19
111	Parks	Lake Lansing North Sandhill	\$83.88	1.9%	\$85.48	100.0%	\$81.00	\$85.48	\$82.00	\$82.00	29	\$19
112	Parks	Hawk Island Kestrel	\$83.88	1.9%	\$85.48	100.0%	\$81.00	\$85.48	\$82.00	\$82.00	143	\$19
114	Parks	Burchfield Deer Run	\$83.88	1.9%	\$85.48	100.0%	\$81.00	\$85.48	\$82.00	\$82.00	25	\$19
115	Parks	Burchfield Pine Knoll	\$83.88	1.9%	\$85.48	100.0%	\$81.00	\$85.48	\$82.00	\$82.00	17	\$19
116	Parks	Burchfield Southridge	\$83.88	1.9%	\$85.48	100.0%	\$81.00	\$85.48	\$82.00	\$82.00	25	\$19
117	Parks	Shelters - 120 Person Capacity ****										\$0
118	Parks	Lake Lansing - North - 1/2 of Main	\$111.84	1.9%	\$113.97	100.0%	\$110.00	\$113.97	\$110.00	\$110.00	11	\$0
119	Parks	Hawk Island Peregrine	\$139.80	1.9%	\$142.46	100.0%	\$135.00	\$142.46	\$140.00	\$140.00	69	\$95
120	Parks	Burchfield 1/2 of North Bluff	\$111.84	1.9%	\$113.97	100.0%	\$110.00	\$113.97	\$110.00	\$110.00	14	\$0

	Location of Service	Fee Description	2020 Cost	2021 Cost Increase Factor	2021 Cost	Target Percent	2020 Fee	2021 Calc. Fee	2021 Initial Prop. Fee	Department Recommend	Units	Additional Revenue
172	Parks	Regular Pass	\$31.74	1.9%	\$32.35	100.0%	\$30.00	\$32.35	\$31.00	\$30.00	160	\$19
173	Parks	Student (college ID)	\$21.16	1.9%	\$21.56	100.0%	\$20.00	\$21.56	\$21.00	\$20.00	115	\$19
174	Parks	Senior (+60)	\$21.16	1.9%	\$21.56	100.0%	\$20.00	\$21.56	\$21.00	\$20.00	35	\$19
175	Parks	Veteran	\$21.16	1.9%	\$21.56	100.0%	\$20.00	\$21.56	\$21.00	\$20.00	20	\$19
176	Parks	Owner of Service Animal	\$21.16	1.9%	\$21.56	100.0%	\$20.00	\$21.56	\$21.00	\$20.00	5	\$19
177	Parks	Daily Pass	\$5.75	1.9%	\$5.86	100.0%	\$5.00	\$5.86	\$5.00	\$5.00	285	\$0
178	Parks	Replacement FOB	\$5.74	1.9%	\$5.85	100.0%	\$5.00	\$5.85	\$5.00	\$5.00	0	\$0
179	Parks	Snow Tube Rental -Burchfield ****										
180	Parks	Burchfield - Tube Rental (Hourly)	\$2.96	1.9%	\$3.02	100.0%	\$2.00	\$3.02	\$3.00	\$3.00	1,812	\$19
181	Parks	Hawk Island Snow Hill **** Rates										\$0
182	Parks	Per person (adults and children) (2 hours)	\$10.58	1.9%	\$10.78	100.0%	\$10.00	\$10.78	\$10.00	\$10.00	0	\$0
183	Parks	Group Rate - (4 + people) (per person) (2 hours)	\$8.46	1.9%	\$8.63	100.0%	\$8.00	\$8.63	\$8.00	\$8.00	0	\$0
184	Parks	Hawk Island Snow Tube **** Non-Operational Rates (Reservation Only)										
185	Parks	Non-operational hour reservation (2hours) minimum of 25 people + pp group rate of \$8.00 per person for any additional guests past the pre-paid 25 people	\$307.20	1.9%	\$313.04	100.0%	\$300.00	\$313.04	\$305.00	\$305.00	0	\$95
189	Parks	Game Rental (for 4 hours) ****										
190	Parks	Moonwalk	\$321.00	1.9%	\$327.10	100.0%	\$300.00	\$327.10	\$310.00	\$325.00	3	\$475
191	Parks	Dunk Tank	\$251.64	1.9%	\$256.43	100.0%	\$250.00	\$256.43	\$255.00	\$255.00	1	\$95
192	Parks	Giant Slide	\$447.37	1.9%	\$455.87	100.0%	\$430.00	\$455.87	\$440.00	\$440.00	1	\$190
193	Parks	Nature Program/Walk pp	\$5.27	1.9%	\$5.37	100.0%	\$5.00	\$5.37	\$5.00	\$5.00	10	\$0
194	Parks	Passport Pictures	\$15.82	1.9%	\$16.12	100.0%	\$15.00	\$16.12	\$16.00	\$16.00	550	\$19
195	Parks	Snow shoe rental Child	\$5.27	1.9%	\$5.37	100.0%	\$5.00	\$5.37	\$5.00	\$5.00	25	\$0
196	Parks	Band Shell Rental	\$105.49	1.9%	\$107.50	100.0%	\$105.00	\$107.50	\$105.00	\$105.00	6	\$0
197	Parks	Band Shell Equipment Rental										
198	Parks	PA, Chairs or Music Stands per item	\$52.75	1.9%	\$53.75	100.0%	\$50.00	\$53.75	\$51.00	\$51.00	2	\$19
199	Parks	Snow Shoe Rental Adult	\$7.17	1.9%	\$7.30	100.0%	\$5.00	\$7.30	\$6.00	\$6.00	0	\$19
200	Parks	Cancellation Administration Fee for Hawk Island Snow Tubing Reservations	\$25.60	1.9%	\$26.09	100.0%	\$25.00	\$26.09	\$26.00	\$26.00	0	\$19
201	Fair	Winter Storage - fee per foot	\$11.26	1.9%	\$11.48	100%	11.00	\$11.48	11.00	11.00	0	\$0
202	Fair	4-H CLUB FEE - SOUTH END										
203	Fair	PER DAY, includes janitorial fees and facility fee	\$614.40	1.9%	\$626.07	100%	610.00	\$626.07	620.00	620.00	0	\$190
204	Fair	Friday Night Show	\$153.60	1.9%	\$156.52	100%	150.00	\$156.52	155.00	155.00	0	\$95
205	Fair	PER STALL, If not cleaned	\$21.50	1.9%	\$21.91	100%	21.00	\$21.91	21.00	21.00	0	\$0
206	Fair	PER DAY Camping	\$20.48	1.9%	\$20.87	100%	20.00	\$20.87	20.00	20.00	1969	\$0
207	Fair	PER Water Dump	\$61.44	1.9%	\$62.61	100%	61.00	\$62.61	62.00	62.00	6	\$19
208	Fair	PER Event , Non-Food Concession Fee includes electricity	\$25.60	1.9%	\$26.09	100%	25.00	\$26.09	26.00	26.00	1	\$19
209	Fair	PER Day, Food Concession Fee includes electricity	\$25.60	1.9%	\$26.09	100%	25.00	\$26.09	26.00	26.00	18	\$19
210	Fair	Infield Arena (Gymkhana events ONLY)	\$117.76	1.9%	\$120.00	100%	115.00	\$120.00	120.00	120.00	7	\$95
211	Fair	Horse Practices South & Infield Arenas Apr-Mid July	\$20.48	1.9%	\$20.87	100%	20.00	\$20.87	20.00	20.00	0	\$0
212	Fair	Main Arena Full Day Use - Shooting Sports No charge for 3 hours or less Mon-Thurs ONLY as long as it isn't rented	\$614.40	1.9%	\$626.07	100%	610.00	\$626.07	620.00	620.00	0	\$190
213	Fair	COMMUNITY HALL FEES										
214	Fair	Monday-Thursday if there is food (no food is free) 4H	\$92.16	1.9%	\$93.91	100%	91.00	\$93.91	92.00	92.00	0	\$19
215	Fair	Friday & Sunday 4H	\$179.20	1.9%	\$182.60	100%	175.00	\$182.60	180.00	180.00	6	\$95
216	Fair	Saturday 4H	\$921.60	1.9%	\$939.11	100%	920.00	\$939.11	930.00	930.00	0	\$190

Location of Service	Fee Description	2020 Cost	2021 Cost Increase Factor	2021 Cost	Target Percent	2020 Fee	2021 Calc. Fee	2021 Initial Prop. Fee	Department Recommend	Units	Additional Revenue	
217	Fair	Sunday-Friday All others (Deposit Required)	\$450.00	1.9%	\$458.55	100%	450.00	\$458.55	455.00	455.00	24	\$95
218	Fair	Saturday All others (Deposit Required)	\$950.00	1.9%	\$968.05	100%	950.00	\$968.05	960.00	960.00	14	\$190
219	Fair	Main Arena - Single Day Rental	\$2,455.00	1.9%	\$2,501.65	100%	2,500.00	\$2,501.65	2,500.00	2,500.00	10	\$0
220	Fair	Main Arena - Weekend Rental	\$4,608.00	1.9%	\$4,695.55	100%	4,600.00	\$4,695.55	4,610.00	4,610.00	26	\$190
221	Fair	Facility Fee - for organizations that hold 1-3 shows per yr	\$307.20	1.9%	\$313.04	100%	305.00	\$313.04	310.00	310.00	15	\$95
222	Fair	Facility Fee - for organizations that hold >4 shower per yr	\$409.60	1.9%	\$110.00	100%	105.00	\$110.00	110.00	110.00	11	\$95
223	Fair	North End w/ Main Arena Bldg. (min for 2 or 3 day show)	\$4,608.00	1.9%	\$4,695.55	100%	4,600.00	\$4,695.55	4,610.00	4,610.00	0	\$190
224	Fair	w/ extra barn fees Comm. South, Barn A or Barn B	\$307.20	1.9%	\$313.04	100%	305.00	\$313.04	310.00	310.00	8	\$95
225	Fair	w/ extra barn fees All other North End Barns	\$256.00	1.9%	\$260.86	100%	255.00	\$260.86	260.00	260.00	8	\$95
226	Fair	show)	\$2,816.00	1.9%	\$2,869.50	100%	2,800.00	\$2,869.50	2,810.00	2,810.00	0	\$190
227	Fair	w/ extra barn fees UU or VV Barns	\$307.20	1.9%	\$313.04	100%	305.00	\$313.04	310.00	310.00	0	\$95
228	Fair	w/ extra barn fees All other South End Barns	\$256.00	1.9%	\$260.86	100%	255.00	\$260.86	260.00	260.00	0	\$95
229	Fair	Covered Practice Arena Per Show	\$512.00	1.9%	\$521.73	100%	510.00	\$521.73	520.00	520.00	9	\$190
230	Fair	Covered Practice Arena Per Dump for Watering Arena and Drag	\$61.44	1.9%	\$62.61	100%	61.00	\$62.61	62.00	62.00	0	\$19
231	Fair	Infield Arena Per Day	\$460.80	1.9%	\$469.56	100%	460.00	\$469.56	465.00	465.00	2	\$95
232	Fair	Infield Arena Per Day Per Dump for Watering Arena	\$61.44	1.9%	\$62.61	100%	61.00	\$62.61	62.00	62.00	0	\$19
233	Fair	Entire Grounds minimum for 2 to 3 day show	\$6,912.00	1.9%	\$7,043.33	100%	6,900.00	\$7,043.33	6,910.00	6,910.00	1	\$190
234	Fair	w/ extra barn fees Comm South, Barn A & Barn B, VV or UU	\$307.20	1.9%	\$313.04	100%	305.00	\$313.04	310.00	310.00	0	\$95
235	Fair	w/ extra barn fees All other Barns	\$256.00	1.9%	\$260.86	100%	255.00	\$260.86	260.00	260.00	0	\$95
236	Fair	Dumps/Drags North End w/ Main Arena and Entire Grounds 2 or 3 Day cost will be incurred after 2 times	\$61.44	1.9%	\$62.61	100%	61.00	\$62.61	62.00	62.00	0	\$19
237	Fair	Brick Building Rental Fee	\$256.00	1.9%	\$260.86	100%	255.00	\$260.86	260.00	260.00	1	\$95
	Fair	Concessions & Blacksmiths - per day	\$26.00	1.9%	\$26.49	100%	26.00	\$26.49	26.00	26.00	18	\$0
	Fair	Camping for Horse Shows per day	\$20.48	1.9%	\$20.87	100%	20.00	\$20.87	20.00	20.00	0	\$0
	Fair	Commercial Vendor Per event	\$25.60	1.9%	\$26.09	100%	25.00	\$26.09	26.00	26.00	1	\$19
	Fair	Main Arena Weekday	varies		varies	100%	250-750	varies	250-750	varies	0	\$0
238	Fair	Main Arena Weeknight	varies	1.9%	varies	100%	350-1500	varies	350-1500	varies	0	\$0
240	Fair	Hoop House Weekday	varies	1.9%	varies	100%	50-250	varies	50-250	varies	0	\$0
241	Fair	Hoop House Weeknight	varies	1.9%	varies	100%	251-499	varies	251-499	varies	0	\$0

\$5,282

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

Location of Service	Fee Description	2020 Cost	2021 Cost Increase Factor	2021 Cost	Target Percent	2020 Fee	2021 Calc. Fee	2021 Initial Prop. Fee	Department Recommend	Units	Additional Revenue
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* Includes State of Michigan fee of \$29 for fixed food licenses and \$8 for temporary licenses

** Administrative Fee

***SOM MDHHS mandated cap for service

2021 County Fees Analysis
Human Services Committee

Attachment B

Location of Service	Fee Description	2020 Fee	Controller/Dept Recommend	Additional Revenue
Parks	Administrative -Returned Check Fee	\$34.00	\$35.00	\$19
Parks	Winter Sports Building (100 Person Capacity) ****	\$97.00	\$100.00	\$57
Parks	Winter Sports Building - reservation fee/non operational hrs	\$31.00	\$32.00	\$19
Parks	Lake Lansing South Lakeview	\$81.00	\$82.00	\$19
Parks	Lake Lansing North Oak Knoll	\$81.00	\$82.00	\$19
Parks	Lake Lansing North Sandhill	\$81.00	\$82.00	\$19
Parks	Hawk Island Kestrel	\$81.00	\$82.00	\$19
Parks	Burchfield Deer Run	\$81.00	\$82.00	\$19
Parks	Burchfield Pine Knoll	\$81.00	\$82.00	\$19
Parks	Burchfield Southridge	\$81.00	\$82.00	\$19
Parks	Hawk Island Peregrine	\$135.00	\$140.00	\$95
Parks	Hawk Island - Red Tail	\$275.00	\$280.00	\$95
Parks	Hawk Island	\$81.00	\$82.00	\$19
Parks	Lake Lansing South	\$81.00	\$82.00	\$19
Parks	Abandonment Recovery Fee	\$43.00	\$44.00	\$19
Parks	Late Fee (arriving 1/2 hour or later after closing)	\$22.00	\$23.00	\$19
Parks	Canoe/Kayak Trips - McNamara	\$16.00	\$17.00	\$19
Parks	Canoe/Kayak Trips - Bunker Rd	\$24.00	\$25.00	\$19
Parks	Canoe/Kayak Trips - Eaton Rapids	\$31.00	\$32.00	\$19
Parks	Resident Monday-Friday 9am-4pm	\$100.00	\$105.00	\$95
Parks	Non-Resident Monday-Friday 9am-4pm	\$110.00	\$115.00	\$95
Parks	Resident Mon-Fri 7:30am-5:30pm	\$135.00	\$140.00	\$95
Parks	Non-Resident Mon-Fri 7:30am-5:30pm	\$145.00	\$150.00	\$95
Parks	Day Pass (13 and older)	\$4.00	\$5.00	\$19
Parks	Equipment Rental per round of Disc Golf	\$1.00	\$2.00	\$19
Parks	Burchfield - Tube Rental (Hourly)	\$2.00	\$3.00	\$19
Parks	Non-operational hour reservation (2hours) minimum of 25 people + pp group rate of \$8.00 per person for any additional guests past the pre-paid 25 people	\$300.00	\$305.00	\$95
Parks	Moonwalk	\$300.00	\$325.00	\$475
Parks	Dunk Tank	\$250.00	\$255.00	\$95
Parks	Giant Slide	\$430.00	\$440.00	\$190
Parks	Passport Pictures	\$15.00	\$16.00	\$19
Parks	Band Shell Rental	\$105.00	\$105.00	\$0
Parks	PA, Chairs or Music Stands per item	\$50.00	\$51.00	\$19
Parks	Snow Shoe Rental Adult	\$5.00	\$6.00	\$19
Parks	Cancellation Administration Fee for Hawk Island Snow Tubing Reservations	\$25.00	\$26.00	\$19
Fair	PER DAY, includes janitorial fees and facility fee	610.00	620.00	\$190
	Friday Night Show	150.00	155.00	\$95
Fair	PER Water Dump	61.00	62.00	\$19
Fair	PER Event , Non-Food Concession Fee includes electricity	25.00	26.00	\$19
Fair	PER Day, Food Concession Fee includes electricity	25.00	26.00	\$19
Fair	Infield Arena (Gymkhana events ONLY)	115.00	120.00	\$95
Fair	Main Arena Full Day Use - Shooting Sports No charge for 3 hours or less Mon-Thurs ONLY as long as it isn't rented	610.00	620.00	\$190
Fair	Monday-Thursday if there is food (no food is free) 4H	91.00	92.00	\$19

Location of Service	Fee Description	2020 Fee	Controller/Dept Recommend	Additional Revenue
Fair	Friday & Sunday 4H	175.00	180.00	\$95
Fair	Saturday 4H	920.00	930.00	\$190
Fair	Sunday-Friday All others (Deposit Required)	450.00	455.00	\$95
Fair	Saturday All others (Deposit Required)	950.00	960.00	\$190
Fair	Main Arena - Weekend Rental	4,600.00	4,610.00	\$190
Fair	Facility Fee - for organizations that hold 1-3 shows per yr	305.00	310.00	\$95
Fair	North End w/ Main Arena Bldg. (min for 2 or 3 day show)	4,600.00	4,610.00	\$190
Fair	w/ extra barn fees Comm. South, Barn A or Barn B	305.00	310.00	\$95
Fair	w/ extra barn fees All other North End Barns	255.00	260.00	\$95
Fair	South End with Outside Arena (min for 2 or 3 day show)	2,800.00	2,810.00	\$190
Fair	w/ extra barn fees UU or VV Barns	305.00	310.00	\$95
Fair	w/ extra barn fees All other South End Barns	255.00	260.00	\$95
Fair	Covered Practice Arena Per Show	510.00	520.00	\$190
Fair	Covered Practice Arena Per Dump for Watering Arena and Drag	61.00	62.00	\$19
Fair	Infield Arena Per Day	460.00	465.00	\$95
Fair	Infield Arena Per Day Per Dump for Watering Arena	61.00	62.00	\$19
Fair	Entire Grounds minimum for 2 to 3 day show	6,900.00	6,910.00	\$190
Fair	w/ extra barn fees Comm South, Barn A & Barn B, VV or UU	305.00	310.00	\$95
Fair	w/ extra barn fees All other Barns	255.00	260.00	\$95
Fair	Dumps/Drags North End w/ Main Arena and Entire Grounds 2 or 3 Day cost will be incurred after 2 times	61.00	62.00	\$19
Fair	Brick Building Rental Fee	255.00	260.00	\$95
Fair	Commercial Vendor Per event	25.00	26.00	\$19