

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
CAROL KOENIG

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

COUNTY SERVICES COMMITTEE
RYAN SEBOLT, CHAIR
VICTOR CELENTINO
MARK GREBNER
CAROL KOENIG
EMILY STIVERS
RANDY MAIVILLE
ROBIN NAEYAERT

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, MAY 19, 2020 AT 6:30 P.M. THE MEETING WILL BE HELD VIRTUALLY. <https://ingham.zoom.us/j/94202858027>

Agenda

Call to Order

Approval of the [May 5, 2020](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Drain Commissioner – Resolution Pledging Full Faith and Credit to [Montgomery Drain](#) Drainage District Bonds
2. Clerk’s Office
 - a. Resolution to Provide Support for [Vital Election Operations](#) through Purchase of Critical Infrastructure
 - b. Resolution to Promote [Enrollment](#) in Permanent Absent Voter Lists by Qualified Registered Voters of Ingham County
3. Road Department
 - a. Resolution to Approve a 2020 Local Road Agreement with [Meridian Township](#) for the Ingham County Road Department
 - b. Resolution to Approve an Agreement Between Ingham County and [Wonsey Tree Service, Inc.](#) for the Replacement of the Lake Drive Culvert and the Rejection of All Other Bids for Bid Packet #37-20
4. Facilities Department
 - a. Resolution to Authorize an Agreement with [Guardian Alarm](#) Company for the Building Alarm System at the 9-1-1 Center’s Backup Location
 - b. Resolution to Authorize an Agreement with [Vidcom Solutions](#) for the Access Control System at the 9-1-1 Center’s Backup Location
5. Health Department
 - a. Resolution to Convert the Grant and Finance Specialist Position to [Accountant](#)
 - b. Request for Approval to Pay Above [Step 2](#) of the ICEA County Professional Contract
6. Controller’s Office – Resolution Updating Various [Fees](#) for County Services

Announcements
Public Comment
Adjournment

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

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

COUNTY SERVICES COMMITTEE
May 5, 2020
Draft Minutes

Members Present: Sebolt, Celentino, Grebner, Koenig, Stivers (arrived at 6:33 p.m.), Maiville, and Naeyaert.

Members Absent: None.

Others Present: Teri Morton, Jared Cypher, Sue Graham, Patrick Lindemann, Paul Pratt, Becky Bennett, Deb Fett, Kelly Jones, Bill Conklin, Elizabeth Noel, and Michael Tanis.

The meeting was called to order by Chairperson Sebolt at 6:30 p.m. virtually via Zoom in accordance with the Governor’s Executive Order 2020-48 regarding the Open Meetings Act.

Approval of the March 3, 2020 Minutes

CHAIRPERSON SEBOLT STATED THAT, WITHOUT OBJECTION, THE MINUTES OF THE MARCH 3, 2020 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN. Absent: Commissioner Stivers

Additions to the Agenda

Substitutes –

1. Drain Commissioner
 - b. Resolution Pledging Full Faith and Credit to Nemoka Drain Drainage District Bonds

8. Controller/Administrator’s Office
 - b. Resolution Authorizing Adjustments to the 2020 Ingham County Budget
 - c. Resolution Updating Various Fees for County Services (*Discussion*)

Late –

8. Controller/Administrator’s Office
 - d. Resolution Adopting the Ingham County COVID-19 Preparedness and Response Plan

Limited Public Comment

None.

Commissioner Stivers arrived at 6:33 p.m.

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

1. Drain Commissioner
 - a. Resolution to Approve Agreement for Work in County Road Right of Way by Nemoka Drain Drainage District
2. 9-1-1 Dispatch Center – Notice of Emergency Purchase Order for Monitors for CAD Workstations
4. Purchasing Department
 - a. Resolution to Approve the Disposal of County-Owned Surplus Property
 - b. Resolution Amending the Purchasing Policy to Include Labor, Employment, and Environmental Criteria in Evaluating Bids and Proposals
5. Public Defender’s Office – Resolution to Convert a Senior Assistant Public Defender to a Deputy Chief Public Defender
6. Health Department
 - a. Notice of Emergency Purchase Order for Conduct Fit Testing of N-95 Masks for Health Department Staff Who May Come in Contact with COVID-19 patients
 - b. Notice of Emergency Purchase Order to Contract with RedHead Design to Develop Messaging and Deliverables (Video, Audio, and Graphics) Related to COVID-19
 - c. Notice of Emergency Purchase Order for PSA Spots Related to COVID-19 Information
7. Road Department
 - a. Resolution Authorizing the Purchase of 2020 Seasonal Requirement of Hot Mix Asphalt (HMA) Mixtures for the Ingham County Road Department
 - b. Resolution to Approve Agreements Between Ingham County and the City of Leslie, City of Mason, City of Williamston and the Village of Webberville for the 2020 Pavement Marking Program
 - c. Resolution to Approve a First Party Agreement Between Ingham County and Hoffman Bros., Inc. and a Second Party Agreement Between Ingham County and Michigan State University for Bid Packet #54-20 Meridian Road from Howell Road to Linn Road Beaumont Road from Bennett Road to Mt Hope Road Forest Road from Farm Lane to Beaumont Road
8. Controller/Administrator’s Office
 - a. Resolution to Amend the Economic Development Service Contract with Lansing Economic Area Partnership (LEAP)
 - b. Resolution Authorizing Adjustments to the 2020 Ingham County Budget

THE MOTION CARRIED UNANIMOUSLY.

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

1. Drain Commissioner
 - b. Resolution Pledging Full Faith and Credit to Nemoka Drain Drainage District Bonds

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

Commissioner Maiville stated that most of the Commissioners should have received a letter from the Lansing Chamber of Commerce asking the Board of Commissioners to hold off pledging Full Faith and Credit, but he thought that in this case it was money better spent to do this project now rather than later. He further stated that the letter from the Lansing Regional Chamber of Commerce (LRCC) said to hold off but not under what circumstances, and he knew that the County and municipalities would be experiencing some tight finances, but he wondered if the Drain Commissioner could speak to what would happen if this project was delayed.

Patrick Lindemann, County Drain Commissioner, stated that the letter from the LRCC was at best misinformation. He further stated that he was supposed to have had a conference call with the LRCC yesterday, but they had failed to make the call.

Mr. Lindemann stated that he thought the LRCC had a few members in the Montgomery Drainage District that was questioning how big their assessment was going to be. He further stated that his department had one bid come in higher than he thought it would be, but his department continued to do value engineering on all of their projects, and so his department brought down that bid by at least \$3,000,000.

Mr. Lindemann stated that all of the bids received, 13 in total, were less than what his department had anticipated. He further stated that the LRCC did not have that information when they wrote the letter.

Mr. Lindemann stated that it would be interesting to find out from the LRCC on Thursday, May 7 why they want to stop the pledging of Full Faith and Credit. He further stated that not doing the project now would cost more money in the future.

Mr. Lindemann stated that the Full Faith and Credit for the resolution that was on the agenda tonight for a drain in Meridian Township had been in the works for almost 8 years. He further stated that he did not think that the letter from the LRCC identified this particular drain as an issue.

Mr. Lindemann stated that he thought that the letter from the LRCC talked about the Montgomery Drain, which was the Frandor project, and that he would be happy to talk about that as well. He further stated that his department would be in front of the County Services Committee again with the Montgomery Drain for Full Faith and Credit, and that he would be happy to go in further detail about that then, but in terms of the drain that was on the agenda tonight, it was a drainage district that had zero detention value within the system.

Mr. Lindemann stated that 20 percent of the houses had severe water problems over the years, and almost 50 percent of the properties in the area had had wet basements. He further stated that there were 8 properties there that had black mold in their basements, which was a terrible health hazard.

Mr. Lindemann stated that because the watershed was already developed, it was very difficult for his department to find storage areas to store the water without it going into people's basements. He further stated that it took a long time to secure those properties for the retention value that they had offered.

Mr. Lindemann stated that one set of properties that his department had bought, 4 properties he believed, all had black mold in their basements. He further stated that his department demolished those houses, as they were health hazards.

Mr. Lindemann stated that the people who were living in those houses had no way out, and that his department had paid for the houses and their moving costs. He further stated that it took a while for his department to put together that project.

Mr. Lindemann stated that his department now had enough room to store a hundred-year storm event, which was in keeping with their standards. He further stated that his department would be re-plumbing that area with brand new pipes as most of the pipes pre-dated the 1950s.

Mr. Lindemann stated that if anyone had ever driven through that neighborhood, they would notice that the road ditches were all dilapidated, as there was no diversion of any water. He further stated that about half of that neighborhood off of Shaw Street to the west of Lake Lansing was built on mushy soil, and so he thought that when Meridian Township had built those properties, they did not take into consideration any of the building issues.

Mr. Lindemann stated that for the people who lived in those houses, his department had a public meeting earlier in the day from 9:00 a.m. to 5:00 p.m. on the apportionment of this money and only had 6 callers. He further stated that his department had talked to about 30 people from that neighborhood and all of them were excited about this project.

Mr. Lindemann stated that his department could borrow the money without Full Faith and Credit, but with Full Faith and Credit, his department could get a project for a percentage point cheaper. He further stated that there was a large assessment that the County had to pay for all of the roads and drainage of the roads, and without Full Faith and Credit, the County would pay more for that as the interest rate would be higher.

Mr. Lindemann stated that what Full Faith and Credit meant was should it be impossible for his department to collect an assessment from those properties, the County would step in and make the payment to the bond holders in lieu of his department collecting it from the properties. He further stated that he could not imagine that all 200 of the properties would go bankrupt, and so the risk for the County was very small.

Mr. Lindemann stated that his department supplied the County Services Committee with a series of related paperwork. He further stated that he thought the project was a good deal, and that the infrastructure needed to be replaced and could not wait. He asked if there were any questions about this project that he could answer.

Commissioner Naeyaert stated that she understood that this project would be done in coordination with the road work that Meridian Township was doing and other potential road work in the area.

Mr. Lindemann stated that the Road Department and Meridian Township all had public works issues in the area, and it would be cheaper to have his department borrow the money and to put it on a 20-year payback plan like what was being done with the drain money.

Mr. Lindemann stated that the Road Department had worked with Meridian Township to work out so that his department would be cutting holes in the pavement to insert their pipes, and that drain will be used to repave those sections of the road. He further stated that where his department would not be cutting into the road, the township wanted it to be resurfaced anyway.

Mr. Lindemann stated that for his department to stretch it over 20 years and pave it was a big boost to them. He further stated that the Road Department had cut a deal with the township, so that the township will pay for it out of their road millage, so the actual total amount would be \$9,500,000.

Mr. Lindemann stated that it worked out to be less expensive for everyone if it was done this way. He further stated that this way, all of the work could be done under one contractor and have it all be done at the same time.

Commissioner Naeyaert thanked Mr. Lindemann and stated that the Board of Commissioners heard most from constituents when these types of projects were done, so she appreciated that the work was being coordinated with that area. She further stated that she could not imagine what it would be like in that neighborhood if two projects were being done.

Mr. Lindemann stated that it would be a difficult project and messy for a while, but his department always had luck with their projects working with the neighborhoods. He further stated that, in fact, with most of the projects, people in the neighborhood would bring out lemonade for the bulldozer operators.

Commissioner Stivers thanked Mr. Lindemann for all of his hard work on this project and stated that it was extremely popular adjacent to where she lived. She further stated that she had had black mold in her basement because the drainage was terrible.

Commissioner Stivers stated that her neighborhood was excited for what this project would do for the whole area, and she could not imagine why the LRCC would have any problem with it. She further stated that the project would be good for the businesses in that area as well.

Mr. Lindemann thanked Commissioner Stivers and stated that the LRCC should keep in mind was that this project would create good construction jobs that will have a lot of people earning money. He further stated that it was a good way to bring the economy back to hire these people.

Mr. Lindemann stated that the County Services Committee would see the pipes in Frandor that have collapsed when his department brings the Montgomery Drain project before them in a couple of weeks. He further stated that his department's first priority was to take care of the health, safety, and well-being of these people, our citizens.

Commissioner Grebner asked Mr. Lindemann if the project used "Nemoka" or "Nemoke."

Mr. Lindemann stated that he did not know if he could spell it for him.

Commissioner Grebner stated that the street was called Nemoka, but the paperwork provided spelled Nemoke. He further stated that he had no preference between them, but he wanted to make sure that someone had put thought into the correct spelling of the name.

Mr. Lindemann stated that Nemoka was the name of the drain and was the name that the drain was named when it was formed. He further stated that, at that point in time, even to change one letter of the drain would be wrong.

Commissioner Grebner stated that he was not trying to change the name of any drain, but he wanted to be clear that it was not the same as the street name.

Mr. Lindemann stated that it was not.

Commissioner Grebner asked if these were 20-year bonds instead of 30-year bonds.

Mr. Lindemann stated that these were 20-year bonds.

Mr. Lindemann stated that the Montgomery drains would be 30-year bonds.

Commissioner Grebner asked if he would anticipate that this would go for 1.8 percent.

Mr. Lindemann stated that it would be within 1.6 percent and 2.2 percent depending on how the market bears.

Mr. Lindemann stated that Roger Swets was the bond attorney and was the one who would be working to make sure that this would get the best exposure possible to get the best interest rate. He further stated that interest rates were pretty cheap right now, and so it was a good deal.

Commissioner Grebner stated that the drain code, which should be repealed and rewritten, gave total power over construction of this drain to the Drain Commissioner. He further stated that the Drain Commissioner would go ahead with this project.

Commissioner Grebner stated that he had already spent a substantial amount of money, and so the Board of Commissioners did not have a choice as to whether this drain would be built. He further stated the Board of Commissioners should not be discussing their decision in terms of blocking this project or ending this program because none of those were likely to happen.

Commissioner Grebner stated that the Board of Commissioners could somehow make it so the project would be unfeasible, but they could not bring the project to a halt as that would have had to have happened at the determination of necessity, which was years ago. He further stated that the real choice here was whether to pledge Full Faith and Credit, which sounded like a formality but it was not.

Commissioner Grebner stated that it was common a hundred years ago for counties and other municipalities to get involved in financial disasters when it pledged the Full Faith and Credit of the County to a bond, and the bond ended up being unpayable and the County got dragged into it. He further stated that there were formalities that required the Board of Commissioners to vote to pay attention that they were pledging the Full Faith and Credit to this drain district.

Commissioner Grebner stated that one thing he had happen, which was in this resolution, was that the Drain Commissioner had assured the Board of Commissioners that he had reviewed the project and not worried that the County would be on the hook. He further stated that the County might be on the hook for the short-term, but it would be quickly possible to recover that money without any real money into it, and while it was quite possible for a drain to be financially unstable, it did not appear to him that this was such a case.

Commissioner Grebner stated that it was not true that the County's credit was better than drainage district's credit. He further stated that even though the County's credit was recently downgraded from AA+ to AA, it still amounted to near-perfect credit.

Commissioner Grebner stated that the real benefit was that when the County borrowed the money, the County had a track record and bonds could be resold on the market. He further stated that if the Nemoka drain borrowed money, the bonds would have to be privately placed before a bid could be placed.

Commissioner Grebner stated that the only that could be done by not issuing the Full Faith and Credit was to stick people for an extra two percent on \$9,000,000 over an average of 10 years. He further stated that it was a significant amount of money and what would have been accomplished was that the Board of Commissioners agreed with the LRCC.

Paul Pratt, Deputy Drain Commissioner, stated that he wanted to recognize Jeanine Macintyre had worked with them on the Nemoka Drain project and was a big part of their team.

Discussion ensued about the history of the drain code in Michigan.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY.

3. Innovation & Technology Department – Resolution to Approve the Support Purchase of Video Server Hardware through Avalon Technologies

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

Chairperson Sebolt asked Deb Fett, County Chief Information Officer, given the reports from the Controller's Office that the County might need to scale back on some spending because of fears of a prolonged economic pinch due to COVID-19, if this was an absolutely necessary project or could options be reviewed at a later date to not spend the \$66,000 cost.

Ms. Fett stated that her department put forward this project in order to save money. She further stated that in purchasing their primary datacenter (SAN), her department was using space rapidly, and to buy more space on that, it was more expensive than doing these video servers separately.

Ms. Fett stated that the video servers allow her department to put the data closer to where it was being used, which would save them bandwidth, and in the time of COVID-19, that was critical. She further stated that it would make things easier for them in the long-term.

Chairperson Sebolt thanked Ms. Fett for her answer.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY.

7. Road Department

- d. Resolution to Authorize an Engineering Design Services Contract for the Okemos Road Bridge Project with Fishbeck

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

Discussion.

Commissioner Maiville asked Bill Conklin, Road Department Director, what plans there were for the camelback bridge at this time as part of this project.

Mr. Conklin stated that an environmental assessment and public involvement process was conducted, and several alternatives for this road-river crossing were developed. He further stated that these were vetted with Meridian Township and put in front of the public at two public involvement meetings, and it had been decided to replace both existing bridges with one new bridge.

Mr. Conklin stated that currently southbound Okemos Road was on one bridge, while northbound Okemos Road used this so-called camelback bridge, which was very old and in poor condition. He further stated that an assessment to maintain the bridge were given back to Meridian Township as a pedestrian facility and historic attraction, but the township decided that they did not want to refurbish the bridge.

Mr. Conklin stated that both bridges would be removed and replaced by a single new bridge as the Road Department had recommended and found to be most feasible.

Discussion.

Chairperson Sebolt asked Commissioner Maiville if that answered his question.

Commissioner Maiville stated that it did, and thanked Mr. Conklin for covering the involvement of Meridian Township for a potential historic preservation attraction. He further stated that that was what his question was directed toward.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY.

8. Controller/Administrator's Office
 - c. Resolution Updating Various Fees for County Services (*Discussion*)

Chairperson Sebolt asked if there were any questions or comments on the recommended changes from any of the Commissioners.

Discussion.

Chairperson Sebolt stated that there was a recommended fee increase for a couple of things at the Potter Park Zoo, but the staff did not want those fee increases to keep in line with other things happening across the Parks Department. He asked if the other Commissioners wanted to signify a consensus to the Controller's Office to continue with the fee increase as proposed or to respect the wishes of the Zoo and not have those fees increased at this time.

Commissioner Stivers stated that she would be inclined to respect the wishes of the Zoo at this time, especially regarding fee increases that might make people less inclined to use zoo services, given the economic climate.

Commissioner Naeyaert stated that she agreed with Commissioners Stivers that if the Director did not recommend an increase, she did not see why the Board of Commissioners should impose that.

Commissioner Celentino stated that he agreed with his colleagues because at the Law & Courts Committee meeting, the Commissioners took a look at the recommendations of the department heads and followed their lead. He further stated that if it did not cause any problems within the department, he did not have any problems with the current recommendations.

Teri Morton, Deputy Controller, stated that an action item would be brought at the next meeting.

8. Controller/Administrator's Office
 - d. Resolution Adopting the Ingham County COVID-19 Preparedness and Response Plan

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

Commissioner Maiville stated that given the extent of the resolution, he wondered if some of the staff or Human Resources Department wanted to discuss the item.

Discussion.

Jared Cypher, interim County Controller, stated that the Ingham County COVID-19 Preparedness and Response Plan was a requirement of the Governor's Executive Order 2020-42 and 2020-59 for the County to develop such a plan. He further stated that when that requirement came out, County Administrator's and Controller's from around the State of Michigan wondered where to begin the process.

Mr. Cypher stated that Michigan Municipal Risk Management Authority (MMRMA), which could be thought of as the County's insurer, stepped in and said that they could draft a template plan and make it available to all members of the Michigan Association of Counties (MAC), which they did and it was a generic plan. He further stated that his department took the plan and customized it to Ingham County and its needs.

Mr. Cypher stated that his department brought it to the County Services Committee as a late item tonight because their feeling about this plan was that it applied to when the County was under the stay-at-home order, which was set to expire on May 15. He further stated that if his department had let it go to the next round, the Board of Commissioners would be adopting it after-the-fact.

Mr. Cypher stated that his department was working on a separate return-to-work plan for what happened after the Executive Order expired on May 15. He further stated that his department sees them as two separate issues and documents, so that was why his department was bringing it before them as a late item tonight.

Chairperson Sebolt stated that he reviewed the plan and had some recommended changes that he had to the plan. He further stated that he shared those thoughts with Mr. Cypher, and that he recommended that the County Services Committee voted separately on these changes as a directive for the Controller's Office to address them before it came before the full Board of Commissioners.

Chairperson Sebolt stated that he would walk through the changes, and then if the Commissioners wanted to, they could vote on the resolution as-is and then vote on directing the Controller's Office to make some additional changes.

Chairperson Sebolt stated that, in the opening paragraph, the plan talked about circumstances under which to update the plan, and he suggested the inclusion of County employee feedback would be one of those reasons, given that the employees were the ones who experienced it in real-time, and if they felt that there were certain deficiencies, they would be heard as front-line employees. He further stated that he thought it was important to include language that provided

clear lines of communication for employees to report managers, supervisors, or other employees who were not following the guidelines set forth in the plan.

Chairperson Sebolt stated that he thought it was important to include references to County policies, collective bargaining agreements, and State of Michigan statutes on whistleblower protections, so employees knew they were protected when they were coming forward with concerns, as well as having a clear line of how to present those concerns. He further stated that it should be made clear that employees who refuse to follow safety guidelines would be sent home, and references should be included to County policies, collective bargaining agreements, and State of Michigan statutes for disciplinary measures to those who failed to follow safety protocols.

Chairperson Sebolt stated that, in addition to the screening protocol, a log should be maintained, which would be useful in any contact tracing efforts undertaken by the Health Department should an employee come in contact with someone who had COVID-19. He asked if any of the Commissioners had any additional thoughts or questions about any of his recommended changes.

Commissioner Celentino stated that thought his recommended changes should be well-received, and especially referencing collective bargaining agreements, employee concerns and input. He further stated that he saw no reason why these should not be included.

Commissioner Grebner stated that the only thing he worried about was that the Commissioners ought to make sure that staff had a chance to respond to the recommended changes in case it tripped over some regulation or legal problem that was not being thought of because it was so involved in collective bargaining agreements.

Chairperson Sebolt stated that was why he stated that there was no need to rush any of the changes tonight to give staff until next week to prepare changes for the Board of Commissioners meeting.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. STIVERS, FOR THE CONTROLLER'S OFFICE TO RECOMMEND AND INCORPORATE CHAIRPERSON SEBOLT'S RECOMMENDED CHANGES IN A SUBSTITUTE RESOLUTION.

Commissioner Grebner asked Chairperson Sebolt if he was asking the Controller's Office to prepare a substitute resolution for the Board of Commissioners meeting, and so if anybody did not like the changes, the Commissioners could go back to the previous version.

Chairperson Sebolt stated yes.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

None.

Public Comment

Commissioner Grebner stated that he thought that Zoom had worked a lot better than he expected, and believed that the Board of Commissioners could find themselves amending their Board Rules long-term because there were some meetings where it was unnecessary to require people to join in-person. He further stated that the Board of Commissioners should think about the use of Zoom long-term.

Chairperson Sebolt stated that he concurred with Commissioner Grebner and was grateful that the County was able to found this product and put it to good use. He further stated that he appreciated the fact that the Commissioners were able to conduct County business in a sort-of normal manner and to fulfill their duties as Commissioners as best as possible.

Adjournment

The meeting was adjourned at 7:16 p.m.

**MAY 19, 2020 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Deputy Controller recommends approval of the following resolutions:

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

The Drain Commissioner has asked that the Board of Commissioners grant full faith and credit of Ingham County to Montgomery Drain Drainage District bonds. A pledge of full faith and credit helps to obtain a lower interest rate on the debt, resulting in lower costs for the municipalities and property owners of the drainage district who are liable to pay for the project. This drain project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the project, the Drain Commissioner intends to issue the Drainage District's bonds. The Drain Office is still receiving bids for this project and will have a not to exceed amount ready for inclusion in the resolution at the May 20th Finance Committee meeting. Principal and interest payments on the Bonds will be payable from assessments to be made upon public corporations and/or benefited properties in the Special Assessment District.

- 2a. Clerk's Office – *Resolution to Provide Support for Vital Election Operations through Purchase of Critical Infrastructure*

This resolution will authorize the use of a MiDEAL contract with Dominion Voting to purchase a high-speed tabulator and any associated software, hardware, and support in an amount not to exceed \$95,000.00. With the outbreak of COVID-19, Clerk Byrum expects that the use of Absentee Voting will increase dramatically. One of the ways that local city and township clerks are managing the influx of absentee ballots is through implementing Absentee Voter Counting Boards (AVCB). Centralizing the absentee ballots in a location that is not also a precinct will allow the election inspectors to more quickly process the ballots and not delay in-person voting or the reporting of results until after polls close. Funding for this project is available within the Ingham County Clerk's election supplies line item.

See memo for details.

- 2b. Clerk's Office – *Resolution to Promote Enrollment in Permanent Absent Voter Lists by Qualified Registered Voters of Ingham County*

Clerk Byrum actively encourages every qualified registered voter in Michigan to cast their ballot at every election and supports permanent Absent Voter (AV) lists as it increases voter participation. This resolution will authorize entering into an agreement with Detroit Legal News, dba: Inland Press for the purposes of printing and sending a mailer to approximately 160,000 registered Ingham County voters who are not already on a Permanent AV List. The mailer would educate voters about their opportunity to sign up for their Permanent AV List and provide an easy process to do so. This agreement will be in an amount not to exceed \$90,000.00 and funding is available within the County Clerk's election supplies line item.

See memo for details.

3a. *Road Department – Resolution to Approve a 2020 Local Road Agreement with Meridian Township for the Ingham County Road Department*

This resolution will authorize entering into a 2020 Local Road Program Agreement with Meridian Township for full depth milling and asphalt resurfacing of the local road section of Hagadorn Road north of Lake Lansing Road to the northerly intersection with Birch Row, and same on Birch Row from the southerly intersection with Hagadorn Road to Hart Street, to be done as part of the previously bid and accepted Lake Lansing Road resurfacing project between Hagadorn Road and Saginaw Highway (BL 69) in Meridian Township. The estimated cost of this work is \$410,000. The Road Department will be authorized to contribute \$172,500 in 2020 local road match funds, which is included in the 2020 budget. The estimated cost of the township requested related water and sanitary sewer work is \$45,000, which will be funded by Meridian Township. The Road Department will also contribute engineering without charge to these projects.

See memo for details.

3b. *Road Department – Resolution to Approve an Agreement between Ingham County and Wonsey Tree Service, Inc. for the Replacement of the Lake Drive Culvert and the Rejection of All Other Bids for Bid Packet #37-20*

After determining that several culverts throughout the county are in need of replacement, the Road Department solicited bids for five culverts in accordance with Ingham County Purchasing policies. The Purchasing and Road Departments were in agreement that the low bidders' proposal met all necessary qualifications, specifications and requirements.

Due to the uncertainty of future budget impacts caused by the COVID pandemic, the Road Department has decided to either postpone or perform the culvert replacements in-house for four of the five culverts included in this bid packet. Due to the complexities involved with replacing the Lake Drive culvert, the Road Department determined it to be necessary for a contractor to perform the work as originally planned.

This resolution will authorize entering into an agreement with Wonsey Tree Service, Inc. in the amount of \$98,817.62, which includes a 10% construction contingency, for the culvert replacement project located at Lake Drive over Clawson Drain in Section 2 of Meridian Township. Funding is available for this project in the Road Department's 2020 budget.

4a. *Facilities Department – Resolution Authorizing an Agreement with Guardian Alarm Company for the Building Alarm System at the 9-1-1 Center's Backup Location*

This resolution will authorize entering into an agreement with Guardian Alarm Company for the installation and three years of monitoring services for the building alarm at the 9-1-1 Center's backup location for an amount not to exceed \$3,313.20. Three written quotes were sought and received from vendors, and the lowest responsive and responsible proposal is being recommended. Funds are available in the 9-1-1 Fund for this purchase.

4b. Facilities Department – Resolution Authorizing an Agreement with Vidcom Solutions for the Access Control System at the 9-1-1 Center’s Backup Location

This resolution will authorize entering into an agreement with Vidcom Solutions for the access control system at the 9-1-1 Center’s backup location for an amount not to exceed \$8,428.33. Three written quotes were sought and received from vendors. Vidcom Solutions did not submit the lowest proposal, but they are the current vendor for the access controls at the 9-1-1 Center and it was recommended that we use the same vendor for the backup location. This will enable the new system to integrate into our existing Galaxy System. Funds are available in the 9-1-1 Fund for this purchase.

5a. Health Department – Resolution to Convert the Grant and Finance Specialist Position to Accountant

This resolution authorizes the conversion of a vacant Finance and Grant Specialist, ICEA County Professional Grade 06 to Accountant ICEA County Professional Grade 07 effective upon Board approval. The additional cost is \$10,870 and is fully funded by the Ryan White Grant and 340B pharmacy savings.

See memo for details.

5b. Health Department – Request for Approval to Pay Above Step 2 of the ICEA County Professional Contract

Article 28, Section 1B, of the ICEA County Professional Employee contract allows for an applicant to be started above Step 2 of the appropriate grade at the discretion of the County Services Committee. Based on the knowledge, skills and demonstrated abilities of the selected candidate, the Health Department has asked for authorization to hire a new CHC Accountant at Step 4 of the ICEA Professional Grade 7.

6. Controller’s Office – Resolution Updating Various Fees for County Services

This resolution authorizes various fee increases effective the start of the 2021 County fiscal year. The Controller's Office annually prepares for the Board’s review details about adjustment of the fees for the upcoming budget process. This review has been completed and some adjustments are being presented to the Board of Commissioners for their consideration. This information was presented at a previous round of committee meetings as a discussion item for input from the Board. A resolution recommending certain fee increases is now being presented at this round of meetings for adoption. If approved as presented, this will generate additional annual revenue of approximately \$70,000.

See memo for details.

Agenda Item 1

To: County Services Committee and Finance Committee

From: Patrick E. Lindemann, Ingham County Drain Commissioner

Date: May 5, 2020

Re: Resolution Authorizing County's Full Faith and Credit for Montgomery Drain 2020 Bonds for meeting agendas of May 19th and May 20th

I am requesting that the Board of Commissioners grant full faith and credit of the County for the bonds that will finance the Montgomery Drain Maintenance and Improvement Project ("Project"). Such action is customary because it provides the bond holder an important level of security for the bonds.

The Project results from a June 3, 2014, petition submitted by the City of Lansing and Ingham County to address public health, pollution, and flooding problems. The Montgomery Drain Drainage Board found the Project necessary for public health on July 15, 2014. The Montgomery Drain – originally established in 1906 – serves the largely commercial area near the City of Lansing's eastern edge where US-127 intersects with major thoroughfares of Grand River Avenue, Saginaw Highway, Michigan Avenue, and Kalamazoo Street. The Project's targeted low impact design maximizes the use of existing infrastructure within the system while adding storage capacity where needed. A water quality "treatment train" will also be constructed, consisting of various facilities including media filters, engineered biofiltration, and wetland treatment systems to significantly reduce the estimated 50,000-75,000 pounds of pollutants conveyed through the Montgomery Drain into the Red Cedar River on a yearly basis.

Project bids are being opened for each of 13 divisions of construction through June 2020. The total Project computation of cost will not be completed by the time of Board action. As a result, the attached Full Faith and Credit Resolution contains blanks in which a "not-to-exceed" amount will be inserted prior to the County Board meeting instead of an exact amount.

In connection with this request for full faith and credit, the Drain Office has performed certain due diligence for the Project. Attached is additional material that includes an explanation of Drain Code provisions that provide powers and safeguards with respect to Chapter 20 drain bonds in general and an explanation of the financial due diligence performed for the Project in particular.

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

I will be in attendance at your Committee meetings on May 19th and 20th to answer any questions you might have regarding this important Project. Thank you so very much for consideration of my request. It is an honor and a privilege to serve the citizens, municipalities, and businesses of Ingham County.

M E M O R A N D U M

To: Ingham County Board of Commissioners
From: Patrick E. Lindemann, Ingham County Drain Commissioner
Re: Full Faith and Credit Resolutions in Support of Chapter 20 Drain Projects
Date: May 5, 2020

The Ingham County Drain Office performs certain due diligence for each drain project it undertakes for which the County will be asked to pledge its full faith and credit. The Montgomery Drain Maintenance and Improvement Project is a project that has been petitioned under Chapter 20 of the Drain Code, by the City of Lansing and the County. The purpose of this memo is to summarize the due diligence my office has performed for this Chapter 20 drain project and to provide some background on the general Drain Code provisions that provide safeguards to a county when it pledges its full faith and credit.

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

DRAIN CODE POWERS AND SAFEGUARDS REGARDING PAYMENT OF CHAPTER 20 DRAIN BONDS

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

1) The debt service on drain bonds issued under Chapter 20 of the Drain Code is paid from assessments levied against public corporations benefitted by the Project. These are assessments directly to the public corporations, unlike assessments under Chapters 4 and 8 of the Drain Code where a portion of the assessments would be levied by the Drainage District against benefitted properties. These assessments under Chapter 20 are a strong source of revenue since the assessments are a general obligation of the public corporations and the Drain Code provides significant powers to Cities and Charter Townships to raise revenue to pay their assessments.

a) The assessments against public corporations are a general obligation of the public corporations payable from their general fund and any other available funds.

b) In addition, the public corporations have the power to specially assess the amounts assessed against the public corporation to benefitted properties in the public corporation. This power provides the public corporation with an additional source of revenue to pay its assessment by raising funds from benefitted properties with all of the powers that are available to the public corporation pursuant to the laws governing the levying and collecting of special assessments.

- c) In addition, Chapter 20 of the Drain Code gives cities and certain charter townships the ability under the laws of the state of Michigan to levy ad valorem taxes to pay their drain assessments. This taxing power is not limited by the constitutional, statutory and charter limitations on the taxing power of the public corporation. This unlimited taxing power provides a second additional revenue source to pay the drain assessment.
- 2) By adopting a resolution pledging full faith and credit, the County is agreeing to be a backup source of payment for the bonds if there is a shortfall in the primary source of payment and the County would only make payments pursuant to this pledge in the event there is ever a shortfall in the assessment collections from the public corporations.
- 3) For a Chapter 20 drain project, the Drain Code gives the County significant powers to collect any shortfall in payment from the public corporations.
- a) If there is a shortfall in payments from a public corporation that requires the County to advance funds to make payments on the bond, the Drain Code requires the County Treasurer to notify the State Treasurer who is then required to deduct the amount of the shortfall from any moneys of the public corporation in the State's possession not otherwise pledged to the payment of debts, up to an amount equal to 25% of the total owed by the public corporation in any one year.
- b) In addition, the Board of County Commissioners can order the public corporation and its officers to levy on its tax roll in an amount sufficient to reimburse the County by the due date of the public corporation's tax levy, in which event the Drain Code requires the public corporation and its officials to levy the tax.
- c) The Drain Code places a direct requirement on the public corporations to levy whatever taxes are needed to pay their assessment if they have not set aside other funds sufficient for that purpose.
- d) The County has all other remedies available at law to enforce the obligations of the public corporations, which includes the ability to sue for damages and obtain a judgment against the public corporation, which could be spread on the tax roll of the public corporation, and the ability to bring a mandamus action to compel officials of the public corporation to perform their duties mentioned above.
- e) Section 477 of the Drain Code requires the Drainage Board to levy additional special assessments if the original assessments are not sufficient to pay the principal and interest on the bonds.
- 4) The County has never made a payment pursuant to a resolution pledging full faith and credit for drainage district bonds issued by a drainage district during my 27-year tenure as drain commissioner.

DUE DILIGENCE PERFORMED FOR THE MONTGOMERY DRAIN MAINTENANCE AND IMPROVEMENT PROJECT

The Drain Office has performed specific due diligence for the Montgomery Drain Maintenance and Improvement Project which is undertaken under Chapter 20 of the Drain Code. Each public corporation has discretion to decide how to raise the funds necessary to pay for its assessment. The Drain Office been informed in this case that each of the municipalities is developing its own mix of funds that it will use to make its payments. Since this mix is in the discretion of the public corporations, the due diligence for this project has focused on the possible tax revenue and the state aid that is available to the public corporations to pay the assessment in the worst case scenario that a public corporation does not pay an installment of its assessment. It

should be clear that this is not a representation of how the public corporations plan to pay their assessments. This is just an analysis to show availability of revenues in the case there is a shortfall causing the County to make a payment on the bonds.

1) As stated above, the ultimate source of revenue to pay a public corporation's assessment in a worst case scenario is an ad valorem tax levy. In addition to the County and MDOT, the public corporations that will be assessed for the Montgomery Drain Maintenance and Improvement Project are the City of Lansing, the City of East Lansing and the Charter Township of Lansing. In the event that a millage would need to be levied to pay an annual installment of debt service on the bonds for the main drain project, it is estimated that the necessary millage rate to raise those funds would not exceed:

City of Lansing – 0.593 mill
City of East Lansing – 0.135 mill
Lansing Charter Township – 0.90 mill

This analysis shows that even in a worst case scenario, the revenue stream required for payment would be manageable revenue.

2) As stated above, the other available source of revenue in a worst case scenario is the state revenue sharing payments that are available to the public corporations. Current year estimates of the revenue sharing for the public corporations published by the state of Michigan are:

City of Lansing – \$15,598,269
City of East Lansing – \$1,573,536
Lansing Charter Township – \$804,184

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS
RESOLUTION PLEDGING FULL FAITH AND CREDIT TO
MONTGOMERY DRAIN DRAINAGE DISTRICT BONDS**

RESOLUTION # _____

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held on _____, 2020, at _____ p.m., local time.

PRESENT: Commissioners _____

ABSENT: Commissioners _____

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

WHEREAS pursuant to a petition filed with the Drain Commissioner of the County of Ingham, State of Michigan (the "Drain Commissioner"), proceedings have been taken by the Drainage Board for the Montgomery Drain Maintenance and Improvement Project (the "Drainage Board") under the provisions of Chapter 20 of Act 40, Public Acts of Michigan, 1956, as amended (the "Act"), for the establishment and construction of a drain project referred to as the Montgomery Drain Maintenance and Improvement Project (the "Project"); and

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

WHEREAS, the principal of and interest on the Bonds will be payable from an equal amount of assessments to be made upon the public corporations identified in the Final Order of Apportionment (the "Special Assessments"); and

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

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

WHEREAS, the Ingham County Board of Commissioners (the “Board”) may, by resolution adopted by a two-thirds vote of its members elect, pledge the full faith and credit of the County for the prompt payment of the principal of and interest on the Bonds pursuant to Section 474 of the Act; and

WHEREAS, the Drain Commissioner has informed the County that the pledge of the full faith and credit of the County to the Bonds will reduce the interest cost of financing the Project thus reducing the interest cost of the County and the public corporations assessed for the Project; and

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

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

NOW, THEREFORE, IT IS RESOLVED as follows:

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

2. Should the County advance County funds pursuant to the pledge made in this Resolution, it shall be the duty of the County Treasurer, for and on behalf of the County, to take all actions and proceedings and pursue all remedies permitted or authorized by law for the reimbursement of such sums so paid.

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

4. Any one of the Authorized Officers is hereby authorized to execute a certificate of the County to comply with the continuing disclosure undertaking of the County with respect to the Bonds pursuant to paragraph (b)(5) of SEC Rule 15c2-12 issued under the Securities Exchange Act of 1934, as amended, and amendments to such certificate from time to time in accordance with the terms of such certificate (the certificate and any amendments thereto are collectively referred to herein as the “Continuing Disclosure Certificate”). The County hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate.

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

YEAS: Commissioners _____

NAYS: Commissioners _____

ABSTAIN: Commissioners _____

COUNTY SERVICES:

Yeas: _____

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

FINANCE:

Yeas: _____

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

RESOLUTION DECLARED ADOPTED.

Barb Byrum, Clerk
County of Ingham

CERTIFICATION

I, Barb Byrum, the duly qualified and acting Clerk of Ingham County, Michigan (the "County") do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on _____, 2020, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976, as amended.

Date: _____, 2020

Barb Byrum, Clerk
County of Ingham

TO: Ingham County Board of Commissioners

FROM: Chief Deputy County Clerk Scott Hendrickson

DATE: April 30, 2020

SUBJECT: Resolution to Provide Support for Vital Election Operations through Purchase of Critical Infrastructure

BACKGROUND

In 2018, Michigan voters approved Proposal 3 to amend the Michigan Constitution and greatly expand voting rights, including the option to vote by no-reason absentee ballot. All Ingham County city and township clerks maintain a Permanent Absent Voter (“AV”) List, also known as an Automatic Ballot Application List. Qualified registered voters that request to be added to their city or township’s list are automatically sent an application for an absentee ballot for every election that is conducted in that jurisdiction.

Clerk Byrum actively encourages every qualified registered voter in Michigan to cast their ballot at every election and supports permanent AV lists as it increases voter participation.

With the outbreak of COVID-19, Clerk Byrum expects that the use of Absentee Voting will increase dramatically. One of the ways that local city and township clerks are managing the influx of absentee ballots is through implementing Absentee Voter Counting Boards (AVCB).

The principle behind AVCBs is that by centralizing the absentee ballots in a location that is not also a precinct, the election inspectors can more quickly process the ballots and not delay in-person voting or the reporting of results after polls close. AVCBs batch ballots and generally use high-speed tabulators to count the ballots.

Clerk Byrum is called upon on Election Day when equipment failures occur. She also provides training to election inspectors prior to Election Day so that they are certified to use the equipment, such as high speed tabulators. The County Clerk is also responsible for providing the programming for the tabulators and, currently, is unable to test the programming for the high-speed tabulator before it is deployed for local testing because the County does not own one.

If a precinct’s ballots need to be retabulated during a County Board of Canvassers meeting, the current options are to use a precinct tabulator, which can take 15-20 seconds to process one ballot, or to rent a high-speed tabulator from the vendor. Having a high-speed tabulator on-hand for this purpose, especially when many eyes will be on Michigan’s election results, will ensure the efficiency and accuracy of providing the certified election results to the public.

The attached resolution would employ the State MiDEAL contract with Dominion Voting to purchase one high speed tabulator and the associated hardware and software so that the Clerk can provide adequate training on these tabulators and have one on hand should a local city or township have a machine failure on Election Day.

FINANCIAL IMPACT

It is recommended that the contract be authorized in an amount not to exceed \$95,000.00.

There is sufficient funding available in the County Clerk's Office budget, specifically election supplies (101-191000-726010).

The State of Michigan has entered into a MiDEAL contract for the purchase of election equipment throughout the state with Dominion Voting. The MiDEAL contract number is 071B7700117.

A "not to exceed \$95,000.00" is recommended so that a contingency for unforeseen expenses is built into the project.

OTHER CONSIDERATIONS

2020 is a Presidential Election year, so voter turnout is expected to be high. A very real concern exists over probable wait times at the polls as there is a direct correlation between the time it takes to cast one's ballot and the likelihood a voter decides they would not or could not cast their ballot. Encouraging the use of absent voter ballots will support a high voter turnout without increasing lines and wait times. Encouraging voters to sign up for Permanent AV lists will support the use of absent voter ballots in 2020. Several municipalities in Ingham County are already using AVCBs and more are expected as the number of Absentee Voters continues to rise.

RECOMMENDATIONS

Approval is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PROVIDE SUPPORT FOR VITAL ELECTION OPERATIONS THROUGH PURCHASE OF CRITICAL INFRASTRUCTURE

WHEREAS, in 2018, the voters of Michigan approved Proposal 3 to amend the Michigan Constitution and greatly expanded voting rights, including the option to vote by no-reason absentee ballot; and

WHEREAS, voters voted by mail in 2019 and 2020 by record numbers; and

WHEREAS, the outbreak of COVID-19 is likely to increase the number of voters choosing to vote by mail during the next election and into the future; and

WHEREAS, the Ingham County Clerk actively encourages every qualified registered voter in Michigan to cast their ballots at every election and supports permanent AV lists as it increases voter participation; and

WHEREAS, local city and township clerks are increasingly choosing to count absentee ballots through Absentee Voter Counting Boards in an effort to boost efficiency and report results on time; and

WHEREAS, high-speed tabulators are critical to the timely processing of ballots in the volume and timeframe that Absentee Voter Counting Boards require; and

WHEREAS, the County Clerk may be called upon should an equipment failure occur at the local city or township level; and

WHEREAS, the Ingham County Clerk wishes to be prepared to assist the local city and township clerks by having a high-speed tabulator to use in the event of a local tabulator failure; and

WHEREAS, the State of Michigan has entered into a MiDEAL contract with Dominion Voting for the purchase of tabulators.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the use of MiDEAL contract #071B7700117 with Dominion Voting to purchase a high-speed tabulator and any associated software, hardware, and support in an amount not to exceed \$95,000.00.

BE IT FURTHER RESOLVED, that this agreement shall be funded by the Ingham County Clerk's election supplies line item (101-191000-726010).

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

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

TO: Ingham County Board of Commissioners

FROM: Chief Deputy County Clerk Scott Hendrickson

DATE: May 12, 2020

SUBJECT: Resolution to Promote Enrollment in Permanent Absent Voter Lists by Qualified Registered Voters of Ingham County

BACKGROUND

In 2018, Michigan voters approved Proposal 3 to amend the Michigan Constitution and greatly expand voting rights, including the option to vote by no-reason absentee ballot. All Ingham County city and township clerks maintain a Permanent Absent Voter (“AV”) List, also known as an Automatic Ballot Application List. Qualified registered voters that request to be added to their city or township’s list are automatically sent an application for an absentee ballot for every election that is conducted in that jurisdiction.

Clerk Byrum actively encourages every qualified registered voter in Michigan to cast their ballot at every election and supports permanent AV lists as it increases voter participation.

To that end, this resolution authorizes entering into a contract with Detroit Legal News, dba: Inland Press to print and send a mailer to approximately 160,000 registered Ingham County voters who are not already on a Permanent AV List.

The mailer would educate voters about their opportunity to sign up for their Permanent AV List and provide an easy process to do so.

The County Clerk’s Office worked in conjunction with the Purchasing Department to develop and disseminate Request for Proposals #97-20 for which 5 proposals were received and evaluated leading to this resolution.

FINANCIAL IMPACT

It is recommended that the contract be authorized in an amount not to exceed \$90,000.00.

There is sufficient funding available in the County Clerk’s Office budget, specifically election supplies (101-191000-726010).

Clerk Byrum selected Detroit Legal News, dba: Inland Press as the vendor for this project because they were one of the two union shops that submitted proposals. They also are the vendor that the Clerk has contracted with on a similar mailer in the past, and also the vendor that the Clerk has worked with on ballot printing for the county’s elections. They have always provided quality work on time, and on budget. Of the other four vendors, three self-identified that they were not union shops, and the fourth while slightly less expensive was previously unknown to the Clerk and the Clerk does not wish to leave such an important election-related task to a first time relationship with a vendor.

The Summary of Vendors’ costs is located on the Memorandum of Performance as provided by the Purchasing Department.

Proposals for four different mailer types were requested. Only one type of mailer would be printed and mailed. The chosen mailer would be 8.5” x 11”, folding to 5.5”, with two colors.

Item	Amount
Printing Fees (quoted by Detroit Legal News, dba: Inland Press)	\$13,790.00
Estimated Postage (quoted by Detroit Legal News, dba: Inland Press) (160,000 pieces x appx. 43.9¢ postage/piece)	\$70,240.00
Total	\$84,030.00

A “not to exceed \$90,000.00” is recommended so that a contingency for unforeseen expenses is built into the project.

OTHER CONSIDERATIONS

2020 is a Presidential Election year, so voter turnout is expected to be high. A very real concern exists over probable wait times at the polls as there is a direct correlation between the time it takes to cast one’s ballot and the likelihood a voter decides they would not or could not cast their ballot. Encouraging the use of absent voter ballots will support a high voter turnout without increasing lines and wait times. Encouraging voters to sign up for Permanent AV lists will support the use of absent voter ballots in 2020.

The outbreak of COVID-19 across Michigan further necessitates the use of absentee voting, as it is a far safer and more efficient option than voting in person. Due to the virus, the Presidential Primary election in Wisconsin was forced into large reductions in precincts due to a lack of available election inspectors which resulted in increases in lines and wait times at the polls. Ingham County should heed the warning and encourage residents to sign up for the Permanent AV list to mitigate this issue.

RECOMMENDATIONS

Approval is recommended.

Agenda Item 2b

TO: Barb Byrum, Ingham County Clerk
FROM: James Hudgins, Director of Purchasing
DATE: May 7, 2020
RE: Memorandum of Performance for RFP No. 97-20 Printing and Mailing Project for the Ingham County Clerk's Office

Per your request, the Purchasing Department sought proposals from experienced and qualified firms to print and mail approximately 160,000 mailers/brochures/leaflets for the Ingham County Clerk's Office.

The scope of work includes, but is not limited to, printing and mailing of mailer/brochure/leaflet to a specific list of individuals residing in Ingham County. The Clerk's Office will supply the list of names, mailing addresses, and other data to the awarded proposer.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	35	10
Vendors responding	6	1

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Item 1		Item 2		Item 3		Item 4		Item 5	Item 6
		8.5" x 11", folding to 5.5", with one (1) color	Postage Price	8.5" x 11", folding to 5.5", with two (2) colors	Postage Price	8.5" x 9", folding to 4 1/8" x 9", with one (1) color	Postage Price	8.5" x 9", folding to 4 1/8" x 9", with two (2) colors	Postage Price	Cost to include warranties for maintenance of confidentiality for this project	Is your firm a union shop?
Nystrom Publishing Co. Inc.	No, Maple Grove MN	\$8,812.53	\$64,000.00	\$9,218.27	\$64,000.00	\$8,671.25	\$64,000.00	\$9,071.34	\$64,000.00	No cost	No
Reimold Printing Corporation	No, Saginaw MI	\$9,390.05	\$70,240.00	\$9,440.05	\$70,240.00	\$9,335.85	\$70,240.00	\$9,385.85	\$70,240.00	No cost	Yes
Kent Communications Inc.	No, Grand Rapids MI	\$11,984.53	\$61,760.00	\$12,089.58	\$61,760.00	\$11,984.53	\$61,760.00	\$12,089.58	\$61,760.00	No cost	No
Detroit Legal News, dba: Inland Press	No, Detroit MI	\$13,274.00	\$70,240.00	\$13,790.00	\$70,240.00	\$12,781.00	\$70,240.00	\$13,178.00	\$70,240.00	No cost	Yes
Extend Your Reach	Yes, Lansing MI	\$17,453.80	\$67,040.00	\$29,453.80	\$67,040.00	\$17,453.80	\$67,040.00	\$29,453.80	\$67,040.00	No cost	No
Lawson Printers Inc.	No, Battle Creek MI	Blank Forms / Non-Responsive									

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PROMOTE ENROLLMENT IN PERMANENT ABSENT VOTER LISTS BY QUALIFIED REGISTERED VOTERS OF INGHAM COUNTY

WHEREAS, in 2018, the voters of Michigan approved Proposal 3 to amend the Michigan Constitution and greatly expand voting rights, including the option to vote by no-reason absentee ballot; and

WHEREAS, many city and township clerks maintain a Permanent Absent Voter (“AV”) List, also known as an Automatic Ballot Application List, and qualified registered voters that request to be added to their city or township’s list are automatically sent an application for an absentee ballot for every election that is conducted in that city or township; and

WHEREAS, every city and township clerk in Ingham County maintains a Permanent AV List; and

WHEREAS, the Ingham County Clerk actively encourages every qualified registered voter in Michigan to cast their ballots at every election and supports permanent AV lists as it increases voter participation; and

WHEREAS, the Ingham County Clerk desires to encourage all Ingham County qualified registered voters to sign up for their city or township’s Permanent AV List by sending them a mailer advising them of the Permanent AV List and how to sign up; and

WHEREAS, the Ingham County Clerk has had success with a similar mailing that occurred last year; and

WHEREAS, the outbreak of COVID-19 will greatly increase the desire of voters across the State of Michigan to exercise their right to vote by mail; and

WHEREAS, the Ingham County Clerk worked in conjunction with the Purchasing Department to develop and disseminate Request for Proposals #97-20 for which five proposals were received and evaluated leading to this resolution.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Detroit Legal News, dba: Inland Press for the purposes of printing and sending a mailer as described in this resolution in an amount not to exceed \$90,000.00.

BE IT FURTHER RESOLVED, that this agreement shall be funded by the Ingham County Clerk’s election supplies line item (101-191000-726010).

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

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

To: County Services & Finance Committees

From: William Conklin, Managing Director
Ingham County Road Department

Date: May 5, 2020

RE: Resolution for 2020 Local Road Program Agreement with Meridian Township

BACKGROUND

Per Resolution #19-187 adopted by the Board of Commissioners on April 30, 2019, the Road Department is undertaking a project to improve and resurface Lake Lansing Road between Hagadorn Road and Saginaw Highway (BL 69) in Meridian Township. Given proximity, similar type of work needed, and for greater economy of scale, Meridian Township and the Road Department agreed to include taking bids on full depth milling and asphalt resurfacing of the local road section of Hagadorn Road north of Lake Lansing Road to the northerly intersection with Birch Row, and same on Birch Row from the southerly intersection with Hagadorn Road to Hart Street in the bid for the Lake Lansing, Hagadorn to Saginaw, project. Meridian Township also requested that certain necessary township owned water and sanitary sewer repairs and/or upgrades under the subject sections of Hagadorn and Lake Lansing Roads also be included in the subject Lake Lansing Road project. Thus at this time we need to have a local road agreement with Meridian Township to cover the above requested local road and township utility work.

RECOMMENDATION

Attached is a proposed, recommended resolution for authorizing a 2020 Local Road Program Agreement with Meridian Township to include the above described local road and township utility work in with the current contract for the Lake Lansing Road resurfacing project between Hagadorn Road and Saginaw Highway (BL 69) in Meridian Township. Approval of the attached resolution is therefore recommended.

FINANCIAL IMPACT

The estimated cost of the above described local road work based on low bid received is \$410,000 in round figures, which would be funded by a combination of the 2020 annual local road match allocated to Meridian Township's local roads, which is \$172,500, with the remainder of the cost funded entirely by Meridian Township. The estimated cost of the township requested, related water and sanitary sewer work based on low bid received is \$45,000 in round figures, which would be funded entirely by Meridian Township. Annual local road program match provided from the County Road Fund to all townships, including that mentioned above for Meridian Township's local roads, is included in the Road Department's 2020 adopted budget. Additional 10% contingency is also recommended on the above costs, which would be borne by Meridian Township as the county funded local road match amounts to all townships are capped.

ALTERNATIVES & OTHER CONSIDERATIONS

Adding the above described, agreed upon work to the larger Lake Lansing Road project provides the best currently available economy of scale, and thus we assume the most favorable unit pricing. Coordination of the work also provides the least disruption to the traveling public. Therefore, no alternative is recommended, and there are no other considerations.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A 2020 LOCAL ROAD AGREEMENT
WITH MERIDIAN TOWNSHIP
FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, per Resolution #19-187 adopted by the Board of Commissioners on April 30, 2019, the Road Department is undertaking a project to improve and resurface Lake Lansing Road between Hagadorn Road and Saginaw Highway (BL 69) in Meridian Township; and

WHEREAS, given proximity, similar type of work needed, and for greater economy of scale, Meridian Township and the Road Department agreed to include taking bids on full depth milling and asphalt resurfacing of the local road section of Hagadorn Road north of Lake Lansing Road to the northerly intersection with Birch Row, and same on Birch Row from the southerly intersection with Hagadorn Road to Hart Street in the bid for the above-mentioned Lake Lansing, Hagadorn to Saginaw, project; and

WHEREAS, Meridian Township also requested that certain necessary township owned water and sanitary sewer repairs and/or upgrades under the subject sections of Hagadorn and Lake Lansing Roads also be included in the above-mentioned Lake Lansing Road project; and

WHEREAS, the Road Department is willing to cause the above mentioned local road and township water and sanitary sewer improvements to be undertaken as part of the above-mentioned Lake Lansing Road project previously approved by the Board of Commissioners, to contribute road department engineering without charge on the local road work, and to pay for portions of the cost of said local road improvements from the County Road Fund up to a maximum amount of \$172,500.00; and

WHEREAS, the estimated cost of the above described local road work based on low bid previously received is \$410,000 in round figures, which would be funded by a combination of the 2020 annual local road match allocated to Meridian Township's local roads, which as mentioned above is \$172,500, with the remainder of the cost funded entirely by Meridian Township; and

WHEREAS, the estimated cost of the above-mentioned township water and sanitary sewer work based on low bid received is \$45,000 in round figures, which Meridian Township has agreed to fund entirely, and will oversee the construction of; and

WHEREAS, total Road Department funded match amount mentioned above of \$172,500.00 is included in the adopted 2020 Road Department budget; and

WHEREAS, in the event the final cost of any of the above mentioned local road work is more than the estimates provided above, or for any final costs greater than twice the maximum Road Department match amount set forth above, the additional cost will be paid entirely by Meridian Township; and

WHEREAS, in the event the final cost of the above mentioned local road work is less than the estimate provided above, for any final cost amount greater than twice the maximum Road Department match amount set forth above, the savings will first accrue to the Township, and then for any final costs below twice the maximum Road Department match amount set forth above, the savings will be split evenly between Meridian Township and the Road Department; and

WHEREAS, Meridian Township is willing to pay the township portion of the cost of the above described local road work, provided, however, that Meridian Township's excess payments will not exceed 10 percent (10%) of the Township contribution amounts established in the Agreement, unless Meridian Township agrees otherwise, or Meridian Township may reduce the scope of the above described local road projects per Meridian Township's available budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a 2020 Local Road Program Agreements with Meridian Township for full depth milling and asphalt resurfacing of the local road section of Hagadorn Road north of Lake Lansing Road to the northerly intersection with Birch Row, and same on Birch Row from the southerly intersection with Hagadorn Road to Hart Street, to be done as part of the previously bid and accepted Lake Lansing Road resurfacing project between Hagadorn Road and Saginaw Highway (BL 69) in Meridian Township.

BE IT FURTHER RESOLVED, that the Road Department is authorized to contribute \$172,500.00 in 2020 local road match funds to the above described local road project in Meridian Township.

BE IT FURTHER RESOLVED, that the Road Department shall invoice Meridian Township as provided above for their respective contributions.

BE IT FURTHER RESOLVED, that the Road Department shall contribute engineering without charge to the above described local road projects.

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

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

FROM: Kelly R. Jones, County Highway Engineer & Director of Engineering
Road Department

DATE: May 5, 2020

SUBJECT: Proposed Resolution to Enter into an Agreement with Wonsey Tree Service, Inc. for a Culvert Replacement on Lake Drive and to Reject all Other Bids for Bid Packet #37-20

For the Meeting Agendas of May 19, 20 and 26

BACKGROUND

The Road Department has determined several culverts throughout the county are nearing the end of their services lives and are in need of replacement. As such, the Road Department solicited and received bids for five culverts in accordance with Ingham County Purchasing policies per Bid Packet #37-20. The bids were reviewed by the Purchasing and Road Departments, and both Departments were in agreement that the low bidders’ proposal met all necessary qualifications, specifications and requirements.

Due to the uncertainty of future budget impacts caused by the COVID pandemic, the Road Department has decided to either postpone or perform the culvert replacements in-house for four of the five culverts included in Bid Packet #37-20. Due to the complexities involved with replacing the Lake Drive culvert, the Road Department determined it to be necessary for a contractor to perform the work as originally planned.

Wonsey Tree Service, Inc. of Alma, MI, submitted the lowest responsive and responsible bid of \$89,834.20 for the Lake Drive culvert over the Clawson Drain in Section 2 of Meridian Township. With a requested 10% construction contingency, the contract total with Wonsey Tree Service, Inc. would be \$98,817.62. The Road Department has included this cost in the 2020 Road Fund Budget.

ALTERNATIVES

Due to the construction complexity involved with replacing the Lake Drive culvert, the Road Department recommends the low bidder perform this work as originally planned. The culverts located on Kane Road, Swan Road and Germany Road can be completed by Road Department staff. The final culvert included in Bid Packet #37-20, located on Sherwood Road, has been postponed at this time. Staff reevaluated the condition of this culvert and realized it was not necessary to replace it in the immediate future.

FINANCIAL IMPACT

The low bid price provided by Wonsey Tree Service, Inc. for the Lake Drive culvert is as follows:

Lake Drive Culvert (As-Bid):	\$ 89,834.20
Lake Drive Culvert (10% Contingency):	\$ 8,983.42
Lake Drive Culvert Combined Total:	\$ 98,817.62

The Lake Drive Culvert is included in the 2020 Road Fund Budget.

The low bid prices provided by Wonsey Tree Service, Inc. for the other culverts are as follows:

Sherwood Road Culvert (As-Bid):	\$ 75,735.80
Germany Road Culvert (As-Bid):	\$ 60,653.80
Swan Road Culvert (As-Bid):	\$ 56,158.20
Kane Road Culvert (As-Bid):	\$ 35,573.20
Remaining Four Culverts (10% Contingency):	<u>\$ 22,812.10</u>
Remaining Four Culverts Combined Total:	\$ 250,933.10

The culvert replacements listed above were originally included in the 2020 Road Fund Budget, but due to the uncertainty of financial impacts related to the COVID pandemic, the Road Department has decided to use in-house staff to perform three of the projects and to postpone one project. The Road Department has estimated by postponing or performing these culvert replacements in-house, a 2020 Road Fund Budget savings of roughly \$200,000 can be realized.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to enter into an agreement with Wonsey Tree Service, Inc. for the replacement of the Lake Drive culvert in the amount of \$98,817.62, which includes a 10% construction contingency and to reject all bids for the other four culverts included in Bid Packet #37-20.

TO: Kelly Jones, Director of Engineering/County Highway Engineer

FROM: James Hudgins, Director of Purchasing

DATE: April 23, 2020

RE: Memorandum of Performance for RFP No. 37-20 Culvert Replacements for the Ingham County Road Department.

Per your request, the Purchasing Department sought proposals from Michigan Department of Transportation pre-qualified contractors for the purpose of entering into a contract to replace five (5) current culverts in five (5) different locations within Ingham County.

The scope of work includes, but is not limited to, providing all necessary machinery, tools, labor, apparatus and other means of construction to do all work and furnish all the materials for each of the culverts.

In accordance with Resolution #13-119, the Local Purchasing Preference Policy was not applied in this solicitation as I have determined that the application of the Local Purchasing Preference Policy would preclude the County from obtaining a sufficient number of competitive proposals.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	10	2
Vendors responding	2	0

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

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Lake Drive over Clawson, JN: 500847 Location Total:	Sherwood Rd. over Andrews Drain, JN:500873 Location Total:	Germany Rd. over Andrews Drain, JN:801068 Location Total:	Swan Rd. over W. Cedar Drain, JN:801086 Location Total:	Kane Rd. over W. Cedar Drain, JN:801086 Location Total:	Project Total
Wonsey Tree Service Inc.	No, Alma MI	89,834.20	\$75,735.80	\$60,653.80	\$56,158.20	\$35,573.20	\$344,797.20
C & D Hughes Inc.	No, Charlotte MI	\$149,141.25	\$115,380.75	\$122,160.75	\$113,947.50	\$74,147.50	\$618,872.75

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AN AGREEMENT
BETWEEN INGHAM COUNTY AND WONSEY TREE SERVICE, INC.
FOR THE REPLACEMENT OF THE LAKE DRIVE CULVERT
AND THE REJECTION OF ALL OTHER BIDS
FOR BID PACKET #37-20**

WHEREAS, the Ingham County Road Department has determined several culverts throughout the county are nearing the end of their services lives and are in need of replacement; and

WHEREAS, the Ingham County Purchasing Department solicited and received bids in accordance with Ingham County Purchasing policies for the replacement of five culverts per Bid Packet #37-20; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing Department and the Ingham County Road Department, and both parties were in agreement the low bidder’s proposal met all necessary qualifications, specifications and requirements; and

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

WHEREAS, Wonsey Tree Service, Inc. of Alma, MI, submitted the lowest responsive and responsible bid for the culvert replacement at Lake Drive over Clawson Drain in Section 2 of Meridian Township; and

WHEREAS, a contingency is being requested in the amount of 10% of the low bid cost for the Lake Drive culvert replacement project, as may be needed for any additional work deemed necessary by Road Department staff; and

WHEREAS, the estimated project cost for the Lake Drive culvert is as follows:

Lake Drive Culvert (As-Bid):	\$ 89,834.20
Lake Drive Culvert (10% Contingency):	\$ <u>8,983.42</u>
Lake Drive Combined Total:	\$ 98,817.62; and

WHEREAS, the Lake Drive culvert replacement project is funded by the Ingham County Road Department and included in the 2020 Road Fund Budget; and

WHEREAS, due to the uncertainty of future budget impacts caused by the current COVID pandemic, the Road Department plans to postpone the Sherwood Road culvert and perform the culvert replacements in-house for Germany Road, Swan Road and Kane Road, which are the four remaining culvert locations included in Bid Packet #37-20; and

WHEREAS, the Road Department recommends the Ingham County Board of Commissioners reject all bids for the Sherwood Road, Germany Road, Swan Road and Kane Road culvert locations included in Bid Packet #37-20.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Wonsey Tree Service, Inc. in the amount of \$98,817.62, which includes a 10% construction contingency, for the culvert replacement project located at Lake Drive over Clawson Drain in Section 2 of Meridian Township, acknowledging funding will be provided by the Ingham County Road Department in the 2020 Fiscal Year.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners rejects all bids for the culvert replacement projects included in Bid Packet #37-20 for the culverts located on Sherwood Road, Germany Road, Swan Road and Kane Road.

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

Agenda Item 4a

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

FROM: Rick Terrill, Facilities Director

DATE: April 30, 2020

RE: Resolution to Authorize an Agreement with Guardian Alarm Company for the Building Alarm at the 9-1-1 Center's Backup Location

For the meeting agendas of: May 14, 19 & 20

BACKGROUND

9-1-1 Center's backup location at the Road Dept. does not currently have a building alarm system and will need one to keep the backup center secure. Guardian Alarm Company submitted the lowest responsive and responsible proposal for the new system and monthly monitoring for a total of \$3,313.20 which includes 3 years of monitoring services.

ALTERNATIVES

The alternative would be to not install a building alarm system.

FINANCIAL IMPACT

Funds are available from the 9-1-1 Emergency Telephone Fund.

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to authorize an agreement with Guardian Alarm Company for the building alarm and monitoring services.

Agenda Item 4a

TO: Rick Terrill, Facilities Director
FROM: James Hudgins, Director of Purchasing
DATE: April 30, 2020
RE: Memorandum of Performance for Purchasing Packet No. 98-20: 9-1-1 Center/Road Department Security Alarm and Monitoring System.

The Purchasing Department can confirm that three written quotes were sought and received from vendors for the purpose of installing and monitoring a security alarm system for the 9-1-1 backup center.

The Purchasing Department can confirm the following:

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

A summary of the vendors' costs:

Company Name	Local Preference	Quoted Amount	Annual Monitoring
VidCom Solutions	No, Lansing (Clinton County)	\$2,171.61	\$479.40
Safety Systems	No, Lansing (Clinton County)	\$1,673.00	\$672.00
Guardian Alarm	No, Southfield MI	\$795.00	\$839.40

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

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

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH GUARDIAN ALARM COMPANY FOR THE BUILDING ALARM SYSTEM AT THE 9-1-1 CENTER'S BACKUP LOCATION

WHEREAS, the 9-1-1 Center's backup location does not currently have a building alarm system; and

WHEREAS, the 9-1-1 Center's backup location will need a building alarm system to keep it secure; and

WHEREAS, it is the recommendation of the Facilities Department to enter into an agreement with Guardian Alarm Company who submitted the lowest responsive and responsible proposal of \$3,313.20 for the new building alarm system and three years of monitoring services at the 9-1-1 Center's backup location; and

WHEREAS, funds for this project are available through the 9-1-1 Emergency Telephone Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Guardian Alarm Company, 20800 Southfield Road, Southfield, Michigan 48075 for the installation and three years of monitoring services for the building alarm at the 9-1-1 Center's backup location for an amount not to exceed \$3,313.20.

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

Agenda Item 4b

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

FROM: Rick Terrill, Facilities Director

DATE: April 30, 2020

RE: Resolution to Authorize an Agreement with Vidcom Solutions for the Access Controls at the 9-1-1 Center's Backup Location

For the meeting agendas of: May 14, 19 & 20

BACKGROUND

9-1-1 Center's backup location at the Road Dept. does not currently have access controls and we will need the system to keep the backup center secure from unauthorized personnel. Though Vidcom Solutions did not submit the lowest proposal, they are our current vendor for the access controls at the 9-1-1 Center and it was recommended that we use the same vendor for the backup location as well. This will enable the new system to integrate into our existing Galaxy System. Vidcom Solutions submitted the proposal for the new access control system for a total of \$8,428.33.

ALTERNATIVES

The alternative would be to go through a formal RFP and bid process which would prolong the ability for 9-1-1 to operate out of the space.

FINANCIAL IMPACT

Funds are available from the 9-1-1 Emergency Telephone Fund.

OTHER CONSIDERATIONS

Other considerations would be to use lock sets with keys.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to authorize an agreement with Vidcom Solutions for the access control system at the 9-1-1 Center's backup location.

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: April 30, 2020

RE: Memorandum of Performance for Purchasing Packet No. 92-20: 9-11-
Center/Road Department Access System

The Purchasing Department can confirm that three written quotes were sought and received from vendors for the purpose of installing an access control system at the Road Department for the 9-1-1 Center.

The Purchasing Department can confirm the following:

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

A summary of the vendors’ costs:

Company Name	Local Preference	Quoted Amount
Guardian Alarm	No, Southfield MI	\$7,494.00
Safety Systems	No, Lansing (Clinton County)	\$7,740.18
VidCom Solutions	No, Lansing (Clinton County)	\$8,428.33

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

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

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH VIDCOM SOLUTIONS FOR THE ACCESS CONTROL SYSTEM AT THE 9-1-1 CENTER'S BACKUP LOCATION

WHEREAS, the 9-1-1 Center's backup location does not currently have an access control system; and

WHEREAS, the 9-1-1 Center's backup location will need an access control system to keep it secure from unauthorized personnel; and

WHEREAS, it is the recommendation of the Facilities Department to enter into an agreement with Vidcom Solutions who submitted a responsive and responsible proposal of \$8,428.33 for the new access control system at the 9-1-1 Center's backup location; and

WHEREAS, funds for this project are available through the 9-1-1 Emergency Telephone Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Vidcom Solutions, 15559 South US 27, Lansing, Michigan 48906 for the access control system at the 911 Center's backup location for an amount not to exceed \$8,428.33.

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

TO: Board of Commissioners Human Services, County Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: April 21, 2020
SUBJECT: Authorization to Convert the Grant and Finance Specialist Position to Accountant
For the meeting agendas of May 18, May 19th and May 20, 2020

BACKGROUND

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to covert Position #601537 Finance and Grant Specialist (ICEA 06) to an Accountant (ICEA 07). The Finance and Grant Specialist position is fully funded through State and Federal Ryan White HIV Care funds, to support the management of the accounting and grant budget management associated with Ryan White programs. The Finance and Grant Specialist position has been unfilled as posted, and after re-analysis of the position, it was determined that the Accountant position aligns better with the duties required to support the expanding Ryan White program budgets and 340B Pharmacy savings. ICHD's Human Resources Department has participated in and analyzed the proposed conversion. The ICEA County Professionals Union has been notified, and they support this conversion.

ALTERNATIVES

Leave the Finance and Grant Specialist position as is, although the skill set required does not match the expanded duties skill set, which is more aligned with an accountant.

FINANCIAL IMPACT

The Finance and Grant Specialist position is compensated at the ICEA County Pro 06 range of \$45,542.52 - \$59,473.88. The conversion of the vacant position #601537 to an Accountant (ICEA 07) would increase costs by \$10,869.67 annually and result in an increased compensation range of \$53,158.82 - \$63,815.36.

STRATEGIC PLAN

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval for Ingham County to authorize the conversion of vacant Position #601537 Finance and Grant Specialist ICEA County Professional Grade 06 to Accountant ICEA County Professional Grade 07 effective upon execution.

Agenda Item 5a

TO: Anne Scott, DHO/Executive Director, CHC
FROM: Beth Bliesener, Human Resources Specialist
DATE: 04-20-2020
RE: Memo of Analysis for converting position number 601537

The Health Department would like to convert position number 601537.

1. Position number 601537 is a Ryan White Finance and Grants Specialist, which is currently vacant.
2. The Health Department would like to convert vacant position 601537 from a Finance and Grants Specialist, ICEA County Pro grade 06 to an Accountant, CHC, ICEA County Pro grade 07.

I have sent the ICEA chair notice and they support converting the position. I have attached their response.

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

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

From: [Desiree Cook](#)
To: [Elizabeth McGee](#); [Elisabeth Bliesener](#); [Eric Thelen](#); [Anne Scott](#)
Subject: RE: Convert position number 601537
Date: Monday, April 20, 2020 1:21:40 PM

I approve.

From: Elizabeth McGee <EMcGee@ingham.org>
Sent: Monday, April 20, 2020 1:21 PM
To: Elisabeth Bliesener <EBliesener@ingham.org>; Desiree Cook <DCook@ingham.org>; Eric Thelen <ETHelen@ingham.org>; Anne Scott <AScott@ingham.org>
Subject: RE: Convert position number 601537

In the same office.....HD Administration

From: Elisabeth Bliesener
Sent: Monday, April 20, 2020 1:19 PM
To: Desiree Cook <DCook@ingham.org>; Eric Thelen <ETHelen@ingham.org>; Elizabeth McGee <EMcGee@ingham.org>; Anne Scott <AScott@ingham.org>
Subject: RE: Convert position number 601537

Anne, Eric or Beth McGee,
Can you see the question below that Desiree has and let her know. Thank-you.

From: Desiree Cook <DCook@ingham.org>
Sent: Monday, April 20, 2020 1:16 PM
To: Elisabeth Bliesener <EBliesener@ingham.org>
Subject: RE: Convert position number 601537

Will the position in the same office etc as the other accountants or will they be someplace else also doing grant work?

From: Elisabeth Bliesener <EBliesener@ingham.org>
Sent: Monday, April 20, 2020 1:14 PM
To: Desiree Cook <DCook@ingham.org>
Subject: Convert position number 601537

Good Afternoon Desiree,
The Health Department would like to convert the vacant Ryan White Finance and Grant Specialist ICEA 06 position number 601537 to an Accountant ,CHC ICEA 07 as the duties required fall in line more with an Accountant job description.

Does the Union support the position conversion?

Thanks,

Beth

Transmission is Privileged and Confidential.

Confidentiality Notice: The information contained in this electronic mail message and any attachments is intended only for the use of the individual or entity to whom it is addressed and may contain legally privileged, confidential information or work product. If the reader of this message is not the intended recipient, you are hereby notified that any use, dissemination, distribution, or forwarding of this e-mail message is strictly prohibited. If you have received this message in error, please immediately notify me by e-mail reply and delete the original message from your system.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CONVERT THE GRANT AND FINANCE SPECIALIST POSITION
TO ACCOUNTANT**

WHEREAS, Ingham County Health Department (IChD) wishes to convert Position #601537 Finance and Grant Specialist (ICEA 06, \$45,542.52 – 59,473.88) position number to an Accountant (ICEA 07, \$53,158.82 - \$63,815.36); and

WHEREAS, the Finance and Grant Specialist position is fully funded through State and Federal Ryan White HIV Care funds, to support the management of the accounting and grant budget management associated with Ryan White programs; and

WHEREAS, the Finance and Grant Specialist position has been unfilled as posted, and after re-analysis of the position, it was determined that the Accountant position aligns better with the duties required to support the expanding Ryan White program budgets and 340B Pharmacy savings; and

WHEREAS, a Finance and Grant Specialist is compensated at the ICEA County Pro 06 range of \$45,542.52 - \$59,473.88 and converting to an Accountant at the ICEA County Pro 06 would increase the compensation range to \$53,158.82 - \$63,815.36; and

WHEREAS, the ICEA County Professionals Union has been notified, and they support the conversion; and

WHEREAS, the Human Resources Department has participated in and analyzed the proposed conversion; and

WHEREAS, the conversion of the vacant position #601537 to an Accountant (ICEA 07, \$53,158.82 - \$63,815.36) would increase costs by \$10,869.67 annually; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports the proposed conversion of vacant Position #601537 Finance and Grant Specialist (ICEA 06, \$45,542.52 – 59,473.88) position number to an Accountant (ICEA 07, \$53,158.82 - \$63,815.36); and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the proposed conversion of vacant Position #601537 Finance and Grant Specialist (ICEA 06, \$45,542.52 – 59,473.88) to an Accountant (CHC ICEA 07, \$53,158.82 - \$63,815.36) effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the conversion of vacant Position #601537 Finance and Grant Specialist, ICEA County Professional Grade 06 to Accountant ICEA County Professional Grade 07, effective upon approval of this resolution.

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

TO: Board of Commissioners County Services Committee
FROM: Linda S. Vail, Health Officer
DATE: May 05, 2020
SUBJECT: Request for approval to pay above Step 2 of the ICEA County Professional Contract

BACKGROUND

Ingham County Health Department is seeking approval to hire a CHC-Accountant at step 4 of the ICEA Professional Contract. The applicant has over 30 years of accounting experience while employed with the State of Michigan. The applicant’s duties, while at the State of Michigan, included budget development and monitoring, grant budget preparation, monitoring, and filing required grant financial reports. Additional duties included financial reporting requirements and monitoring compliance in accordance with GAAP.

Article 28, Section 1B, of the ICEA County Professional Employee contract allows for an applicant to be started above Step 2 of the appropriate grade at the discretion of the County Services Committee.

ALTERNATIVES

Not approving the request to hire the applicant at step 4 may result in the job offer being declined. This position has been vacant since October 31, 2019.

FINANCIAL IMPACT

The CHC Accountant position is classified as an ICEA County Professional Grade 7 with the following pay scale for FY 2020:

Grade	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
ICEA – PROF 07	\$54,222.00	\$56,755.66	\$59,409.07	\$62,183.34	\$65,091.67

STRATEGIC PLANNING IMPACT

This proposal supports the Strategic Plan Human Resources and Staffing goal to attract and retain exceptional employees who reflect the community they serve, and who prioritize public service.

RECOMMENDATION

Based on the information presented, I respectfully recommend the County Services Committee allow the selected CHC-Accountant to begin at Grade 07, Step 4 of the ICEA County Professional contract salary schedule.

Agenda Item 6

TO: Finance and Liaison Committees

FROM: Jill Bauer, Administrative Analyst Budget Office

DATE: May 5, 2020

SUBJECT: Resolution Updating Various Fees for County Services

This resolution will authorize the adjustment of various fees for county services to be effective for the Health Department and the Friend of the Court on October 1, 2020, for the Park and Zoo winter seasonal fees on November 1, 2020, and for all other departments with the exception of the Zoo, on January 1, 2021. These adjustments are based on an update of the “Cost of Services Analysis” completed by Maximus in 2002. In subsequent years, the cost has been determined by multiplying the previous year’s cost by a cost increase factor for each department. Utilizing this method again, the 2021 cost was calculated by multiplying the 2020 cost by the 2021 cost increase factor. Updated costs were then multiplied by the target percent of cost to be recovered by the fee for services as identified by the Board of Commissioners. Input was solicited from county departments and offices as part of the process of making these recommended adjustments. A full analysis of each fee was presented to all committees at the previous round of meetings.

If the fee adjustments are passed as proposed, additional annual revenue would total approximately \$70,000. Any additional revenue will be recognized in the 2021 Controller Recommended Budget.

As directed by the Board of Commissioners, the Controller’s Office has incorporated the update of county fees into the annual budget process. This will allow the county to annually and incrementally adjust fees based on changing costs, rather than to make large adjustments at one time.

Please contact me if you have any questions regarding this information.

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 Controller, 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.

2021 County Fees Analysis
County Services Committee

Location of Service	Fee Description	Target Percent	2020 Fee	2021 Fee
Clerk	Birth Written Verification (not a certificate)- NEW	100.0%	\$0.00	\$10.00
Drain Comm.	Photography	100.0%	\$300.00	\$305.00
Drain Comm.	Topography	100.0%	\$585.00	\$595.00
Drain Comm.	Preliminary Comm. Site Plan Review (2)	75.0%	\$715.00	\$725.00
Drain Comm.	Preliminary Plat Review (2)	75.0%	\$715.00	\$725.00
Drain Comm.	Plat and Commercial Drainage Review - First acre	100.0%	\$715.00	\$725.00
Drain Comm.	Additional acre	100.0%	\$81.00	\$82.00
Drain Comm.	Re-submission Admin fee	100.0%	\$235.00	\$240.00
Drain Comm.	Plat Drain Administration Fee	75.0%	\$2,530.00	\$2,540.00
Drain Comm.	Drain Crossing Permits, Review (Commercial)	100.0%	\$515.00	\$525.00
Drain Comm.	Drain Crossing Permit- (Residential)	100.0%	\$135.00	\$140.00
Drain Comm.	Tap-in Permit - Commercial	75.0%	\$430.00	\$440.00
Drain Comm.	Soil Erosion Permit - Commercial-12 mo. Duration - 1/2 acre or less	100.0%	\$630.00	\$640.00
Drain Comm.	Soil Erosion (12 mo.) - Commercial- each additional acre (3)	100.0%	\$63.00	\$64.00
Drain Comm.	Soil Erosion Permit - Commercial -9 mo. Duration - 1/2 acre or less (3)	100.0%	\$550.00	\$560.00
Drain Comm.	Soil Erosion (9 mo.) - Commercial- each add'l acre (3)	100.0%	\$55.00	\$56.00
Drain Comm.	Soil Erosion Permit - Commercial - 6 mo. Duration - 1/2 acre or less (3)	100.0%	\$470.00	\$480.00
Drain Comm.	Soil Erosion (6 mo.) - Commercial- each add'l acre (3)	100.0%	\$47.00	\$48.00
Drain Comm.	Escrow account-1/2 acre or less	100.0%	\$585.00	\$595.00
Drain Comm.	Escrow account - 1/2 to 1 acre	100.0%	\$1,730.00	\$1,740.00
Drain Comm.	Escrow account - 1 to 5 acres	100.0%	\$3,430.00	\$3,440.00

Location of Service	Fee Description	Target Percent	2020 Fee	2021 Fee
Drain Comm.	Escrow account - 5 to 10 acres	100.0%	\$5,655.00	\$5,665.00
Drain Comm.	Escrow account - each add'l 10 acres	100.0%	\$2,855.00	\$2,865.00
Drain Comm.	Soil Erosion Permit - 6 month duration	75.0%	\$210.00	\$220.00
Drain Comm.	Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection	75.0%	\$340.00	\$350.00
Drain Comm.	Residential Minor Disturbance Soil Erosion - Permit/Review/Inspection	75.0%	\$50.00	\$51.00
Drain Comm.	Violation and Cease&Desist Order	100.0%	\$315.00	\$320.00
Econ. Devel.	Application Fee - Brownfield	100.0%	\$1,530.00	\$1,540.00
Equalization	17" x 22"	100.0%	\$19.00	\$20.00
Equalization	22" x 34"	100.0%	\$26.00	\$27.00
Equalization	28" x 40"	100.0%	\$32.00	\$33.00
Equalization	34" x 44"	100.0%	\$39.00	\$40.00
Equalization	Digitally Produced Paper Maps - Parcel layer w/2010 Digital Photo Layer			
Equalization	11" x 17"	100.0%	\$26.00	\$27.00
Equalization	17" x 22"	100.0%	\$39.00	\$40.00
Equalization	22" x 34"	100.0%	\$52.00	\$53.00
Equalization	28" x 40"	100.0%	\$65.00	\$66.00
Equalization	34" x 44"	100.0%	\$78.00	\$80.00
Zoo	Non-Resident Adult (April - October)	100.0%	\$13.00	\$14.00
Zoo	Non-Resident Senior/Military (April - October)	100.0%	\$11.00	\$12.00
Zoo	<i>School Groups & Charitable Organizations ANY SHELTER</i>	100.0%	\$25.00	\$26.00
Zoo	Potter Park Penguin Cove	100.0%	\$120.00	\$130.00
Zoo	Potter Park Eagle Landing	100.0%	\$145.00	\$155.00
Zoo	Potter Park - Tiger Den	100.0%	\$215.00	\$220.00
RoD	Laredo product,0-250 minutes, chrg/month	100.0%	\$53.00	\$54.00
RoD	Laredo Min. Overage for 0-250 min. plan	100.0%	\$0.21	\$0.22
RoD	Laredo product, 250-1000 mins.-chrg/mo.	100.0%	\$105.00	\$110.00
RoD	Laredo Min. Ovrgr for 250-1000 min. plan	100.0%	\$0.16	\$0.17

Location of Service	Fee Description	Target Percent	2020 Fee	2021 Fee
RoD	Laredo product,1001-3000 mins-chrg/mo	100.0%	\$210.00	\$215.00
RoD	Laredo Min. Ovrgr for 1000-3000 min. plan	100.0%	\$0.13	\$0.14
RoD	Laredo product,Unltd mins-chrg/mo.	100.0%	\$260.00	\$265.00