

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
DERRELL SLAUGHTER

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE
EMILY STIVERS, CHAIR
VICTOR CELENTINO
MARK GREBNER
RYAN SEBOLT
DERRELL SLAUGHTER
ROBERT PEÑA
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, APRIL 6, 2021 AT 6:30 P.M. THE MEETING WILL BE HELD VIRTUALLY AT <https://ingham.zoom.us/j/82671825270>.

Agenda

Call to Order

Approval of the [March 16, 2021 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Equal Opportunity Committee – Interviews
2. Farmland and Open Space Preservation Board – Resolution to Suspend the Farmland and Open Space Preservation Board’s [2021 Application Cycle](#)
3. Circuit Court – [Special Leave](#) Extension Request
4. Clerk’s Office – Resolution to Authorize the Purchase of Services for [Self Service Upgrade](#)
5. Treasurer’s Office – Resolution to Authorize a Contract with [Mesirow](#) Financial Investment Management, Inc.
6. Drain Commissioner – Resolution to Approve Agreement for Work in County Road Right of Way by [Smith and Oesterle Drain](#) Drainage District
7. Equalization Department – Resolution to Authorize the Posting and Funding of the [Deputy Equalization Director](#) Position within the Ingham County Equalization/Tax Mapping Department
8. Facilities Department
 - a. Resolution Creating a [Project Manager](#) Position in the Facilities Department
 - b. Resolution to Authorize an [Amendment to Resolution #21-088](#) to Authorize the Installation Charge for the Temperature Sensors at the Human Services Building
9. Road Department – Resolution to Authorize a Second Party Agreement with MEDC and a Third Party Agreement with the City of Lansing for the [Forest Road and Collins Road](#) Infrastructure Improvements Project
10. Controller’s Office – [American Rescue Plan Act](#) of 2021 Proposals (*Discussion*)

11. Board of Commissioners
 - a. Resolution Recognizing the Renaming of the “Ingham County Cultural Diversity Committee” to the “[Ingham County Cultural Diversity, Equity and Inclusion Committee](#)”
 - b. Resolution Supporting the [Federal for the People Act](#) which Changes Campaign Finance Laws to Reduce the Influence of Money in Politics
 - c. Resolution to Recognize American Revolutionary War Patriot [Private Ephraim Wheaton](#)
 - d. Resolution to Re-Establish and Change the Composition of the [Environmental Affairs Commission](#)

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
March 16, 2021
Draft Minutes

The meeting was called to order by Chairperson Stivers at 6:30 p.m. virtually via Zoom in accordance with Public Act 228 of 2020 regarding the Open Meetings Act. A roll call attendance vote and the present location of the Committee members was taken for the record.

Members Present: Stivers (Ingham County), Celentino (Ingham County), Grebner (Ingham County), Sebolt (Ingham County), Slaughter (Ingham County), and Peña (Ingham County).

Members Absent: Naeyaert.

Others Present: Commissioner Crenshaw, Gregg Todd, Becky Bennett, Jared Cypher, Tim Morgan, Richard Terrill, Julie Pingston, Cynthia Wagner, Chris Patterson, Bill Conklin, George Strander, Lindsey McKeever, Deb Fett, Carla Clos, Janice Dooley, Deb Fett, and Michael Tanis.

Approval of the March 2, 2021 Minutes

CHAIRPERSON STIVERS STATED THAT, WITHOUT OBJECTION, THE MINUTES OF THE MARCH 2, 2021 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN. Absent: Commissioner Naeyaert.

Additions to the Agenda

6. Controller's Office
 - b. Discussion on the American Rescue Plan Act of 2021

Limited Public Comment

None.

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

1. Circuit Court
 - a. Resolution to Convert One Deputy Clerk I – Circuit Court Position to One Deputy Clerk II – Circuit Court Position in the Circuit Court Clerk's Office
 - b. Resolution to Authorize a Contract with Smart Homes, Smart Offices for Audiovisual Upgrade of Circuit Court Courtroom in the Mason Historical Courthouse
 - c. Resolution to Name the Conference Room at the Ingham County Family Center as the Dr. Olivia Letts Conference Room

2. Drain Commissioner – Resolution Pledging Full Faith and Credit to Bauer Drain Drainage District Bonds
3. Innovation and Technology Department
 - a. Resolution to Approve the Webtecs CourtView Conversion Project
 - b. Resolution to Approve the Renewal of Virtual Meeting Software from CDW-G
4. Facilities Department – Resolution to Authorize an Agreement Amendment with Safety Systems Inc. to Monitor an Additional Temperature Sensor at the Human Services Building
5. Road Department
 - a. Resolution of Support for the Local Bridge Program Funding Applications for Fiscal Year 2024
 - c. Resolution to Authorize the Purchase of 2021 Seasonal Requirement of Slag
 - d. Resolution to Authorize an Engineering Design Services Contract with RS Engineering, LLC for the Waverly Road Bridge over Grand River (SN 3871)
 - e. Resolution to Approve Stop Sign Traffic Control Orders in Tacoma Hills Subdivision, Sections 27 & 28, Meridian Township and in Shaker Heights Subdivision, Section 27, Meridian Township
 - f. Resolution to Approve Stop Sign Traffic Control Orders Ember Oaks Subdivision, Section 35, Meridian Township
 - g. Resolution to Approve Stop Sign Traffic Control Order in Legacy Park Subdivision, Section 2, Delhi Township
7. Board of Commissioners
 - a. Resolution to Authorize the Continuation of the Declaration of the State of Emergency for the County of Ingham
 - b. Resolution to Recognize March 2021 as Women's History Month in Ingham County
9. Board Referral – Resolution for Consideration from the Equal Opportunity Committee Prohibiting Hairstyle Based Racial Discrimination

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

8. Greater Lansing Convention and Visitor's Bureau – Update from President and CEO Julie Pingston

Julie Pingston, Greater Lansing Convention and Visitor's Bureau President and CEO, provided an update to the County Services Committee.

Commissioner Grebner asked Ms. Pingston if she had looked at the American Rescue Plan, and how it affected the hospitality industry.

Ms. Pingston stated yes. She further stated that she had the most connectivity to restaurants.

Commissioner Grebner stated that he wanted to draw her attention to local government funds for the hospitality industry.

Commissioner Grebner asked Ms. Pingston if she had thought about that aspect.

Ms. Pingston stated that tourism was specifically mentioned for expending through local and state government funds. She further stated that she would be happy to have a conversation about how that looked for the industry.

Commissioner Slaughter stated that Ms. Pingston had done a great job in this role. He further stated that he appreciated her update to the County Services Committee.

Commissioner Peña stated that he wanted to thank Ms. Pingston for welcoming him to the County Services Committee.

Chairperson Stivers stated that she wanted to echo the comments of Commissioner Slaughter. She further stated that she respected her leadership and expertise.

5. Road Department

- b. Resolution to Authorize the Purchase of 2021 Seasonal Requirement of Emulsified Asphalt

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

Commissioner Peña asked why the price of CRS-2M, HRS-2M, and AE-90 per gallon was closer to \$1.60 than \$2.00.

Bill Conklin, Road Department Director, stated that the price of emulsions was favorable this year. He further stated that competitive bids were taken, and had \$3 million budgeted for emulsions and asphalt to adequately cover the program.

Chairperson Stivers asked Commissioner Peña why he expected the prices to be higher.

Commissioner Peña stated that historically, they have run closer to \$2.00.

Chairperson Stivers asked if there was a reason they were lower this year.

Mr. Conklin stated that it varied year-to-year based on demand.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

6. Controller's Office
 - a. Resolution to Increase the Minimum Wage Rate for Ingham County Employees

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. SLAUGHTER, TO APPROVE THE RESOLUTION.

Gregg Todd, County Controller, explained the memo provided to the County Services Committee.

Commissioner Celentino asked if he was correct that if there were no pay increase due to collective bargaining discussions, the hourly wage of seasonal and temporary employees would not increase.

Mr. Todd stated that he was correct.

Commissioner Celentino asked if he was correct that this would not go into effect until 2022.

Mr. Todd stated that he was correct.

Commissioner Celentino stated that there were seasonal or temporary employees who were part of the International Union, United Automobile, Aerospace, and Agricultural Implement Workers of America (UAW) that made less than \$15.00 an hour.

Discussion.

Mr. Todd stated that if there were a minimum wage increase, those employees would be separate. He further stated that they would be part of the collective bargaining discussions with the unions.

Chairperson Stivers stated that an increase for union members would be contingent upon approval in their negotiation process.

Mr. Todd stated that she was correct.

Chairperson Stivers asked if there were concerns that if the County took four years to increase the minimum wage to \$15.00 an hour, inflation and other factors would make the raise worthless.

Mr. Todd stated that in addition to the expense, one of their additional concerns was in regards to seasonal supervisors who were currently paid around \$15.00 an hour. He further stated that if part-time workers made the same rate as seasonal supervisors, they had concerns about filling those positions.

Mr. Todd stated that the four-year increase gave the County an opportunity to look at the pay rates of employees who were currently paid close to \$15.00 an hour.

Commissioner Grebner stated that economic assumptions now expected two percent inflation over the next three years. He further stated that the concern was plausible, but this was a step.

Commissioner Sebolt stated that he would like a minimum wage increase faster, but federal and state legislation that addressed this topic would be implemented over four or five years. He further stated that for the County, it was smartest to proceed with the four-year plan.

Commissioner Grebner stated that sometimes the County created positions that were intended for work experience. He further stated that the Board of Commissioners might be shutting the door on such programs.

Discussion.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. SEBOLT, TO AMEND THE RESOLUTION TO INSERT THE FOUR YEAR PLAN TO INCREASE THE MINIMUM WAGE FOR COUNTY EMPLOYEES INTO THE THEREFORE BE IT RESOLVED CLAUSE AS RECOMMENDED BY THE COUNTY CONTROLLER.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

Chairperson Stivers amended the resolution as follows:

THEREFORE ~~IT~~ BE IT RESOLVED, that the Ingham County Board of Commissioners proposes to establish minimum wages in the following manner:

This was considered a friendly amendment.

THE MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

6. Controller's Office
 - b. Discussion on the American Rescue Plan Act of 2021

Commissioner Grebner stated that the County would receive \$55 million as part of the American Rescue Plan. He further stated that there were tremendous limits on what could be used for County operations, and Mr. Todd would be laying out a plan at the Finance Committee.

Commissioner Grebner stated that the goal would be for the County to spend the funds as soon as possible. He further stated that after the County and local units of government spent funds on their operations, there would be \$100 million available for mitigating the impact from COVID-19.

Commissioner Grebner stated that the County would have to work in cooperation with other local units of government to disperse funds. He further stated that the County needed to create a process of figuring out how to disperse this large amount of funds.

Commissioner Grebner stated that the County Services Committee was in charge of Board rules. He further stated that if the County was going to establish committees, County Services Committee should set up procedures.

Commissioner Grebner stated that the County needed to think about doing this quickly. He further stated that the Board of Commissioners had experienced comparable times in the past, and thought the Board of Commissioners ought to be involved as quickly as possible.

Commissioner Celentino stated that he agreed with Commissioner Grebner. He further stated that he would like to Mr. Todd to come back to the County Services Committee with more information about the restrictions on the funds and how the County would disperse the funds.

Commissioner Sebolt stated that if the County had to wait for the Michigan Legislature to release the funds, they might be waiting for a while with the way they acted with the last round of stimulus funds. He further stated that if the County were to consider refunding residents property taxes for the year, he would like to see it need-based.

Commissioner Sebolt stated that he would like to see a task force of local units of government to identify project limitations. He further stated that for example, if the City of Lansing had funds to improve the Lansing Center or the Jackson Field, but the County could only improve the Lansing Center, they would tell the City of Lansing to improve the Jackson Field to both create construction jobs.

Mr. Todd provided an overview of the memo he provided the Finance Committee in regards to the American Rescue Plan.

Mr. Todd stated that the Controller's Office looked forward to using these funds effectively.

Chairperson Stivers stated that she would like to see a process similar to the Community Agency Grant Application process. She further stated that it could be more effective than setting up a sub-committee of the Board of Commissioners.

Chairperson Stivers stated that hopefully there was not a low limit on how much of the funds could be spent on for workers at Community Mental Health (CMH) as well as the needs of mental health care in the community.

Commissioner Grebner stated that the Finance Committee would be moving forward on solutions, and if the County Services Committee wanted to join forces, they would have to sprint alongside because the Finance Committee wanted to move quickly.

Discussion.

Commissioner Grebner stated that he imagined the County to contract with community partners in the non-profit field. He further stated that if they were allocating grants to small businesses, it had to go through the Lansing Economic Area Partnership (LEAP).

Chairperson Stivers stated that she looked forward to discussion at the next meeting of the Finance Committee.

Discussion.

Chairperson Stivers stated that for the next meeting of the County Services Committee, she would like additional information and a recommendation from the Controller's Office on what a process would look like to disperse these funds, and in coordination with the Finance Committee as needed.

Commissioner Sebolt stated that time was of the essence, but based on Mr. Todd's timeline, there was time before funds would be released.

Commissioner Grebner stated that one answer that would not be acceptable to him was to table or delay actions.

Chairperson Stivers stated that she thought there could be a balance between dispersing some funds quickly and using an application process.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:33 p.m.

**APRIL 6, 2021 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

2. Farmland and Open Space Preservation Board – *Resolution to Suspend the Farmland and Open Space Preservation Board’s 2021 Application Cycle*

This resolution authorizes the Farmland and Open Space Preservation Board to forego the 2021 application process due to a high number of qualifying properties already on the list.

See memo for details.

4. Clerk’s Office – *Resolution to Authorize the Purchase of Services for Self Service Upgrade*

This resolution authorizes the Clerk’s Office to contract with Tyler Technologies for its Self-Service solution that is a support tool for Eagle Recorder, Tyler Technologies Vital Records purchasing tool used by the Clerk’s Office. The lack of a support tool has led to residents reverting to in-person transactions to purchase Vital Records or make their requests by mail, email, or fax.

Funding for this \$7,500 purchase will be through the Clerk Office’s vital record contractual services.

See memo for details.

5. Treasurer’s Office – *Resolution to Contract with Mesirow Financial Investment Management, Inc.*

This resolution authorizes a contract with Mesirow Financial Investment Management for fiduciary plan services for the County’s differed compensation plans. \$40,000 of funding is to come from the Employee Benefit Fund.

See memo for details.

6. Drain Commissioner– *Resolution to Approve Agreement for Work in County Road Right of Way by Smith and Oesterle Drain Drainage District*

This resolution approves an agreement between the County on behalf of the Road Department and the Drain Commission for work in the road rights-of-way of the Smith and Oesterle Drain Drainage District to address drainage problems and severe road and property flooding.

See memo for details.

7. Equalization Department– *Resolution to Authorize the Posting and Funding of the Deputy Equalization Director Position within the Ingham County Equalization/Tax Mapping Department*

This resolution approves the posting of the Deputy Equalization Director position. The Department’s 2021 budget was reduced with the understanding that if qualified candidates were identified, the funding would be restored with funds from the 2021 contingency account to cover the necessary salary and benefits.

8a. Facilities Department – Resolution Creating a Project Manager Position in the Facilities Department

This resolution would re-approve a previously approved Project Manager position in the Facilities Department but at a higher classification than the previous one (MC10 to an MC12). When the previous resolution went to Finance, they asked that we re-evaluate the classification as there was concern it was too low to attract qualified candidates.

See memo for details.

8b. Facilities Department– Resolution to Authorize an Amendment to Resolution #21-088 to Authorize the Installation Charge for the Temperature Sensors at the Human Services Building

Resolution #21-088 authorized an agreement amendment with Safety Systems Inc. for the monitoring of two additional sensors at the Human Services Building for an additional \$24 per year for the next two years. The Controller approved the installation charge of \$574 but it was not on the resolution. Facilities is requesting the resolution amendment to include authorization of the installation cost. All other terms and conditions set forth in Resolution #21-088 will remain unchanged.

See memo for details.

9. Road Department – Resolution to Authorize a Second Party Agreement with MEDC and a Third Party Agreement with the City of Lansing for the Forest Road and Collins Road Infrastructure Improvements Project

This resolution approves agreements between the Michigan Economic Development Corporation (MEDC) and Ingham County for road improvements required by the new McLaren facility to Forest Road and Collins Road, and between Ingham County and Lansing. The roads are in Lansing, MEDC is the funding source and the ICRD will administer the project. No cost to the County or Lansing.

See memo for details.

11a. Board of Commissioners – Resolution Recognizing the Renaming of the “Ingham County Cultural Diversity Committee” to the “Ingham County Cultural Diversity, Equity and Inclusion Committee”

This resolution recognizes the renaming of the Ingham County Cultural Diversity Committee.

11b. Board of Commissioners – Resolution Supporting the Federal for the People Act which Changes Campaign Finance Laws to Reduce the Influence of Money in Politics

This resolution supports the For the People Act to reduce the influence of money in politics.

11c. Board of Commissioners – Resolution to Recognize American Revolutionary War Patriot Private Ephraim Wheaton

Patriot, farmer, musician, Stockbridge resident.

11d. Board of Commissioners – Resolution to Re-Establish and Change the Composition of the Environmental Affairs Commission

This resolution re-establishes the Environmental Affairs Commission (EAC) as an advisory board to the Board of Commissioners. The EAC will be in a position to make recommendations to the Board of Commissioners regarding various initiatives related to sustainability and climate change.

See memo for details.

ADDITIONAL ITEMS:

- 1. Equal Opportunity Committee – Interviews***
- 3. Circuit Court – Special Leave Extension Reques***
- 10. Controller's Office – American Rescue Plan Act of 2021 Proposals (Discussion)***

Agenda Item 2

TO: County Services Committee

FROM: Stacy Byers, Director, Ingham County Farmland and Open Space Preservation Board

DATE: March 22, 2021

SUBJECT: Approval of Suspending the 2021 Application Cycle

BACKGROUND

This resolution approves suspending the Farmland and Open Space's annual application cycle. Since the program began the FOSP Board has held an application each year. Landowners that apply are scored and ranked utilizing the approved selection criteria. The scoring and ranking process provides the FOSP Board with a priority list from which to make offers. The application process consumes a considerable amount of staff time in the spring, summer, and fall. The FOSP Board also contracts with MSU RS & GIS for the scoring and mapping services.

The FOSP Board currently has approximately 150 completed applications under consideration. All 150 applications were scored and ranked (both new and old) in 2020 and a priority list was established. Scores in 2020 ranged from 120 to 22, out of a possible 143 for Farmland and 158 for Open Space. There are a significant number of high scoring, quality properties currently on the list. Suspending the application cycle for 2021 would not only allow the board to work through some of the backlog of applications but would also be a significant cost saver to the FOSP Board.

ALTERNATIVES

The alternative would be to host a 2021 application cycle.

FISCAL IMPACT

Suspending the application cycle for the 2021 season would save the FOSP Board the cost of scoring and mapping services provided by MSU RS & GIS, and the cost of printing and postage of the application cycle announcement.

STRATEGIC PLANNING IMPACT

Goal A. Service to residents, strategy 3., a. states that it is the intention of the County to preserve important farmland and open spaces through the purchase of development rights program.

RECOMMENDATION

The FOSP Board recommends approval of suspending the 2021 application cycle and resuming in 2022.

Introduced by County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO SUSPEND THE FARMLAND AND OPEN SPACE PRESERVATION BOARD'S
2021 APPLICATION CYCLE**

WHEREAS, by Resolution #04-210, Ingham County established an Agricultural Preservation Board (currently known as the Farmland and Open Space Board Preservation Program), charged with reducing sprawl and encouraging wise land use by purchasing development rights from owners of undeveloped rural land who might otherwise be forced by economic circumstances to develop their land; and

WHEREAS, on August 5, 2008, the voters of Ingham County approved the levy of 0.14 mills and renewed that millage in 2018 for the purpose of funding the Farmland and Open Space Preservation Program; and

WHEREAS, Resolution #10-100 directs the Farmland and Open Space Board to identify agricultural and open space property for inclusion in the program, to rank the applications received according to established criteria approved by the Board of Commissioners, and to select properties for purchase of Conservation Easement Deeds which requires approval by the Board of Commissioners; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has approximately 150 current applications; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has a significant number of high-ranking applications to choose from for the 2021 selection round.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves suspending the 2021 Farmland and Open Space Application Cycle and resuming an application cycle in 2022.

Agenda Item 3

TO: County Services Committee
Ingham County Board of Commissioners

FROM: Scott LeRoy, Deputy Court Administrator

DATE: March 17, 2021

RE: Alana Roth, Special Leave Extension

On behalf of Alana Roth, the County Circuit Court Juvenile Division respectfully requests a 90 day extension of time allowable under the employee's Collective Bargaining Agreement (CBA) entitlement. Ms. Roth needs the extension of CBA leave for medical issues; prior periods of CBA leave have been exhausted. Ms. Roth has been a member of the Juvenile Division staff for over the past 12 years. She is an outstanding employee who has been committed to her job duties and to the Court. She offers a variety of clerical support to our entire staff and is the first employee the public encounters when arriving at the Juvenile Division's reception area. You can always count on Ms. Roth executing excellent service together with a friendly, helpful demeanor. The authorization and the granting of the leave extension is supported by the County Circuit Court Juvenile Division and the Human Resources Department.

Agenda Item 4

TO: Ingham County Board of Commissioners

FROM: Chief Deputy County Clerk Scott Hendrickson

DATE: March 23, 2021

SUBJECT: Resolution to Authorize the Purchase of Services from Tyler Technologies for Self Service Upgrade

BACKGROUND

Several years ago, Tyler Technologies' Eagle Recorder product, the County Clerk's Vital Records solution, discontinued support for its electronic purchasing tool, eWeb. As a result, when Ingham County's implementation began to fail, there was no assistance available to repair it. As such, Ingham County residents have had to revert to in-person transactions with the County Clerk's office to purchase Vital Records or make their requests by mail, email, or fax.

By upgrading to Tyler Technologies' Self-Service solution, online transactions would again be possible for records available for purchase in the County Clerk's Office.

FINANCIAL IMPACT

After the initial cost of upgrading, Clerk Byrum expects that the net effect on revenue will be positive. Allowing online records purchases will allow Ingham County to remain competitive with the State of Michigan Office of Vital Records' Vital Check system that allows for the purchase of records from the State. Ingham County's prices are lower and response times much faster than Vital Check can offer, and so it is Clerk Byrum's belief that anyone who would today choose to order from the State for the convenience of purchasing online, would opt to do business with Ingham County instead.

As such, Clerk Byrum expects that approval of this resolution will be net positive over time.

OTHER CONSIDERATIONS

Enabling Clerk Byrum's Office to make this upgrade supports the County's Strategic Plan in a number of ways, including enabling greater access to County Records and Assisting in Meeting Basic Needs.

Especially in light of the recent pandemic, which left some residents unwilling or unable to leave their homes for fear of exposure to COVID-19, Clerk Byrum believes that we have an obligation to make the process of acquiring these vital records to be as easy and user friendly as possible. Offering a user-friendly, online method to purchase records will accomplish that goal.

RECOMMENDATIONS

I respectfully recommend approval of the attached resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PURCHASE OF SERVICES FOR SELF SERVICE UPGRADE

WHEREAS, County Clerks provide for the purchase of certified copies of vital records, including Birth Certificates, Death Certificates, Marriage Licenses, Military Discharge Orders, and more; and

WHEREAS, the outbreak of COVID-19 has required procedural changes at the County Clerk's office including of the mandatory closing of physical office locations; and

WHEREAS, the technology currently owned for the customer-side transaction to purchase certified copies of these records is unsupported by the company that would service them; and

WHEREAS, even after the pandemic has passed, greater online access to services is in line with the Ingham County Strategic Plan; and

WHEREAS, allowing customers to enter the information related to their transactions will reduce the data entry points for Clerk Byrum's staff and reduce the possibility of data entry error; and

WHEREAS, the use of an online portal will reduce printing needs for physical forms, thereby saving printing costs over time; and

WHEREAS, some equipment upgrades will be necessary for those customers who choose to utilize the self-service feature and still visit the Clerk's office in person; and

WHEREAS, services from the vendor may also be used to foster process improvements that will reduce processing time for Deputy Clerks, allowing them to be more efficient in daily operations.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Clerk Barb Byrum to enter into an agreement with Tyler Technologies to purchase upgrade services and any associated software, hardware, and support in an amount not to exceed \$7,500.00 and any other agreements necessary to complete the upgrade process.

BE IT FURTHER RESOLVED, that this agreement shall be funded by the Ingham County Clerk's vital records contractual services line item (101-21500-818000).

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.

Agenda Item 5

TO: County Services Committee
Finance Committee

FROM: Eric A. Schertzing

DATE: March 19, 2021

RE: Review of RFP 5-20 457(b) fiduciary plan services

March of 2020 was the original due date for Vendor submissions. Eight of nine firms submitted the required forms. COVID sidelined the evaluation process.

In January of this year the evaluation process re-started. Purchasing requested an updated response on which firms would maintain the terms on the proposals submitted in March of 2020. Five replied in the affirmative.

The Review Team consisted of HR Director Graham, Finance Director Myers, Controller Todd, and Treasurer Schertzing.

The final review removed two of the five vendors because they were well off the RFP intent as a fiduciary advisor rather than a plan provider. The Review Team zoom meeting reviewed AndCo Consulting, Retirement Plan Advisors, and Mesirow Financial Investment Management, Inc.

The evaluation grid and comments guided the Review Team in their discussion. Pricing was close for two of the vendors. A third was much more.

In addition to cost, experience providing fiduciary services to public and private plans, size of firm and investment oversight experience, location of key staff as well as longevity of firm were reviewed and discussed.

The Review Team agreed that Mesirow Financial was the best overall firm to move forward with a contract.

Funding for this contract will come from the Employee Benefits Fund, line item 681-85210-818000.

Agenda Item 5

TO: Eric Schertzing, Treasurer
Sue Graham, Director Human Resources

FROM: James Hudgins, Director of Purchasing

DATE: March 30, 2020

RE: Memorandum of Performance for RFP No. 5-20 Deferred Compensation 457(b) Plan Services

Per your request, the Purchasing Department sought proposals for the provision of deferred compensation 457(b) plan services from qualified and experienced financial professionals.

The scope of work includes, but is not limited to, plan design and administration, record keeping, investment option selection, monitoring, and trustee/fiduciary education. General goals and expectations for this service include client meetings a minimum of four (4) times a year that cover: fund review, plan participant usage, industry and regulation updates and targeted financial wellness actions.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	43	9
Vendors responding	9	0

Vendors' costs are located in their respective narrative reports submitted to the purchasing department. Each report describes, but is not limited to, the vendor's approach, various cost methods, terms, and conditions to accomplish the requested services as outlined in the request for proposal; there is not a pre-defined grid. On the next page is the list of the vendors that submitted proposals.

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:

Vendor Name	Local Pref	Required Forms Submitted	Cost
Plante Moran Financial Advisors LLC	No, Southfield MI	Yes	See proposal
&CO Consulting	No, Winter Park FL	Yes	See proposal
Retirement Plan Advisors	No, Chicago IL	Yes	See proposal
Empower Retirement	No, Greenwood Village, CO	Yes	See proposal
ICMA-RC; International City Management Association Retirement Corporation	No, Washington DC	Yes	See proposal
RBC Capital Markets LLC	No, Bloomfield Hills MI	Yes	See proposal
Mesirow Financial Investment Management Inc	No, Chicago IL	Yes	See proposal
Securian Financial; OneAmerica Financial Partners Inc.	No, Indianapolis IN	Yes	See proposal
Morgan Stanley - Wealth Management	No, Farmington Hills MI	NO - NON-RESPONSIVE	See proposal

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH
MESIROW FINANCIAL INVESTMENT MANAGEMENT, INC.**

WHEREAS, Ingham County has fiduciary responsibilities for the 457(b) plan offered to employees; and

WHEREAS, the complexity and liability of the deferred compensation plan requires advice from a knowledgeable fiduciary advisor; and

WHEREAS, the Purchasing Department sought proposals from experienced fiduciary advisors, and after review and evaluation, the Evaluation Team is recommending a one-year contract for \$40,000 be issued with Mesirow Financial Investment Management, Inc.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a one-year contract with Mesirow Financial Investment Management, Inc. for the purpose of providing professional advisory services to Ingham County for all aspects of their 457(b) Plan and review of Plan Providers.

BE IT FURTHER RESOLVED, that funding for this contract will come from the Employee Benefits Fund, line item 681-85210-818000.

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 6

TO: Memo to County Services Committee

FROM: Patrick E. Lindemann, Ingham County Drain Commissioner

RE: Agreement for Work in Right of Way by the Smith and Oesterle Drain Drainage District

DATE: March 18, 2021

I am requesting that the Ingham County Board of Commissioners, on behalf of the Ingham County Road Department (“ICRD”), approve entering into an agreement to grant a license and permission to the Smith and Oesterle Drain Drainage District (the “Drainage District”) located in Leroy Township, for the purposes of operating, improving, and maintaining the Smith and Oesterle Drain (the “Drain”) in road rights-of-way held by the ICRD. Such action by the Board of Commissioners is customary now as there is no longer a Road Commission. Managing Director Bill Conklin is in agreement with the attached agreement subject to approval by the County Attorney.

In May 2020, I received a petition signed by six (6) freeholders, whose lands would be liable to an assessment for benefits, requesting Drain improvements including cleaning out, relocating, widening, deepening, straightening, tiling, extending, improving, providing structures, adding lands, adding branches, and relief drains. The petition is intended to address drainage problems and severe road and property flooding experienced in the Drainage District. On July 8, 2020, the petition was found necessary by a statutory Board of Determination. The petitioned Project will involve maintenance and improvements to the Drain to address these drainage problems. Please see the attached Project Summary and pictures from ICDC’s consulting engineer.

Thank you for consideration of my request. I will be in attendance at your April 6, 2021 Committee meeting to answer any questions you might have regarding my request.

It is an honor and a privilege to serve the citizens, municipalities, and businesses of Ingham County.

**ENGINEER'S SUMMARY
FOR
SMITH AND OESTERLE DRAIN**
Leroy Township
Ingham County, MI

DATE: March 18, 2021

The Smith and Oesterle Drain is a combination tile and open channel county drain in Leroy Township. The lower reach of the drain is a 24-inch clay tile along the north side of Frost Road that discharges into the Dietz Creek Drain. The middle reach is an open channel that crosses Frost Road. The upper reach is a 12-inch tile that crosses Dietz Road, a county primary road.

The drain was constructed in 1910 and the tile portion is failing. In May of 2020 the Smith and Oesterle Drain experienced a severe flooding event with water over Frost Road and across private property. The attached photos illustrate the May 18, 2020 flooding event. The photos were taken at the juncture of the middle reach open channel and the lower reach failing tile. According to residents (petitioners), the flooding is becoming more frequent and severe.

The proposed improvements include replacement of 630 feet of failing 24-inch tile with new 42-inch pipe, replacement of 2,285 feet of failing 12-inch tile with new 18, 15 and 12-inch pipe, cleaning 3,929 feet of existing open channel, replacing the road culverts under Frost and Dietz Roads, and replacing four undersized driveway culverts along the drain. The increase to 42-inch pipe in the lower reach triples the pipe capacity to meet a 25-year design storm.

Smith and Oesterle Drain

Photo date: 20200518

Looking northeasterly across Frost Road in front of 3860 East Frost Road. The Smith and Oesterle Drain tile is on the north side of (across) Frost Road and runs easterly to its outfall in the Dietz Creek Drain.



Smith and Oesterle Drain

Photo date: 20200518

Looking northerly across Frost Road in front of 3860 East Frost Road. The Smith and Oesterle Drain, at this location, is an open channel on the north side of Frost Road and runs easterly, through a tile, to its outfall in the Dietz Creek Drain.

Smith and Oesterle Drain

Photo date: 20200518

Looking east along Frost Road in front of 3860 East Frost Road. The Smith and Oesterle Drain is an open channel immediately to the north (left hand side) of the road, and a tile along the north side of Frost Road running east to its outfall in the Dietz Creek Drain. Still photo taken from video.



Smith and Oesterle Drain

Photo date: 20200518

Looking west along Frost Road in front of 3860 East Frost Road. The Smith and Oesterle Drain is an open channel immediately to the north (right hand side) of the road. Still photo taken from video.

**AGREEMENT FOR WORK IN ROAD RIGHT OF WAY BY
SMITH AND OESTERLE DRAIN DRAINAGE DISTRICT**

This Agreement is made and entered into on this ____ day of _____, 2021, by and between the Smith and Oesterle Drain Drainage District (the "Drainage District"), a public body corporate, administered by the Ingham County Drain Commissioner (the "Drain Commissioner"), 707 Buhl St, Mason, MI 48854-0220, and the County of Ingham on behalf of the Ingham County Road Department (hereinafter, the "ICRD"), 301 Bush Street, P.O. Box 38, Mason, Michigan 48854.

WITNESSETH:

WHEREAS, as a result drainage problems and periodic flooding experienced in the Smith and Oesterle Drain (the "Drain"), a Petition dated May 20, 2020 and signed by six (6) freeholders whose lands would liable to an assessment for benefits, requesting improvements, including the cleaning out, relocating, widening, deepening, straightening, tiling, extending, providing structures, adding branches and a relief drains, relocating along a highway, adding structures and mechanical devices that will properly purify or improve flow, adding pumping equipment necessary to assist or relieve flow (the "Improvements") to the Drain was filed with the Drain Commissioner; and,

WHEREAS, an Order of Necessity was entered on July 8, 2020, determining that the Improvements petitioned therefore are necessary and conducive to the public health, convenience or welfare, and that the Drain should be improved, and further, on July 9, 2020 the Drain Commissioner determined that the Improvements to the Drain are necessary for the protection of the public health in Leroy Township; and,

WHEREAS, the Drainage District is developing plans and specifications for the Improvements to the Drain within the Drainage District, and is in the process of securing easements necessary therefore; and,

WHEREAS, the Improvements are intended to relieve drainage problems and severe flooding of roads and properties, providing cause for the Petition previously filed, in a manner consistent with now-existing federal and state statutes and regulations, and local ordinances; and,

WHEREAS, said Improvements entail work to be performed in the public road rights-of-way under the control and jurisdiction of the ICRD, for which permission must be obtained from the ICRD pursuant to Section 321 of the Drain Code of 1956, MCL 280.321; and,

WHEREAS, the Drain Commissioner has requested that the ICRD grant such permission to construct the Drain in road rights-of-way under the jurisdiction of the ICRD; and,

WHEREAS, the ICRD and the Drain Commissioner agree to cooperate to assure that drainage from properties and roads is unobstructed and that the roads are left in equal, or better, condition once construction is completed in accordance with the terms of this Agreement.

NOW THEREFORE, it is agreed by and between the parties as follows:

1. The ICRD does hereby grant license and permission to the Drainage District, its assigns and successors in interest, for purposes of constructing, improving and maintaining the Drain, and to allow said Drain to be constructed in and occupy any and all granted road rights-of-way held by the ICRD necessary for the construction, improvement and maintenance of the Drain, subject to and conditioned upon construction to be performed and constructed in the road rights-of-way as permitted by the ICRD and as marked on the map attached hereto as **Exhibit A**.
2. The Drainage District is solely responsible for, and shall maintain, all Drainage Structures installed within the road right-of-way for storm water drainage purposes, as depicted in the attached **Exhibit A**.
3. The term “Drainage Structures” as used herein shall mean all storm sewer pipes, open ditches, tiles, culverts, trench drains, planting material, manholes, catch basins, vegetation and bio-retention areas residing within the Drainage District for drainage and storm water management purposes.
4. The ICRD shall not be obligated in the future to repair and maintain any Drainage Structures that are within the road right-of-way that are also within the drainage route and course that have been installed, improved and/or maintained, arising out of or as a result of this Agreement.
5. The Drainage District shall be responsible, without cost to the ICRD, for repairing any portion of a road or ICRD property located within the road rights-of-way, as depicted on the attached **Exhibit A**, that is damaged during or as a result of construction, repair or maintenance work on the Drain performed by the Drainage District under this Agreement. Such repair shall reasonably restore any damaged portion to the same general condition as it was prior to such damage.
6. Except as specifically set forth herein, this Agreement does not otherwise alter the ICRD’s obligations, or rights to governmental immunity as may be provided by law, for road administration, repair and maintenance of roads and road rights-of-way under its control and jurisdiction as provided by law.
7. Except as specifically set forth herein, this Agreement does not otherwise alter the Drainage District’s obligations for maintenance and repair of the Drain as provided by law.
8. This Agreement shall not be construed as obligating the ICRD or the Drain Commissioner to expend funds in excess of appropriations or assessments authorized by law or otherwise commit the Drain Commissioner or the ICRD to actions for which they lack statutory authority.
9. For the Improvements to be performed pursuant to this Agreement, and for any future maintenance and/or repair work, the Drain Commissioner, on behalf of the Drainage District, shall obtain any and all necessary permits from the ICRD required to perform said construction, maintenance and/or repair work. Any subsequent changes in the Plans and Specifications during construction for work under the roads or within the road rights-of-way

must first receive a permit amendment. Subsequent to completion of construction, the Drainage District shall provide the ICRD with construction record drawings illustrating all Improvements and their details constructed under the roads and within the public road rights-of-way and identifying the Drainage Structures to be maintained by the Drainage District.

10. This Agreement is entered specific to the construction, improvements and maintenance of the Drain set forth in the above-referenced Plans and Specifications and shall not otherwise be applicable beyond said Drain and Drainage District, and does not otherwise modify existing Drain Commissioner and ICRD authorities or transfer any authority, on to the other. The ICRD and the Drain Commissioner do not waive any claims, positions and/or interpretations that may have with respect to the applicability and/or enforceability of any law, regulation or ordinance.

11. This Agreement incorporate by reference the ICRD Right-of-Way Permit Rules and Regulations as revised on June 8, 2006.

12. This Agreement does not confer or grant an easement or other rights or interests in the roads or road right-of-way to the Drain Commissioner or Drainage District other than as necessary for the construction, maintenance and repair of the Drain, unless otherwise stated herein.

13. This Agreement is not intended to create, nor does it create, any third-party rights, but has been entered into for the sole benefit of the parties hereto.

14. The parties signing this Agreement on behalf of each party are, by said signatures, affirming that they are authorized to enter into this Agreement for and on behalf of the respective parties to this Agreement.

[Signatures and Acknowledgments on following pages]

SMITH AND OESTERLE DRAIN DRAINAGE DISTRICT

By: _____
Patrick E. Lindemann
Ingham County Drain Commissioner

STATE OF MICHIGAN)
)SS
COUNTY OF INGHAM)

The foregoing was acknowledged by me on this ____ day of _____, 2021, by Patrick E. Lindemann, Ingham County Drain Commissioner on behalf of the Smith and Oesterle Drain Drainage District.

_____, Notary Public
State of Michigan, County of Ingham
My commission expires: _____
Acting in the County of : _____

**COUNTY OF INGHAM FOR
INGHAM COUNTY ROAD DEPARTMENT**

By: _____
Bryan Crenshaw
Chairperson, County Board of Commissioners

STATE OF MICHIGAN)
)SS
COUNTY OF INGHAM)

The foregoing was acknowledged by me on this ____ day of _____, 2021, by Bryan Crenshaw, Chairperson, County Board of Commissioners, on behalf of the Ingham County Road Department.

_____, Notary Public
State of Michigan, County of Ingham
My commission expires: _____
Acting in the County of : _____

APPROVED AS TO FORM
FOR THE COUNTY OF INGHAM
COHL, STOKER & TOSKEY, P.C.

By: _____
Robert D. Townsend

Prepared by and Return to:

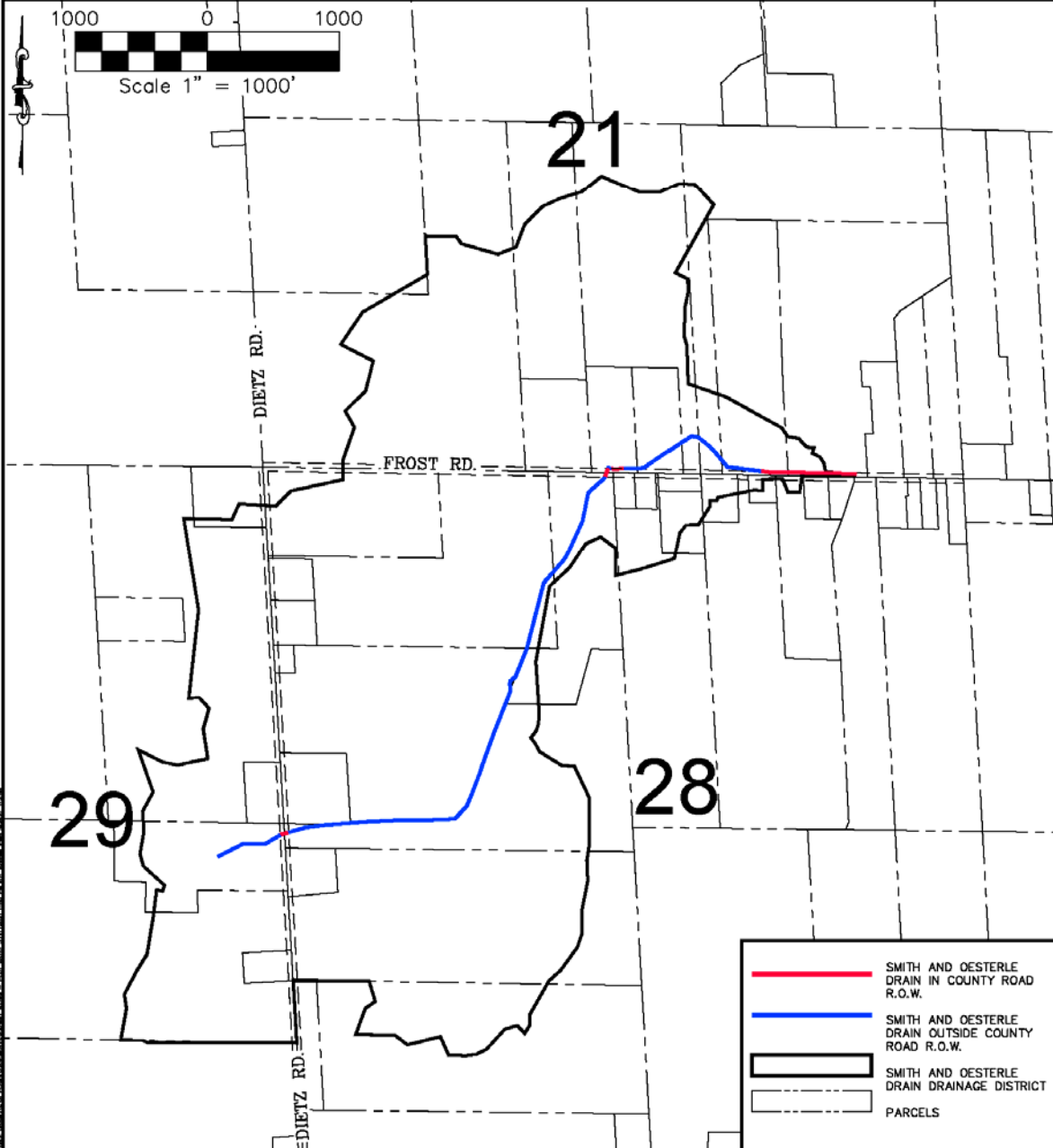
Patrick E. Lindemann
Ingham County Drain Commissioner
707 Buhl Avenue
Mason, Michigan 48854-0220

EXHIBIT A

OWNER:
INGHAM COUNTY DRAIN COMMISSIONER
707 BUHL AVE., P.O. BOX 220
MASON, MI 48854

EXHIBIT A

LSG Engineers
& Surveyors
exceptional service
3135 PINE TREE ROAD, SUITE D • LANSING, MI 48911
PH. (517) 383-2902 • FAX (517) 383-2808 • www.lsg-ps.com



SCALE: 1" = 1000'

DRAWN BY: AJI
CHECKED BY: ADB

DATE: 03/11/2021
SHEET 1 OF 1

JOB#: 2432
DWG: 321 EXHIBIT A.DWG

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE AGREEMENT FOR WORK IN COUNTY ROAD RIGHT OF WAY BY SMITH AND OESTERLE DRAIN DRAINAGE DISTRICT

RESOLUTION # _____

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the Ingham County Courthouse, Mason, Michigan, on _____, 2021, at 6:30 p.m., local time.

PRESENT: Commissioners _____

ABSENT: Commissioners _____

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

WHEREAS, as a result drainage problems and periodic flooding experienced in the Smith and Oesterle Drain (the "Drain"), a Petition dated May 20, 2020 and signed by six (6) freeholders whose lands would liable to an assessment for benefits, requesting improvements, including the cleaning out, relocating, widening, deepening, straightening, tiling, extending, providing structures, adding branches and a relief drains, relocating along a highway, adding structures and mechanical devices that will properly purify or improve flow, adding pumping equipment necessary to assist or relieve flow (the "Improvements") to the Drain was filed with the Drain Commissioner; and,

WHEREAS, an Order of Necessity was entered on July 8, 2020, determining that the Improvements petitioned therefore are necessary and conducive to the public health, convenience or welfare, and that the Drain should be improved, and further, on July 9, 2020 the Drain Commissioner determined that the Improvements to the Drain are necessary for the protection of the public health in Leroy Township; and,

WHEREAS, the Drainage District is developing plans and specifications for the Improvements to the Drain within the Drainage District, and is in the process of securing easements necessary therefore; and,

WHEREAS, the Improvements are intended to relieve drainage problems and severe flooding to roads and properties, providing cause for the Petition previously filed, in a manner consistent with now-existing federal and state statutes and regulations, and local ordinances; and,

WHEREAS, said Improvements entail work to be performed in the public road rights-of-way under the control and jurisdiction of the Ingham County Road Department (“ICRD”), for which permission must be obtained from the ICRD pursuant to Section 321 of the Drain Code of 1956, MCL 280.321; and,

WHEREAS, the Drain Commissioner has requested that the ICRD grant such permission to construct the Drain in road rights-of-way under the jurisdiction of the ICRD; and,

WHEREAS, the ICRD and the Drain Commissioner agree to cooperate to assure that drainage from properties and roads is unobstructed and that the roads are left in equal, or better, condition once construction is completed in accordance with the terms of this Agreement to be executed.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, on behalf of the ICRD approves entering into an agreement with the Ingham County Drain Commissioner, on behalf of the Smith and Oesterle Drain Drainage District, to grant license and permission to said Drainage District, its assigns and successors in interest, for purposes of constructing, improving and maintaining the Drain, and to allow said Drain to be constructed in and occupy any and all granted road rights-of-way held by the ICRD necessary for the construction, improvement and maintenance of the Drain, subject to and conditioned upon construction to be performed and constructed in the roads rights-of-way as permitted by the ICRD.

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

YEAS: Commissioners _____

NAYS: Commissioners _____

ABSTAIN: Commissioners _____

COUNTY SERVICES:

Yeas: _____

Nays: _____ Absent: _____ Approved: _____

RESOLUTION DECLARED ADOPTED.

Barb Byrum, Clerk
County of Ingham

STATE OF MICHIGAN)
) SS
COUNTY OF INGHAM)

I, Barb Byrum, the duly qualified and acting Clerk of Ingham County, Michigan (the “County”) does 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 _____, 2021, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267 of the Public Acts of Michigan of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my signature this ____ day of _____, 2021.

Barb Byrum, Clerk
County of Ingham

Agenda Item 7

TO: County Services Committee
Finance Committee
Ingham County Board of Commissioners

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

DATE: March 18, 2021

RE: **RESOLUTION TO AUTHORIZE THE POSTING AND FUNDING OF THE
DEPUTY EQUALIZATION DIRECTOR POSITION WITHIN THE INGHAM
COUNTY EQUALIZATION/TAX MAPPING DEPARTMENT**

Attached please find the resolution approving and authorizing the posting of the Deputy Equalization Director position within the Equalization/Tax Mapping Department. The Department's 2021 budget was reduced with the understanding that if qualified candidates were identified, the funding would be restored with funds from the 2021 contingency account to cover the necessary salary and benefits.

Respectfully,

Introduced by the County Services and Finance Committees:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE POSTING AND FUNDING OF THE
DEPUTY EQUALIZATION DIRECTOR POSITION WITHIN THE INGHAM COUNTY
EQUALIZATION/TAX MAPPING DEPARTMENT**

WHEREAS, the position of Deputy Equalization Director (ICEA County Pro 08) within the Ingham County Equalization/Tax Mapping Department has been vacant since July 19, 2019 due to the retirement of the former Deputy Equalization Director; and

WHEREAS, for fiscal year 2021 the position still remains within the organizational structure of the Ingham County Equalization/Tax Mapping Department; and

WHEREAS, for fiscal year 2021 the allocated budgetary funding for salary and benefits for the deputy director position was removed from the Ingham County Equalization/Tax Mapping Department's budget as adopted by the Ingham County Board of Commissioners; and

WHEREAS, based upon expressed interests of qualified potential candidates, it is the desire of the Director of the Ingham County Equalization/Tax Mapping Department that the position of Deputy Equalization Director be posted pursuant to established policies and procedures to secure possible internal and possible external candidate applications for employment; and

WHEREAS, the long-term annual cost of the position is approximately \$125,000, and, if the position were to be filled by May 1, 2021, the 2021 cost would be up to \$85,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the reinstatement of the Deputy Equalization Director position (Position #225002) to the 2021 fiscal year budget for the Ingham County Equalization/Tax Mapping Department and that up to \$85,000 be transferred from the 2021 contingency account to fund all salary and benefits for this position.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves and directs the Director of the Ingham County Equalization/Tax Mapping Department and the Director of the Ingham County Department of Human Resources to post the vacant position of Deputy Equalization Director in accordance with its policies and procedures to secure and entertain possible internal and possible external candidate applications for employment.

BE IT FURTHER RESOLVED, that the County Controller/Administrator is authorized to make any necessary adjustments to the 2021 Budget and position allocation list consistent with this resolution.

TO: Board of Commissioners County Services and Finance Committees
FROM: Teri Morton, Deputy Controller
DATE: March 23, 2021
SUBJECT: Resolution Creating a Project Manager Position in the Facilities Department
For the meeting agendas of April 6 and 7

BACKGROUND

Ingham County has a plan to implement the following long needed major capital projects, with an estimated total cost of \$2.86 million:

- Mason Courthouse Clock Tower Repairs - \$1,630,000
- Mason Annex Building Demolition - \$205,000
- VMC/GPB Fire Alarm Panel Replacement - \$560,000
- VMC/GPB Access Control System Upgrade - \$105,000
- Mason Hilliard & Courthouse Tunnel Remediation Improvements - \$255,000
- Mason Courthouse – Door Entrances Security Upgrades - \$105,000

With its current staffing, the Facilities Department is unable to accommodate all of the projects necessary to maintain and improve County facilities and the additions of these projects will only compound the problem. To address this issue, the creation of a Project Manager in the Facilities Department is being recommended. This position will administer the projects listed above, and, upon completion of those projects, will address the backlog of capital projects and ensure that the Facilities Department is able to accommodate all necessary County projects in a timely manner.

ALTERNATIVES

If this position is not created, the Facilities Department will continue to do its best to keep up with projects, but will need to focus on the most critical projects, and will continue to fall behind in other projects requested by departments and offices.

FINANCIAL IMPACT

The position has been classified by the Human Resources Department as MC 12 (salary range \$75,076.87 to \$90,111.79), with a long term cost (wages and fringes) of \$156,187. Funding for the position for the first year will come from a 2021 debt issuance, which will also be used to fund the projects listed above. Beginning in the 2022 budget, funding will be provided through a major project surcharge.

OTHER CONSIDERATIONS

A different version of this resolution was presented to the County Services Committee on February 16 and the Finance Committee on February 17. The original resolution was passed by the County Services Committee, but was tabled by the Finance Committee. The Finance Committee directed that the pay rate be reevaluated. The Human Resources and Facilities Departments made changes to the job description, and the updated job description has been classified by the Human Resources Department as MC12. The original resolution had the position classified as MC10.

RECOMMENDATION

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

Agenda Item 8a

TO: Richard Terrill, Facilities Director

FROM: Beth Bliesener, Human Resources Specialist

DATE: March 2, 2021

RE: Memo of Analysis for New Classification: Project Manager – Facilities
Department

Per your request, Human Resources has created a new classification titled Project Manager – Facilities Department.

After analysis, the classification has a community of interest with the Managerial and Confidential group and is appropriately compensated at MC 12.

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

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

**INGHAM COUNTY
JOB DESCRIPTION**

PROJECT MANAGER – FACILITIES DEPARTMENT

General Summary:

Under the general oversight of the Facilities Director, the Project Manager (PM) is responsible for managing, outlining and developing projects. The PM will work with stakeholders to design project goals and success indicators and determine how success will be measured and tracked. He/she will ensure the project remains on time and on budget as well as help the stakeholders to hit their goals. The PM will act as a liaison between the project team and upper management. The PM will prepare and present progress reports and ensure the project is consistent with the organization goals.

Essential Functions:

1. Develop project plans and budgets for facilities projects to support fiscal decision-making, including but not limited to preparing and submitting project estimates to clients, manage bidding, and contractor relationships.
2. Makes decisions on changes in scope and costs. Has the authority on project decisions and/or recommendations. Works with a significant amount of authority in managing and overseeing projects.
3. Communicates effectively with client from the start of the project to ensure they understand the project scope and vision, takes detailed notes and clarifies specific requirements. Will be the key person responsible for communication on projects.
4. Develops and oversees the beginning of each project, for example getting the permit submission and design evaluations.
5. Coordinates all parties involved in the planning, design, and construction process by assigning tasks and providing guidance and direction for specific functions.
6. Negotiate contracts with vendors, suppliers and subcontractors.
7. Collaborate with the architect and construction crew to ensure feasibility of each project. Reviews contract plans and specifications for compliance with appropriate building codes and project requirements.
8. Conducts meetings with architect, client and construction crew.
9. Implements, monitors, and manages all projects utilizing the project management system. Monitors and reports on all phases of planning and construction to ensure that implementation and prescribed activities are carried out in accordance with specified objectives.
10. Ensures completion of projects. Manages the close out process and commissioning of all appropriate projects.
11. Meet budgetary objectives and make adjustments to project constraints.
12. Prepares contract change order and monitors their execution.
13. As the Project Manager will assist the Facility Managers and others in the department regarding operational needs and projects, will review work for accuracy. Provides assistance as requested.
14. Represents the department in both internal and external meetings.
15. May assume the duties of the Facilities Director in his/her absence, as assigned.

Other Functions:

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

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

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

Employment Qualifications:

Education/Experience:

A minimum of a Bachelor's degree in Construction Management, Architecture, Engineering, or related field is required and three (3) years of construction experience is required. Significant design-build experience in residential or commercial construction is preferred.

OR

A minimum of High School Diploma or equivalent education and specialized training such as acquired from certificates, including but not limited to a relevant building license, the first year of college, technical or trade school and seven (7) years of construction experience is required. Significant design-build experience in residential or commercial construction is preferred.

Other Requirements:

- An advance understanding of construction processes, principles, materials, and tools.
-

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

Working Conditions:

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars, trucks, tractors, forklifts, hoists, bucket trucks, etc.
3. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
4. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
5. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
6. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.

7. This position is exposed to noise levels which require shouting in order to be heard.
8. This position is exposed to vibrations and oscillating movements.
9. This position is required to travel for meetings and appointments.
10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require continuous stamina in sitting, standing, walking, traverse, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, lifting, carrying, pushing, pulling, reaching, grasping handling, pinching, typing, and enduring repetitive movements of the wrists, hands or fingers.
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires far visual acuity to perform tasks significantly beyond arm's reach such as making general observations about buildings, people or situations, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

MC 12
March 2021

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION CREATING A PROJECT MANAGER POSITION IN THE
FACILITIES DEPARTMENT**

WHEREAS, Ingham County has a plan to implement some long needed major capital projects in 2021; and

WHEREAS, the cost for these projects is estimated at \$2.86 million and will be funded through a debt issuance over five years; and

WHEREAS, with its current staffing, the Facilities Department is unable to accommodate all of the projects necessary to maintain and improve County facilities; and

WHEREAS, the additions of these projects will only compound the problem; and

WHEREAS, it is recommended that a Project Manager be added to the Facilities Department to administer the bonded projects, and, upon completion of those projects, to address the backlog of capital projects and ensure that the Facilities Department is able to accommodate all necessary County projects in a timely manner; and

WHEREAS, the position of Project Manager - Facilities has been classified by the Human Resources Department as MC 12 (salary range \$75,076.87 to \$90,111.79); and

WHEREAS, funding for the position will be provided for the first year from the 2021 debt issuance and will be funded in future years' budgets through a major project surcharge.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the creation of a Project Manager - Facilities position, MC 12.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2021 budget and position allocation list.

Agenda Item 8b

TO: Board of Commissioners, Human Services, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: March 23, 2021

RE: Resolution to Authorize an Amendment to Resolution 21-088 to Authorize the Installation Charge for the Temperature Sensors at the Human Services Building

For the meeting agendas of: April 5, 6 & 7

BACKGROUND

Resolution #21-088 authorized an agreement amendment with Safety Systems Inc. for the monitoring of two additional sensors at the Human Services Building for an additional \$24.00 per year for the next two years. The Controller approved the installation charge of \$574.00 but it was not on the resolution. We are requesting the resolution amendment to include authorization of the installation cost. All other terms and conditions set forth in Resolution #21-088 will remain unchanged.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO RESOLUTION #21-088 TO
AUTHORIZE THE INSTALLATION CHARGE FOR THE TEMPERATURE SENSORS AT THE
HUMAN SERVICES BUILDING**

WHEREAS, Resolution #21-088 authorized an amendment to an agreement with Safety Systems Inc. for monitoring two additional temperature sensors at the Human Services Building for an additional \$24.00 per year for the next two years; and

WHEREAS, the installation charge of \$574.00 was approved by the Controller but was not included in Resolution #21-088.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends Resolution #21-088 to authorize the installation charge of \$574.00 for Safety Systems, Inc. for two additional temperature sensors at the Human Services Building.

BE IT FURTHER RESOLVED, that all other terms and conditions set forth in Resolution #21-088 are unchanged.

BE IT FURTHER RESOLVED, 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 9

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

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

DATE: March 23, 2021

SUBJECT: Proposed Resolution to Enter into a 2nd Party Agreement with MEDC and a 3rd Party Agreement with the City of Lansing for the Forest Road and Collins Road Infrastructure Improvements Project

For the Meeting Agendas of April 6, 7, and 13

BACKGROUND

McLaren of Greater Lansing is consolidating its two locations in Lansing (Greenlawn Campus and Pennsylvania Campus) into one location at the southwest corner of Collins Road and Forest Road in Lansing. Construction of the medical campus is scheduled to be completed in late 2021 with a move scheduled for early 2022. Prior to the start of construction, McLaren hired a traffic consultant to prepare a study to look at operational issues on the roadways surrounding the new location. Several issues were identified including traffic signal timing changes, freeway ramp improvements, the need for a center turn lane on Forest Road and improvements to the Collins/Forest intersection.

The City of Lansing and McLaren, working with Tri-County Regional Planning Commission and the State of Michigan, were able to secure multiple funding sources to address roadway issues on the Forest Road and Collins Road corridors. Based on the funding sources, the work is broken into two projects.

One phase of the project will use CMAQ/TAP funding allocated to the City of Lansing. No involvement from the Ingham County Road Department or Ingham County is necessary for this funding source.

The second phase of the project is using funding from the Michigan Economic Development Corporation (MEDC) in the amount of \$1.7 million from the fiscal year 2021 state appropriations bill to construct a center turn lane on Forest Road in front of the McLaren campus and a roundabout at the intersection of Forest Road and Collins Road. Based on the way the appropriations bill was written, Ingham County is the recipient of the funding for the improvements to Forest Road and Collins Road as described above.

Since these portions of Forest Road and Collins Road are under the jurisdiction of the City of Lansing, in order for construction of these improvements to occur, Ingham County would need to enter into the grant agreement with MEDC. Additionally, an agreement between Ingham County and the City of Lansing is needed to reimburse the City of Lansing for construction expenditures. The funding from the MEDC would be paid to the Ingham County Road Department in a lump sum amount and then the City of Lansing would be reimbursed for eligible construction costs, based upon evidence of expenditures submitted to the Road Department. There is no local match for this grant funding for the City of Lansing, the Ingham County Road Department, or Ingham County. The designated agent from the Road Department to administer the project will be Kelly R. Jones, County Highway Engineer.

The City of Lansing has prepared all necessary plans and specifications to bid the project according to the Michigan Department of Transportation standards. Prior to bid advertisement, the Road Department will be provided the opportunity to review the bid documents. Construction is expected to occur during the 2021 construction season.

ALTERNATIVES

If Ingham County elects to not accept the grant on behalf of the City of Lansing, the \$1.7 million funding source would be forfeited and the work proposed for Forest Road and Collins Road would not be completed.

FINANCIAL IMPACT

This is a City of Lansing project, where Ingham County is only acting as the grant recipient for the funding from the MEDC. The City of Lansing has paid for all design engineering to date and will pay for the construction engineering costs associated with the project. The Road Department's role will be to receive the lump sum funding amount from the MEDC, submit any necessary documentation to the MDEC as required, and reimburse the City of Lansing for construction costs based on provided evidence of expenditures.

Minimal financial impact will be realized by the Road Department. Typically in these types of situations, the 3rd party agreement would include a flat \$5,000 fee to cover expenses incurred by the Road Department on behalf of the City of Lansing to administer the project with the MEDC.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to enter into a 2nd party agreement with the MEDC and a 3rd party agreement with the City of Lansing for the work proposed at the Forest Road and Collins Road intersection.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A SECOND PARTY AGREEMENT WITH MEDC AND A
THIRD PARTY AGREEMENT WITH THE CITY OF LANSING FOR THE FOREST ROAD AND
COLLINS ROAD INFRASTRUCTURE IMPROVEMENTS PROJECT**

WHEREAS, McLaren Hospital is constructing a new medical campus at the southwest corner of Forest Road and Collins Road; and

WHEREAS, the traffic study prepared for this new facility recommended improvements to roadways in the vicinity of the medical campus; and

WHEREAS, the improvements include the addition of a center turn lane on Forest Road in front of the McLaren campus and a roundabout at the intersection of Forest Road and Collins Road; and

WHEREAS, the improvements identified within the traffic study are for roadways under jurisdiction of the City of Lansing; and

WHEREAS, funding for these improvements, in the amount of \$1.7 million, was provided by the Michigan Economic Development Corporation (MEDC); and

WHEREAS, Ingham County is the designated grant recipient on behalf of the City of Lansing for these funds based on the language of the fiscal year 2021 state appropriations bill; and

WHEREAS, no local funding from the City of Lansing, Ingham County Road Department, or Ingham County is required to match this state funding; and

WHEREAS, the City of Lansing has requested that Ingham County enter into an agreement with the MEDC to receive these funds; and

WHEREAS, the City of Lansing has requested that Ingham County enter into an agreement with the City of Lansing to allow the City to oversee the construction project; and

WHEREAS, the City of Lansing will prepare all documentation and submittals required by MEDC as detailed in the grant agreement; and

WHEREAS, Ingham County will administer the grant funds and reimburse the City of Lansing for grant eligible expenditures after review of documentation; and

WHEREAS, Kelly R. Jones, the County Highway Engineer for the Ingham County Road Department, will act as the agent on behalf of this project; and

WHEREAS, the Ingham County Road Department and the City of Lansing agree that the City will administer the construction engineering portion of the project, and will pay any and all local match costs incurred by the project, plus \$5,000 for project administration and oversight provided by the Ingham County Road Department.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners approves acceptance of the grant and authorizes an agreement with the Michigan Economic Development Corporation in the amount of \$1.7 million for the Forest Road and Collins Road Infrastructure Improvements Project on behalf of the City of Lansing.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a third party agreement with the City of Lansing that allows the City to oversee the roadway improvements and be reimbursed for grant eligible expenditures by the Ingham County Road Department.

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 10

TO: Board of Commissioners, County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: March 15, 2021
SUBJECT: Discussion: American Rescue Plan Act of 2021 Proposals
For the April 6, 7 Meetings

The American Rescue Plan Act of 2021 (ARP) provides funding to units of local government to: *mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (COVID-19)*. Ingham County is to receive \$56.7 million (estimate) in funding from the ARPA (cities and townships will receive separate funds).

The existing guidelines in the ARPA are as follows:

- 1) **Funding Disbursement** – First Tranche (50%) within 60 days of bill enactment. Second Tranche (50%) not earlier than 12 months after the date of First Tranche payment.
- 2) **Use of Funds Deadline** – December 31, 2024.
- 3) **Eligibility** –
 - a. To respond to the public health emergency with respect to COVID-19 or its negative economic impacts, including assistance to households, small businesses, or aid to impacted industries such as tourism, travel, and hospitality;
 - b. To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers* that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;
 - c. For the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency;
 - d. To make necessary investments in water, sewer, or broadband infrastructure.
 - e. Pension Funds contributions are specially identified as not eligible.
- 4) **Transfer Authority** – funds may be transferred to private nonprofit organizations, a public benefit corporation involved in the transportation of passengers or cargo, or a special-purpose unit of State or local government.
- 5) **Reporting** – provide to Treasury Secretary periodic reports providing a detailed accounting of the uses including such other information as the Secretary may require.
- 6) **Recoupment** – failure to comply with requirements shall require repayment in amount equal to amount of funds used in violation to requirements.
- 7) **Regulations** – The Treasury Secretary shall have the authority to issue such regulations as may be necessary or appropriate.

Please see attached spreadsheet of proposed funding options for the ARP funds. While the federal regulations have not been finalized, these proposals fit within the eligibility categories listed above.

American Rescue Plan Funding Proposals March 25, 2021

Revenue

Tranche 1 May 2021 - May 2022 \$ **28,355,172**

Expense

		Description
Premium Pay Benefit	\$ 2,100,000	Work share pay for non-eligible essential workers during COVID and premium pay for other essential non-remote working employees
IT Upgrades for Remote Work/Connectivity	\$ 250,000	Upgrades/Wireless at Park facilities, Fairground, other remote facilities
Health Department	\$ 2,691,000	Expanded vaccination clinics, mobile vaccination/testing, contact tracing
Small Business Rescue Grants	\$ 11,000,000	Administered by LEAP (includes Overhead/Administration)
Assistance to Residents	\$ 6,500,000	Administered by Capital Area Community Services; debt counseling, direct aid, behavioral health services, etc. (includes Overhead/Administration)
Mortgage Assistance	\$ 1,000,000	Administered by Capital Area Housing Partners (includes Overhead/Administration)
Property Tax Forbearance (2020 delinquent taxes)	\$ 1,500,000	Administered by Treasury Office
Tourism/Travel/Hospitality	\$ 1,400,000	Direct payment to GLCVC lost revenue due to COVID
Scholarship Program	\$ 500,000	Focus on low income in layoff susceptible professions
Marketing	\$ 300,000	Promote Ingham County
Additional Staffing (2 full time)	\$ 140,000	Finance Dept/Treasury

Total Tranche 1 Expense \$ **27,381,000**

Tranche 1 Net \$ **974,172**

Revenue

Tranche 2 May 2022 - Dec 2024 \$ **28,355,172**

Expense

		Description
Revenue Reimbursement	\$ 7,000,000	Lost revenue for years 2020-2021
Housing Trust Fund	\$ 9,000,000	Administered by Land Bank (includes Overhead/Administration)
Property Tax Forbearance (2021 delinquent taxes)	\$ 1,500,000	Administered by Treasury
Sewer/Water/Broadband Revolving Loan Fund	\$ 11,550,000	Partner with townships, cities to address critical water/sewer needs including plant upgrades and homeowner systems
Additional Staffing (same as Tranche 1 for years 2-3)	\$ 280,000	Finance Dept/Treasury

Total Tranche 2 Expense \$ **29,330,000**

Tranche 2 Net \$ **(974,828)**

ARP Final \$ **(656)**

TO: Board of Commissioners County Services Committee

FROM: Gregg Todd, Controller

DATE: March 26, 2021

SUBJECT: RESOLUTION RECOGNIZING THE RENAMING OF THE “INGHAM COUNTY CULTURAL DIVERSITY COMMITTEE” TO THE “INGHAM COUNTY CULTURAL DIVERSITY, EQUITY AND INCLUSION COMMITTEE”
For the meeting agendas of April 6, 2021

BACKGROUND

The Ingham County Cultural Diversity Committee, which was established in 1999 and formally recognized by the Ingham County Board of Commissioners in 2002, has changed its name to the Ingham County Cultural Diversity, Equity and Inclusion Committee. This name change was made to better reflect the expanded work the committee is doing with regard to equity and inclusion.

FINANCIAL IMPACT

None.

RECOMMENDATION

Respectfully recommend that County Services recognize and support the Committee’s name change.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION RECOGNIZING THE RENAMING OF THE “INGHAM COUNTY CULTURAL DIVERSITY COMMITTEE” TO THE “INGHAM COUNTY CULTURAL DIVERSITY, EQUITY AND INCLUSION COMMITTEE”

WHEREAS, the month of February is recognized across the United States as “Black History” month to promote awareness of the history and culture of black Americans; and

WHEREAS, the United States is a diverse nation where many ethnic groups reside; and

WHEREAS, in 1999 a group of individuals comprised of exclusively Ingham County employees, not excluding any employees, saw the need to promote a greater awareness of all cultures; and

WHEREAS, in 1999 the employees formed the “Ingham County Cultural Diversity Committee”; and

WHEREAS, via Resolution #02-66 the Ingham County Board of Commissioners officially recognized and authorized the formation of the “Ingham County Cultural Diversity Committee” and supported its efforts to promote cultural diversity in the workplace; and

WHEREAS, the focus of the Committee has expanded over the years to promoting equity and inclusion awareness; and

WHEREAS, given this commitment to equity and inclusion the Committee voted to change its name to the “Ingham County Cultural Diversity, Equity and Inclusion Committee”.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby formally recognizes the name change to the “Ingham County Cultural Diversity, Equity and Inclusion Committee” and continues to support its efforts to promote cultural diversity, equity and inclusion in the workplace.

BE IT FURHTER RESOLVED, that open participation on the Committee is encouraged and is open to all Ingham County employees.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION SUPPORTING THE FEDERAL FOR THE PEOPLE ACT WHICH CHANGES
CAMPAIGN FINANCE LAWS TO REDUCE THE INFLUENCE OF MONEY IN POLITICS**

WHEREAS, the foundation of our democracy is free, fair, and credible elections; and

WHEREAS, our democracy is a representative one, it is essential that elected officials represent and pursue the interests and needs of their voters, avoid self-dealing relative to their personal financial interests, and avoid corruption and undue influence from outside financial interests; and

WHEREAS, election campaigns, from the earliest days of our democracy, were conceived as a very public process in which the candidates seek to inform and motivate their electorate to choose them to represent the interests and needs of their district; and

WHEREAS, rulings of the United States Supreme Court over the last 50 years have expanded the meaning of the First Amendment of the federal constitution so as to empower unlimited political spending with “free speech” protections; and

WHEREAS, these rulings have led to a dramatic increase in “dark money”, funds raised for the purpose of influencing elections by nonprofit organizations that are not required to disclose the identities of their donors; and

WHEREAS, research has documented that the bulk of dark money advertising use deceptive identities, is oppositional in nature, often intended to distort the facts regarding a candidate and inflame voter opinion and engender irreconcilable partisanship; and

WHEREAS, some Michigan corporations have launched, and solely financed, deceptive non-profit social welfare dark money groups for the sole purpose of defeating local elected officials that have refused to support their private interests; and

WHEREAS, the costs of the 2020 federal election exploded from \$6.3 billion in 2016 to nearly \$15 billion in 2020; and

WHEREAS, dark money funding was, for the first time, the largest class of money in Michigan’s 2018 Governor’s Election; and

WHEREAS, there is a growing body of research that indicates that the confluence of all of the above problems is a major factor in the oft-cited increasing loss of confidence by American citizens in the election process, our representative form of democracy, and our government itself; and

WHEREAS, in recognition of the increasing need for full disclosure of and limits on election money, as well as disclosure of candidate personal financial interests to protect the integrity of our elections.

THEREFORE IT BE RESOLVED, that in order to restore faith in our elections, achieve equality of voice, and true representation, we, the elected officials of Ingham County hereby:

- Call all on our congressional delegation to support and pass HR1/SR1, more commonly known as *For the People Act*, and
- Call all on our congressional delegation to support and pass an amendment to the US Constitution, and submit it to the states for ratification, a Constitutional amendment to clarify that States may set even-handed limits on the spending of money to influence elections in the States and that Congress may set even-handed limits on the spending of money to influence Federal elections, and that in so doing, the States and Congress may distinguish between natural persons and legally recognized entities such as corporations, unions and government authorities; and
- Call on our state delegation to support an amendment to the Michigan constitution and passage of enabling legislation to require the disclosure of all election campaign financing associated with public election messaging generated by any and all persons and entities. This new requirement for our elections should in like fashion include disclosure of personal financial resources by reporting by all candidates and elected state public officials.

BE IT FURTHER RESOLVED, that this resolution be prepared and submitted to the Leadership of the U.S. Congress, and our delegation therein, and the President of the Michigan Senate, the Speaker of the Michigan House of Representatives and our elected representatives in both chambers.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RECOGNIZE AMERICAN REVOLUTIONARY WAR PATRIOT
PRIVATE EPHRAIM WHEATON**

WHEREAS, Private Ephraim Wheaton was a Revolutionary War Patriot, serving as both a soldier and a musician, he enlisted at Northampton, Massachusetts on February 14, 1781 for a term of three years; and

WHEREAS, for a 10-month period, he served as a fifer with Captain Dean's Company, Colonel Benjamin Tupper's (10th) Massachusetts Regiment of the Massachusetts Line, and on August 1, 1781 he was appointed a drummer; and

WHEREAS, on January 1, 1782 Private Wheaton reenlisted for 12 months as fifer, during his enlistment he served at the Battle of Kings Bridge, Fort Washington, Philadelphia and was with General Washington's Army to witness British Lord Cornwallis' surrender at Yorktown in 1781; and

WHEREAS, as an image of this pivotal surrender at Yorktown, an oil painting by John Trumbull is displayed in the U.S. Capitol Rotunda; and

WHEREAS, Private Ephraim Wheaton was honorably discharged at West Point, New York on December 18, 1783; and

WHEREAS, during the American Revolution, fife and drum soldiers were critical positions, over the chaos of the battlefield, regimental commanders communicated orders and maintained discipline through musical tunes and drum beats, upon hearing a specific music or beat, all company musicians along the line would repeat them ensuring every soldier heard and understood the command; and

WHEREAS, upon his discharge, Ephraim Wheaton continued living as a farmer and 'cordwainer' (shoemaker) in New York until around 1836 when he moved his family to Stockbridge in the Territory of Michigan because land for farming was less expensive in Michigan, and his desire to establish homes for his younger children, something he could not achieve in New York on account of the high price of land; and

WHEREAS, Ephraim Wheaton and his family moved to Stockbridge in 1836, the same year the Stockbridge Township was founded. Ephraim Wheaton found the Stockbridge area to be productive for agriculture as the area was rich in organic or muck soils; and

WHEREAS, in 1837 Michigan officially became a State, Ingham County was officially founded in 1838, Ephraim Wheaton was a pioneer settler of Stockbridge, Ingham County and the State of Michigan.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby recognizes Private Ephraim Wheaton, a Revolutionary War Patriot and pioneer settler and the Private Ephraim Wheaton Chapter SAR Charter named in his honor which was officially approved by the Michigan Society of Sons on October 19, 2019.

TO: Human Services and County Services Committees

FROM: Jared Cypher, Deputy Controller

DATE: March 23, 2021

SUBJECT: Resolution to Re-Establish and Change the Composition of the Environmental Affairs Commission
For the meeting agendas of April 6 and April 7

BACKGROUND

The Human Services Committee directed the Controller’s Office to prepare a resolution re-establishing the Environmental Affairs Commission. Originally established in 1995, the Environmental Affairs Commission was tasked to examine and make environmental improvement recommendations regarding County-owned and maintained properties. The Commission no longer meets.

In 2020, with the passing of Resolution #20-301 declaring a climate emergency in Ingham County, the Ingham County Board of Commissioners has recognized the reduction of greenhouse gas emissions and the implementation of renewable energy for county operations as a top priority. The Environmental Affairs Commission will make recommendations to the Board of Commissioners on the implementation of programming designed to reduce energy usage. The Commission will also make recommendations to the Board of Commissioners of other countywide initiatives to promote sustainability and reduce greenhouse gas emissions. The Commission will also explore issues of environmental justice in Ingham County to ensure that the needs of vulnerable populations including ethnic minorities, children, seniors, individuals with pre-existing conditions, and low-income individuals are duly considered and effectively represented during the transition to carbon neutrality.

The Commission will consist of seven (7) members who shall be appointed by the Board of Commissioners, and the members shall include: (1) a representative of municipal government, (2) a representative with a background in forestry or natural resources, (3) a representative from the Ingham County Health Department, (4-5) two representatives with a background in sustainability and energy use, (6-7) , two members of the public. A county commissioner will also serve as a liaison.

ALTERNATIVES

Ingham County could continue to pursue reductions in energy use and greenhouse gas emissions under the current structure, but would lack the advice and expertise that this commission will bring.

FINANCIAL IMPACT

There is no direct financial impact.

STRATEGIC PLANNING IMPACT

This resolution addresses the County’s overarching long-term objective of “promoting environmental protection, smart growth, and conservation”.

OTHER CONSIDERATIONS

A RFP is currently being drafted for a countywide energy and greenhouse gas audit for all county owned facilities. The Environmental Affairs Commission should review and provide input on the RFP before it is released.

RECOMMENDATION

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RE-ESTABLISH AND CHANGE THE COMPOSITION OF THE ENVIRONMENTAL AFFAIRS COMMISSION

WHEREAS, Resolution #95-58 established the Environmental Affairs Commission to examine and make environmental improvement recommendations regarding County-owned and maintained properties; and

WHEREAS, the Environmental Affairs Commission no longer meets; and

WHEREAS, a long-term objective of Ingham County's strategic plan is promoting environmental protection, smart growth, and conservation; and

WHEREAS, the Ingham County Board of Commissioners has recognized the reduction of greenhouse gas emissions and the implementation of renewable energy for county operations as a top priority; and

WHEREAS, the Human Services Committee of the Ingham County Board of Commissioners recommends the re-establishment of the Environmental Affairs Commission.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners re-establishes the Environmental Affairs Commission.

BE IT FURTHER RESOLVED, that the Commission will make recommendations to the Board of Commissioners on the implementation of programming designed to reduce energy usage.

BE IT FURTHER RESOLVED, that the Commission will also make recommendations to the Board of Commissioners of other countywide initiatives to promote sustainability and reduce greenhouse gas emissions.

BE IT FURTHER RESOLVED, that the Commission will also explore issues of environmental justice in Ingham County to ensure that the needs of vulnerable populations including ethnic minorities, children, seniors, individuals with pre-existing conditions, and low-income individuals are duly considered and effectively represented during the transition to carbon neutrality.

BE IT FURTHER RESOLVED, that the Commission will consist of seven (7) members who shall be appointed by the Board of Commissioners, and the members shall include: (1) a representative of municipal government, (2) a representative with a background in forestry or natural resources, (3) a representative from the Ingham County Health Department, (4-5) two representatives with a background in sustainability and energy use, (6-7), two members of the public.

BE IT FURTHER RESOLVED, that a County Commissioner shall serve as a liaison to the Commission, and shall be appointed by the Board of Commissioners after nomination by the Board Chairperson.

BE IT FURTHER RESOLVED, that the Commission will work with the County's Facilities Department and other appropriate staff and report annually to the Board of Commissioners.