

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

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

INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, NOVEMBER 1, 2022 AT 6:30 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/87805478336>.

Agenda

Call to Order

Approval of the [October 18, 2022 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Treasurer's Office – Foreclosing [Governmental Unit Report](#) of Real Property Foreclosure Sales
2. Financial Services Department – Resolution to Approve a Contract with [Gabriel, Roeder, Smith & Company](#) to Conduct an Actuary Evaluation of the Retiree Health Care Plan and Provide Annual Governmental Accounting Standards Board Reports
3. Innovation & Technology Department
 - a. Resolution to Approve Renewal of Support from [Core Technology](#)
 - b. Resolution to Approve the Invoice for Renewing [CourtView](#) Support Services
4. Animal Control and Shelter
 - a. Resolution to Create a Second Lead [Animal Control Officer](#) Designation
 - b. Resolution to Approve the Creation of a [Veterinarian Assistant and Veterinarian](#) Position for Ingham County Animal Control and Shelter
5. Human Resources Department – Resolution to Approve UAW TOPS Unit and MC [Reclassification](#) Requests
6. Controller's Office
 - a. Resolution Setting a [Public Hearing](#) to Approve a Tax Sharing Agreement with Lansing Township Under the Urban Cooperation Act
 - b. Pursuant to MCL 15.268 (1)(h) Consult with Counsel, to Consider Material Exempt from Discussion or Disclosure by State or Federal Statute (Closed Session)

Announcements

Public Comment

Adjournment

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

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

COUNTY SERVICES COMMITTEE
October 18, 2022
Draft Minutes

Members Present: Sebolt, Peña, Stivers, Grebner, Naeyaert, Maiville, and Celentino.

Members Absent: None.

Others Present: Stacey Mason, Deb Fett, Becky Bennett, Gregg Todd, Ryan Buck, and others.

The meeting was called to order by Chairperson Sebolt at 6:30 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual Public participation was offered via Zoom at <https://ingham.zoom.us/j/87805478336>.

Approval of the October 4, 2022 Minutes

CHAIRPERSON SEBOLT STATED, WITHOUT OBJECTION, THE OPEN AND CLOSED SESSION MINUTES OF THE OCTOBER 4, 2022 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN.

Additions to the Agenda

Substitute –

2. Environmental Affairs Commission – Resolution to Create an Environmental Sustainability Manager Position
7. Animal Control and Shelter – Resolution to Approve the Creation of an Animal Control Officer Position

Late –

9. Financial Services Department – Authorization to Start an Employee Above Step 2
10. Board of Commissioners Office – Resolution to Authorize the Release of Attorney/Client Privileged Communication

Limited Public Comment

None.

Agenda items

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

2. Environmental Affairs Commission – Resolution to Create an Environmental Sustainability Manager Position
3. Fairgrounds – Notice of Emergency Purchase Order of Electrical Poles at the Fairgrounds
4. Health Department
 - a. Resolution to Change Position #601043 (Community Health Representative II) from 1.0FTE to 0.50FTE
 - b. Resolution to Accept FY 2023 MIKIDS NOW Funds
5. Innovation & Technology Department
 - a. Resolution to Approve Pluralsight Staff Training from CDWG
 - b. Resolution to Approve Redundant Internet Service Provided by Lumen
 - c. Resolution to Approve Security Cameras for Youth Center Provided by KnightWatch
6. Facilities Department
 - a. Resolution to Authorize a Purchase Order to Seelye Group Ltd., to Replace the Carpet in Courtroom 5 and Judge’s Suite at the Veterans Memorial Courthouse
 - b. Resolution to Authorize an Agreement with Laux Construction for Security Improvements at the Ingham County Family Center
7. Animal Control and Shelter – Resolution to Approve the Creation of an Animal Control Officer Position
8. Road Department
 - a. Resolution to Authorize a Bituminous Pavement Agreement with Delhi Inc. for Phase 8 of the Meadow Ridge Subdivision
 - b. Resolution to Amend an Engineering Design Services Contract with DLZ Michigan, Inc. for the Holt Road Bridge over Doan Creek (SN 3869)
 - c. Resolution to Approve a Traffic Control Order to Sign the Zimmer Road and Sherwood Road Intersection as a Four-Way Stop
9. Financial Services Department – Authorization to Start an Employee Above Step 2

THE MOTION CARRIED UNANIMOUSLY.

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

1. Women’s Commission – Interview

Stacey Mason interviewed for the Women’s Commission.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. NAEYAERT, TO RECOMMEND THE APPOINTMENT OF STACEY MASON TO THE WOMEN'S COMMISSION WITH THE TERM ENDING 12/31/2024.

Commissioner Grebner asked for clarification on the term end date.

Commissioner Celentino stated that he recommends the term ending 12/31/2024.

Chairperson Sebolt stated that the County Services Committee would amend the term to end in 2024.

Commissioner Stivers stated that Ms. Mason would make an excellent addition.

THE MOTION CARRIED UNANIMOUSLY.

10. Board of Commissioners Office – Resolution to Authorize the Release of Attorney/Client Privileged Communication

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

Commissioner Grebner stated that it seemed that this created a pathway that the Board of Commissioners would follow in the future. He further stated that when a complaint was received it would immediately be sent to the County Attorney, and then the recommendation from the County Attorney came back to the County Services Committee.

Commissioner Grebner stated that he believed there needed to be some mechanism that indicated that when a complaint was made, that mentions the ethics policy, that it be sent to the County Attorney and placed on the Board of Commissioners agenda. He further stated that the County Attorneys would in turn provide their opinion, which might be the recommendation to do nothing.

Commissioner Maiville stated that they might not always follow, as it ultimately was up to the Board of Commissioners. He further stated that when reviewing the material he did not find anything in the ethics policy and it was more of a second look to ensure that there was not anything missed.

Commissioner Grebner asked Director Becky Bennett if someone decided when an item was sent to the County Attorney and to the County Services Committee.

Commissioner Celentino asked if the Board of Commissioners Chairperson reviewed an item and made the recommendation for the mater to be referred to County Services Committee.

Chairperson Sebolt stated that in consultation with the Board Director, the past procedure was to take the complaint to the County Attorney for review. He further stated that no matter how frivolous a complaint, he did not want to have any appearance of partiality.

Chairperson Sebolt stated that it had been fully expected that it was not a valid complaint.

Commissioner Stivers stated that she would recommend that when a complaint was received it would be sent directly to the County Attorney, who would in turn consult with the Board of Commissioners Chairperson or more appropriate the County Services Committee Chairperson to decide if it would arise to be an agenda item.

Chairperson Sebolt stated that he believed that the policy and procedures would need to be amended for such change. He further stated that it could be addressed before the end of the year.

Commissioner Grebner stated that the County Attorney would weigh in and propose a procedure. He further stated that the County Services Committee would like a procedure that made no initial attempt to determine if a complaint was real or silly.

Commissioner Grebner stated that a complaint was similar to a Freedom of Information Act (FOIA) request.

Commissioner Stivers stated that in order to avoid the Ingham County's Ethics Policy from becoming a political tool to harm the Board of Commissioners or employees, it would be wise to have that level of discovery for the lawyers and the Board Chairperson in order to spare an individual unnecessary embarrassment or mental anguish.

Commissioner Maiville stated that such change might allow for a complaint to be handled more expeditiously. He further stated that this complaint could have been resolved at the last meeting.

Chairperson Sebolt stated that he would like to amend the motion to add direction to staff, upon release of the opinion, that the opinion be sent to the complainant with a letter stating that the allegations were outside of the scope of purpose of the Ingham County Ethics policy and that the matter was closed.

Chairperson Sebolt stated that he hoped the direction would be considered a friendly amendment.

Commissioner Maiville stated agreement.

Commissioner Stivers requested to abstain from the vote.

Chairperson Sebolt stated that the abstention was granted.

THE MOTION CARRIED. Yeas: Celentino, Grebner, Maiville, Naeyaert, Peña, Sebolt
Nays: None Abstain: Stivers

Announcement

Commissioner Peña stated the local chapter of the Latino Leaders for the Enhancement of Advocacy and Development (LLEAD) would have a seminar on Thursday, October 20, 2022

until 3:00 p.m. in Okemos. He further stated that it would be an open forum to discuss Hispanic and Latino issues in the State of Michigan.

Commissioner Peña stated that such topics would include immigration, housing, education, and navigating government offices.

Commissioner Peña stated that there would be a bank fraud prevention workshop with the Tri County Office on Aging at the Alfreda Schmidt Center on October 19, 2022. He further stated that there would be a fraud bingo and lunch provided.

Commissioner Peña stated that the event started at 10:00 a.m.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:01 p.m.

**NOVEMBER 1, 2022 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

- 2. Financial Services Department – Resolution to Approve a Contract with Gabriel, Roeder, Smith & Company to Conduct an Actuary Evaluation of the Retiree Health Care Plan and Provide Annual Governmental Accounting Standards Board Reports**

This resolution approves an agreement with Gabriel, Roeder, Smith & Company for an actuarial evaluation of our Retiree Health Care Plan for 2021 as well as Governmental Accounting Standards Board (GASB) reports for 2022 and 2023.

See memo for details.

- 3a. Innovation & Technology Department – Resolution to Approve Renewal of Support from Core Technology**

This resolution approves a renewal of software support for Core Technology's MultibrIDGE and Talon software, which is used by the Sheriff's Office for critical access to LEIN data for officers.

The funding for the \$9,754 total will come from the County's Innovation and Technology Department's LOFT Fund.

See memo for details.

- 3b. Innovation & Technology Department – Resolution to Approve the Invoice for Renewing CourtView Support Services**

This resolution approves the annual maintenance agreement for CourtView, which is software used by the Courts and Prosecuting Attorney's Office.

The funding for the \$170,232 total will come from the County's Innovation and Technology Department's LOFT Fund.

See memo for details.

- 4a. Animal Control and Shelter– Resolution to Create a Second Lead Animal Control Officer Designation**

This resolution will approve creating a second lead Animal Control Officer to be paid a stipend of \$3,700 annually in addition to regular wages. The designation is being recommended in order to increase oversight in the daily operations of responding to calls for service regarding public safety and animal welfare. The Ingham County Animal Control and Shelter (ICACS) and the Capital City Labor Program (CCLP) will enter into a letter of agreement to create this designation.

The additional cost will be funded by the Animal Shelter Millage.

See memo for details.

4b. Animal Control and Shelter– Resolution to Approve the Creation of a Veterinarian Assistant and Veterinarian Position for Ingham County Animal Control and Shelter

This resolution will approve the addition of a veterinarian assistant (CCLP AC Grade 2) and veterinarian (MC Grade 11) to the Ingham County Animal Control & Shelter (ICACS). In August, a millage was passed to fund the continued operation of ICACS. When this millage was proposed to the Board of Commissioners, part of the funding was intended to be used to create an additional veterinarian position and an additional veterinarian assistant position. The purpose of adding these positions is to expand services to the citizens of the County, including implementing a “trap, neuter, and release” (TNR) program designed to help control the population of unowned cats in the community. The second veterinarian will also allow for more comprehensive daily care of animals, along with the establishment of a formal on-call system to ensure that shelter staff have a directed medical contact every day to address medical emergencies.

See memo for details.

5. Human Resources Department – Resolution to Approve UAW TOPS Unit and MC Reclassification Requests

This resolution approves UAW and an MC reclassification requests per the following:

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
130024	Jury Clerk – Cir. Ct.	Move from UAW E to UAW I
130058	Jury Administration Coord. – Cir. Ct.	Move from UAW I to UAW J
142041	Enforcement Specialist – FOC	Move from UAW G to UAW I
142035	Enforcement Specialist – FOC	Move from UAW G to UAW I
140051	Executive Assistant to Office Coordinator	Move from MC 5 to MC 7

The financial impact associated with the proposed reclassifications is as follows:

<u>Position Title</u>	<u>2022 Current Grade, Step 5</u>	<u>2022 Proposed Grade, Step 5</u>	<u>Difference</u>
Jury Clerk – Cir. Ct.	UAW E: 46,050.88	UAW I: 57,683.02	11,632.14
Jury Admin. Coord.-Cir. Ct.	UAW I: 57,683.02	UAW J: 61,041.63	3,358.61
Enforcement Spec.	UAW G: 51,501.53	UAW I: 57,683.02	6,181.49
Enforcement Spec.	UAW G: 51,501.53	UAW I: 57,683.02	6,181.49
Exec Assist to Office Coord.	MC 5: 55,057.56	MC 7: 64,208.34	9,150.78
TOTAL:			36,504.51

See memo for details.

ADDITION ITEMS:

1a. Treasurer’s Office – Foreclosing Governmental Unit Report of Real Property Foreclosure Sales

6a. Controller’s Office – Pursuant to MCL 15.268 (1)(h) Consult with Counsel, to Consider Material Exempt from Discussion or Disclosure by State or Federal Statute (Closed Session)

Agenda Item 1

TO: Ingham County Board of Commissioners

FROM: Alan Fox, Treasurer

DATE: September 23, 2022

SUBJECT: Foreclosing Governmental Unit Report of Real Property Foreclosure Sales

In 2020, the Michigan Supreme Court, in *Rafaeli v Oakland County*, ruled that prior holders of interest in real property foreclosed under the Michigan General Property Tax Act were entitled to certain net proceeds when property was subsequently sold at auction or through other sales by the Treasurer.

The Legislature, through Public Acts 255 and 256 of 2020, implemented this change and included a reporting requirement in MCL 211.78m(8)(i). The requirement is summarized at the top of the attached form, which under the statute is specified by the Michigan Department of Treasury for this purpose. The form includes parcels foreclosed by court order effective April 1, 2021, the disposition of those parcels in 2021, and the payment of auction proceeds, under court order, during 2022. This is the first year for which the reporting requirement has been mandated.

Some of the provisions of Public Acts 255 and 256 have been challenged in both state and federal courts as unconstitutional. If those challenges are successful, the County may have to pay additional claims out of the total in the final column and those claims could exceed that total. Until those cases are resolved, undistributed proceeds will be retained.

The statute and the form do not require disclosure of the amounts lost to taxing authorities when parcels do not sell or sell for less than the taxes, fees, and interest owed. In the past net proceeds from the sale of some parcels could be used to offset losses on the disposition of other parcels.

Under the system as it now exists, that offset of losses cannot be done and net losses on any parcel are charged back to taxing authorities including the county itself. For parcels foreclosed in 2021, taxing authorities in the county were charged \$259,776.97. Over half of that amount was charged to local government operating funds. \$12,274.67 was charged to county millage funds.

I will attend the meetings of the County Services and Finance Committees and be available to answer any questions about these new procedures and new reporting requirements.


Foreclosing Governmental Unit Report of Real Property Foreclosure Sales

Issued under authority of Public Act 225 of 1976; MCL 211.78m(8)(i)

The foreclosing governmental unit shall submit a written report to its board of commissioners and the state treasurer identifying any remaining balance and any contingent costs of title, environmental remediation, or other legal claims relating to foreclosed property as determined by the foreclosing governmental unit, not later than September 30 of the second calendar year after foreclosure.

Foreclosure Year	i	ii	iii	iv	v	vi	vii	viii	ix	x	xi	xii
2021	Number of Parcels Ordered Foreclosed and Not Canceled or Redeemed	Sum of Minimum Bids for All Foreclosures Not Canceled or Redeemed	Number of Properties Sold to Governmental Agencies Under Right of First Refusal	Sum of Minimum Bids for all Governmental Agencies Under Right of First Refusal	Total amount paid for the government-mental Agencies under Right of First Refusal	Total Number of Parcels Sold at Public Foreclosure Auctions	Sum of the Minimum Bids for Properties Sold at Public Foreclosure Auctions	Sum of Amounts Paid for Properties Sold at Public Foreclosure Auctions	Total Amount of All Taxes, Penalties and Interest, Fees and Costs on Properties Foreclosed and not Redeemed	Total Amount Paid for All Properties, Including Governmental Agencies and Public Foreclosure Auctions	Total Amount of Proceeds Paid to Claimants for All Properties (note 5% of Sale Amount is Deducted Before Proceeds are Calculated)	Remaining Net Amount After Subtracting the Paid Claimant Proceeds Total (xi) From the Difference of Amounts Described in (x) and (ix)
INGHAM	70	1,004,217.76	2	\$ 15,512.64	\$ 15,512.64	53	\$ 839,036.23	\$ 1,730,958.48	\$ 922,155.34	1,746,471.12	\$ 441,619.48	\$ 382,696.30

I attest that I have completed the above information and any attachment data and have determined that the information reported is correct for the designated foreclosure sale year.

County Treasurer's Name Alan Fox	Telephone Number 517-626-7239
County Treasurer Signature 	Date 9/22/2022

You may send the Treasury copy to Treas-PTF@michigan.gov

Agenda Item 2

TO: Board of Commissioners, County Services Committee, and Finance Committee
FROM: Tori Meyer, Director Financial Services
DATE: October 18, 2022
SUBJECT: OPEB Actuarial Valuation contract with Gabriel, Roeder, Smith & Company
MEETINGS: November 1, 2022 and November 2, 2022

BACKGROUND

The County is required to have an actuarial evaluation performed on the Retiree Health Care Plan as of December 31, 2021 and Governmental Accounting Standards Board (GASB) 74 and 75 require certain actuarial data be provided in each annual audit for the years ending December 31, 2022 and 2023.

ALTERNATIVES

1. Approve the agreement with Gabriel, Roeder, Smith & Company to perform the required actuarial services.

FINANCIAL IMPACT

The fee for the actuarial evaluation as of December 31, 2021 is \$25,500 and the fees for the GASB reports are \$14,100 for the year ending December 31, 2022 and \$14,000 for the year ending December 31, 2023.

STRATEGIC PLANNING IMPACT

To comply with GASBs 74 and 75 as well as state statute.

RECOMMENDATION

I respectfully request the Ingham County Board of Commissioners hereby approved the contract with Gabriel, Roeder, Smith & Company to conduct an actuary evaluation as of December 31, 2021 and provide GASB reports for the years ending December 31, 2022 and December 31, 2023.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A CONTRACT WITH GABRIEL, ROEDER, SMITH & COMPANY
TO CONDUCT AN ACTUARY EVALUATION OF THE RETIREE HEALTH CARE PLAN AND
PROVIDE ANNUAL GOVERNMENTAL ACCOUNTING STANDARDS BOARD REPORTS**

WHEREAS, the County of Ingham is required to have an actuarial evaluation performed on the Retiree Health Care Plan as of December 31, 2021; and

WHEREAS, the previous actuarial evaluation was completed as of December 31, 2019; and

WHEREAS, Governmental Accounting Standards Board (GASB) 74 and 75 require certain actuarial data be provided in each annual audit for the years ending December 31, 2022 and December 31, 2023; and

WHEREAS, the fee for the actuarial valuation as of December 31, 2021 is \$25,500 and the fees for the GASB reports are \$14,100 for the year ending December 31, 2022 and \$14,000 for the year ending December 31, 2023.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the contract with Gabriel, Roeder, Smith & Company in an amount not to exceed \$25,500 to conduct an actuary evaluation as of December 31, 2021 and for an amount not to exceed \$14,000 per year, provide GASB reports as of December 31, 2022 and December 31, 2023 for the Retiree Health Care Plan.

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

TO: Board of Commissioners County Services and Finance Committees

FROM: Deb Fett, CIO

DATE: October 18, 2022

SUBJECT: Core Technology Multibridge/Talon Renewal
For the agendas of November 1, November 2, and November 8

BACKGROUND

Ingham County currently uses Multibridge and Talon software from Core Technology in our Sheriff’s Office and patrol cars. This software has been in use for many years and provides critical access to LEIN data for our officers.

In order to ensure the system has no downtime or other issues which would hinder law enforcement, IT renews support on the software each year. This year the support expires on November 30, 2022.

ALTERNATIVES

None.

FINANCIAL IMPACT

The funding for the \$9,754 total will come from the County’s Innovation and Technology Department’s LOFT Fund #636-25820-932050.

STRATEGIC PLANNING IMPACT

This resolution supports Goal D – Information Technology, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the invoice for Core Technology to renew support of the Multibridge/Talon software in the amount of \$9,754.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE RENEWAL OF SUPPORT FROM CORE TECHNOLOGY

WHEREAS, Core Technology is the company that provides support for the MultiBridge and Talon software used by our Sheriff's Office and patrol cars; and

WHEREAS, ongoing support is critical to ensuring that we have no disruption of service to our law enforcement personnel; and

WHEREAS, the current contract expires on November 30, 2022; and

WHEREAS, the funds are available in the current budgeted year.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize payment of the invoice for the renewal of support from Core Technology in the amount not to exceed \$9,754.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the County's Innovation and Technology Department's LOFT Fund #636-25820-932050.

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

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

TO: Board of Commissioners County Services & Finance Committees

FROM: Deb Fett, CIO

DATE: October 18, 2022

SUBJECT: Renew CourtView Support Services
For the meeting agendas of November 1st, 2nd, and 8th, 2022

BACKGROUND

Ingham County currently uses CourtView software in our various criminal justice areas including our Courts and Prosecuting Attorneys’ Office. There is an annual maintenance agreement in place to maintain the application, receive support, and receive needed software updates that will expire on December 31st, 2022. This support has been purchased every year since Ingham County has owned the application. The last invoice for total maintenance cost was \$163,686, this year’s upcoming cost proposed by Equivant is \$170,232. This is being put forth now to ensure timely payment with 2023 funds.

ALTERNATIVES

While the County is in process of moving to the State case management solution we will continue to need support on this software until after any transition is completed. That may include yet another year of support after this one depending on the timeline for implementation.

FINANCIAL IMPACT

The funding for the \$170,232 total will come from the County’s Innovation and Technology Department’s LOFT Fund #636-25820-932050 for 2023.

STRATEGIC PLANNING IMPACT

This resolution supports Goal D – Information Technology, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the invoice renewal for Equivant support of the CourtView software in the amount of \$170,232.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE INVOICE FOR RENEWING
COURTVIEW SUPPORT SERVICES**

WHEREAS, Ingham County currently utilizes CourtView Software as our criminal justice application; and

WHEREAS, annual maintenance is required to maintain the system and had been purchased every year since Ingham County purchased the software; and

WHEREAS, the payment totaling \$170,232 for annual support is due for the support from January 1, 2023-December 31, 2023; and

WHEREAS, this annual payment has been planned for and budgeted and will provide the needed application support and upgrades needed to maintain our current applications.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize payment of the invoice for the renewal of support from Equivant in the amount not to exceed \$170,232.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's LOFT Fund (636-25820-932050); and

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

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

Agenda Item 4a

TO: Board of Commissioners Law & Courts, County Services, and Finance Committees
FROM: Heidi Williams, Director, Ingham County Animal Control & Shelter
DATE: October 17, 2022
SUBJECT: Creation of second Lead Animal Control Officer
For the meeting agenda of October 27, 2022, November 1, 2022 and
November 2, 2022

BACKGROUND

Ingham County Animal Control and Shelter currently employs six full-time Animal Control Officers and is currently requesting to add a seventh officer with the passage of the operations millage.

Currently one officer is designated as a Lead Animal Control Officer. The Lead Animal Control Officer is responsible for directing the daily enforcement and public safety activities of the animal control officers along with providing them with advice and assistance as needed.

Additionally, the position performs the duties of Animal Control Officer as needed. The work shifts of the Animal Control Officers are currently divided into a day shift comprised of three officers and an afternoon shift comprised of three officers. This proposal would ensure that a Lead Animal Control Officer is present on both shifts to provide leadership and direction.

I have determined that there is a need for one additional Lead Animal Control Officer position to balance the work load that currently falls to one person.

FINANCIAL IMPACT

The cost for implementing this additional designation will amount to \$3,700 to be taken out of existing Ingham County Animal Control and Shelter millage funds.

STRATEGIC PLANNING IMPACT

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

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the creation of an additional Lead Animal Control Officer Designation out of the existing Animal Care Staff at the Ingham County Animal Control & Shelter.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CREATE A SECOND LEAD ANIMAL CONTROL OFFICER DESIGNATION

WHEREAS, the Ingham County Animal Control and Shelter (ICACS) seeks to create a second lead Animal Control Officer to increase oversight in daily operations regarding responding to calls for service regarding public safety and animal welfare; and

WHEREAS, ICACS and the Capital City Labor Program (CCLP) have agreed to enter into a letter of agreement to create a second lead Animal Control Officer designation; and

WHEREAS, the cost for implementing this additional designation will amount to \$3,700 annually to be funded by the Ingham County Animal Control and Shelter millage funds.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves creating a second lead Animal Control Officer designation to be paid a stipend of \$3,700 annually in addition to regular wages.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget adjustments to the Ingham County Animal Control budget.

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

Agenda Item 4b

TO: Board of Commissioners Law & Courts, County Services, and Finance Committees
FROM: Heidi Williams, Director, Ingham County Animal Control & Shelter
DATE: October 17, 2022
SUBJECT: Creation of a veterinarian and veterinarian assistant position
For the meeting agenda of October 27, 2022, November 1, 2022 and
November 2, 2022

BACKGROUND

On August 2, 2022, a millage was passed to fund the continued operation of the Ingham County Animal Control and Shelter (ICACS). When this millage was proposed to the Board of Commissioners, part of the funding was intended to fund the creation of a veterinarian position and veterinarian assistant position.

The purpose of adding these positions is to expand services to the citizens of the County, including implementing a “trap, neuter, and release” (TNR) program designed to help control population of unowned cats in the community. The second veterinarian will also allow for more comprehensive daily care of animals, along with the establishment of a formal on-call system to ensure that shelter staff have a directed medical contact every day to address medical emergencies.

ALTERNATIVES

If this position is not created, then ICACS will continue with current operations and not implement a TNR program.

FINANCIAL IMPACT

The long term (top level) 2023 cost for a veterinarian assistant is \$115,118. The long-term (top level) 2023 cost for a veterinarian is \$163,656. The cost for both of these positions will be paid for out of existing millage funds for the remainder of fiscal year 2022, and new millage funds for 2023 onward.

STRATEGIC PLANNING IMPACT

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

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the creation of a veterinarian and veterinarian assistant position for the Ingham County Animal Control & Shelter.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE CREATION OF A VETERINARIAN ASSISTANT AND VETERINARIAN POSITION FOR INGHAM COUNTY ANIMAL CONTROL AND SHELTER

WHEREAS, in August of 2022 a millage was passed to fund the operations of the Ingham County Animal Control and Shelter; and

WHEREAS, part of the proposed millage funding was to be designated for the creation of a veterinarian and veterinarian assistant position for the purpose of expanding services to the citizens of the County, including the implementation of a program to spay and neuter unowned cats in the community; and

WHEREAS, the total top level cost (CCLP AC Grade 2) of the veterinarian assistant position (wage and fringe) is projected to be \$115,118; and

WHEREAS, the total top level cost (MC Grade 11) of the veterinarian position (wage and fringe) is projected to be \$163,656; and

WHEREAS, the cost for these positions will be paid out of the Ingham County Animal Control and Shelter Millage Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the addition of a veterinarian assistant (CCLP AC Grade 2) and veterinarian (MC Grade 11) to the Ingham County Animal Control & Shelter.

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

TO: Board of Commissioners County Services & Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: October 20, 2022
SUBJECT: Resolution to Approve Reclassification Requests

For the meeting agendas of November 1 and November 2

BACKGROUND

Agreements have been reached between Ingham County and collective bargaining units effective January 1, 2022 through December 31, 2024 for collective bargaining agreements which include a process for submission of reclassification requests. The Human Resources Department has executed the process for reclassification requests for employees in these units. The reclassification requests were processed in a manner consistent with each of the collective bargaining agreements and the Human Resources Department and representatives of the collective bargaining units have completed their review and agree upon the proposed results. Accordingly, it is proposed that the Ingham County Board of Commissioners approve the changes as set forth in the attached resolution.

ALTERNATIVES

None.

FINANCIAL IMPACT

The financial impact associated with the proposed reclassifications is as reflected in the attached resolution.

STRATEGIC PLAN CONSIDERATIONS

Compensation reclassification supports the county's goal of attracting and retaining exceptional employees who are committed to the community.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached Resolution to Approve Reclassification Requests.

Agenda Item 5

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE UAW TOPS UNIT AND MC RECLASSIFICATION REQUESTS

WHEREAS, agreements have been reached between Ingham County and its collective bargaining units for collective bargaining agreements effective January 1, 2022 through December 31, 2024 which include a process for submission of reclassification requests; and

WHEREAS, the Human Resources Department has executed this process for reclassification requests with said units; and

WHEREAS, the reclassification requests were processed in a manner consistent with the collective bargaining agreements; and

WHEREAS, the Human Resources Department and representatives of the collective bargaining units have completed their review and agree upon the proposed results.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the following changes:

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
130024	Jury Clerk – Cir. Ct.	Move from UAW E to UAW I
130058	Jury Administration Coord. – Cir. Ct.	Move from UAW I to UAW J
142041	Enforcement Specialist – FOC	Move from UAW G to UAW I
142035	Enforcement Specialist – FOC	Move from UAW G to UAW I
140051	Executive Assistant to Office Coordinator	Move from MC 5 to MC 7

The financial impact associated with the proposed reclassifications is as follows:

<u>Position Title</u>	2022		<u>Difference</u>
	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	
Jury Clerk – Cir. Ct.	UAW E: 46,050.88	UAW I: 57,683.02	11,632.14
Jury Admin. Coord.-Cir. Ct.	UAW I: 57,683.02	UAW J: 61,041.63	3,358.61
Enforcement Spec.	UAW G: 51,501.53	UAW I: 57,683.02	6,181.49
Enforcement Spec.	UAW G: 51,501.53	UAW I: 57,683.02	6,181.49
Exec Assist to Office Coord.	MC 5: 55,057.56	MC 7: 64,208.34	9,150.78
TOTAL:			36,504.51

BE IT FURTHER RESOLVED, that the reclassifications are effective the first full pay period following the date of submission to the Human Resources Department.

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: October 20, 2022
SUBJECT: Resolution Setting a Public Hearing to Approve a Tax Sharing Agreement with Lansing Township under the Urban Cooperation Act

For meeting agenda of November 1

BACKGROUND

This resolution would set November 22, 2022 as the hearing date for the required hearing to enter into a new tax sharing agreement with Lansing Township.

In 2003 Lansing Township created a Downtown Development Authority (DDA) to develop property in and around what is now the Eastwood Shopping Center. The Township proposed that the DDA capture county and other taxes to finance costs of the development. The County and the Township ultimately agreed in 2004 on a Tax Sharing Agreement under the Urban Cooperation Act of 1967 that placed limits on the funds that the county would share. The key portions of the agreement:

- (1) Set the revenue received by the DDA at 80% of total taxes levied by the County on the incremental value of parcels in the DDA above 2002 taxable values
- (2) Specified infrastructure improvement projects for which the funds could be used
- (3) Set a maximum dollar value for revenue due the DDA over the life of the agreement to \$11 million, including funds for financing.

The Lansing Township DDA began receiving shared funds with the December 2003 tax levy. Revenue was shared until the \$11 million cap was reached in 2021 and the agreement was terminated.

In April, 2022 Lansing Township officials asked the County to renew or extend the 2004 agreement. Because the agreement had already expired a renewal or extension was no longer possible. The proposed agreement will be on the November 15 County Services and November 16 Finance Committee agendas for review/approval.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION SETTING A PUBLIC HEARING TO APPROVE A TAX SHARING AGREEMENT
WITH LANSING TOWNSHIP UNDER THE URBAN COOPERATION ACT**

WHEREAS, in 2004, Ingham County entered into a Tax Sharing Agreement with the Charter Township of Lansing allowing for the capture of Ingham County's incremental tax revenues in the Lansing Township development district, which Agreement has since expired; and

WHEREAS, the Charter Township of Lansing has requested that Ingham County enter into a new voluntary Tax Sharing Agreement Under the Urban Cooperation Act, MCL 124.501 *et seq.*, to share a certain portion of Ingham County's incremental tax revenues to finance infrastructure projects in the development district; and

WHEREAS, Section 5a(3) of the Urban Cooperation Act, MCL 124.505a(3), requires that the legislative body of each party to a tax sharing agreement must hold at least one public hearing before approval of a tax sharing agreement.

THEREFORE BE IT RESOLVED, that a public hearing shall be set for Tuesday, November 22, 2022 at 6:30 PM in the County Commissioners Meeting Room, 3rd Floor Historic Mason Court House, 315 S. Jefferson, Mason, Michigan, to hear any interested persons on the adoption of a resolution approving the Tax Sharing Agreement with Lansing Township Under the Urban Cooperation Act.

BE IT FURTHER RESOLVED, that pursuant to the Act, notice of the public hearing shall be published in a newspaper of general circulation in the County at least 10 days before the date set for the public hearing.