

CHAIRPERSON
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VICE-CHAIRPERSON
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FINANCE COMMITTEE
THOMAS MORGAN, CHAIR
TODD TENNIS
MARK GREBNER
BRYAN CRENSHAW
MARK POLSDOFER
RANDY SCHAFFER
RANDY MAIVILLE

INGHAM COUNTY BOARD OF COMMISSIONERS
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THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, MAY 20, 2020 AT 6:30 P.M.
THE MEETING WILL BE HELD VIRTUALLY. <https://ingham.zoom.us/j/99895442114>.

Agenda

Call to Order

Approval of the [May 6, 2020](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Drain Commissioner – Resolution Pledging Full Faith and Credit to [Montgomery Drain](#) Drainage District Bonds
2. Clerk’s Office
 - a. Resolution to Provide Support for [Vital Election Operations](#) through Purchase of Critical Infrastructure
 - b. Resolution to [Promote Enrollment](#) in Permanent Absent Voter Lists by Qualified Registered Voters of Ingham County
3. Circuit Court – Resolution to Amend Contract for [Graphic Sciences, Inc.](#) for the Continued Storage and Retrieval of Circuit Court Files
4. Facilities Department
 - a. Resolution Authorizing an Agreement with [Guardian Alarm](#) Company for the Building Alarm System at the 9-1-1 Center’s Backup Location
 - b. Resolution Authorizing an Agreement with [Vidcom Solutions](#) for the Access Control System at the 9-1-1 Center’s Backup Location
5. 9-1-1 Dispatch Center – Resolution to Authorize the Ingham County 9-1-1 Central Dispatch Center to Port Telephone Lines/Numbers from [AT&T](#) to the Ingham County Cisco Telephone System
6. Health Department
 - a. Resolution to Convert the Grant and Finance Specialist Position to [Accountant](#)
 - b. Resolution to Authorize [Amendment #3](#) to the 2019-2020 Comprehensive Agreement with the Michigan Department of Health and Human Services
 - c. Resolution to Authorize Setting up an Account with [AmerisourceBergen, Inc.](#) on Behalf of Afaxys, Inc.

- d. Resolution to Accept Michigan Department of Health and Human Services (MDHHS) Funding for Diabetes Self-Management Education and Support (DSMES)
 - e. Resolution to Extend an Agreement with [Lumahealth](#)
 - f. Resolution to Authorize an Agreement with [YMCA of Lansing](#)
7. Road Department
- a. Resolution to Approve a 2020 Local Road Agreement with [Meridian Township](#) for the Ingham County Road Department
 - b. Resolution to Approve an Agreement Between Ingham County and [Wonsey Tree Service, Inc.](#) for the Replacement of the Lake Drive Culvert and the Rejection of All Other Bids for Bid Packet #37-20
8. Controller/Administrator's Office – Resolution Updating Various [Fees](#) for County Services

Announcements
Public Comment
Adjournment

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

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

FINANCE COMMITTEE
May 6, 2020
Draft Minutes

Members Present: Morgan, Grebner, Crenshaw, Polsdofer, Schafer, Tennis, and Maiville.

Members Absent: None.

Others Present: Jared Cypher, Michael Townsend, Teri Morton, Patrick Lindemann, Paul Pratt, Deb Fett, Bill Conklin, Elizabeth Noel, Michael Tanis, and others.

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

Approval of March 4, 2020 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE MARCH 4, 2020 FINANCE COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

Substitutes –

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

11. Controller/Administrator's Office
 - b. Resolution Authorizing Adjustments to the 2020 Ingham County Budget

11. Controller/Administrator's Office
 - d. Discussion Item – Update on 2020 and 2021 Budget Projections

Limited Public Comment

None.

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

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

3. Parks Department – Resolution to Authorize an Amendment to the Contract with Johnson Sign Company for Wayfinding Sign Installation

4. Veterans Affairs – Resolution to Authorize the Ingham County Department of Veteran Affairs to Accept a 2020 County Veteran Service Grant in the Amount of \$102,074.07
5. Health Department – Resolution to Authorize an Amendment to the Contract with the Ionia County Health Department for Medical Direction and Program Consultant
6. Health Services Millage – Resolution Authorizing a Contract Extension with MaLannoy Consulting, LLC to Review Member Eligibility and Expenses Relative to the Health Services Millage Contracts with Ingham Health Plan Corporation
7. Innovation & Technology Department – Resolution to Approve the Support Purchase of Video Server Hardware through Avalon Technologies
8. Purchasing Department – Resolution to Approve the Disposal of County-Owned Surplus Property
9. Public Defender’s Office – Resolution to Convert a Senior Assistant Public Defender to a Deputy Chief Public Defender
10. Road Department
 - a. Resolution Authorizing the Purchase of 2020 Seasonal Requirement of Hot Mix Asphalt (HMA) Mixtures for the Ingham County Road Department
 - b. Resolution to Approve Agreements Between Ingham County and the City of Leslie, City of Mason, City of Williamston and the Village of Webberville for the 2020 Pavement Marking Program
 - c. Resolution to Approve a First Party Agreement Between Ingham County and Hoffman Bros., Inc. and a Second Party Agreement Between Ingham County and Michigan State University for Bid Packet #54-20 Meridian Road from Howell Road to Linn Road Beaumont Road from Bennett Road to Mt Hope Road Forest Road from Farm Lane to Beaumont Road
 - d. Resolution to Authorize an Engineering Design Services Contract for the Okemos Road Bridge Project with Fishbeck
11. Controller/Administrator’s Office
 - a. Resolution to Amend the Economic Development Service Contract with Lansing Economic Area Partnership (LEAP)

THE MOTION CARRIED UNANIMOUSLY.

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

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

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

Commissioner Polsdofer stated that this was an important project for Meridian Township and it also coordinated well with the millage that was passed last year. He further stated that, for the project moving forward, it would be coordinated around the road and sidewalk work in the surrounding neighborhoods at the same time, and so it would be doing a lot to revitalize and fix the area by consolidating the work.

Commissioner Polsdofer stated that he would encourage the Commissioners to support the project.

Commissioner Crenshaw stated that he saw in the packet a significant increase in cost by the Full Faith and Credit request. He asked Patrick Lindemann, County Drain Commissioner, to explain the reasoning for the increased cost.

Mr. Lindemann stated that he did not know if the project was higher than it was supposed to be. He asked Commissioner Crenshaw how it was overpriced.

Commissioner Crenshaw stated that the original resolution that came before the Commissioners had a cost of \$8,000,000 and now it was \$9,500,000.

Mr. Lindemann stated that the \$1,500,000 was money from Meridian Township for the road and sidewalk work, not for the drain project.

Commissioner Crenshaw asked if the Commissioners were pledging the County's Full Faith and Credit for the entire amount.

Mr. Lindemann stated that he was correct. He further stated that his department was building sidewalks and paving all of the roads in the neighborhood for the Road Department.

Mr. Lindemann stated that the road and sidewalk work was not being funded from the drain project, but that it was being funded by Meridian Township. He further stated that his department would be borrowing the money and put it on the same 20-year bond plan that the drain project used.

Commissioner Crenshaw asked what would happen if Meridian Township did not pay the extra amount, and whether Ingham County was on the hook for that.

Mr. Lindemann stated that Meridian Township had pledged to pay for the new roads and sidewalks.

Commissioner Crenshaw stated that he knew that, but he wondered what happened if Meridian Township had a financial situation and could not pay.

Mr. Lindemann stated that Meridian Township had a millage passed last year for the roads, so their funds would be coming out of that millage.

Commissioner Polsdofer stated that it was a 10-year millage.

Mr. Lindemann stated that he was correct.

Commissioner Crenshaw asked if the amount was coming out of Meridian Township's existing millage dollars.

Mr. Lindemann stated yes. He further stated that it was being coordinated with the drain project.

Mr. Lindemann stated that for his department to go into the neighborhood and fix the drains, and then for Meridian Township to fix the roads and sidewalks at the same time would be silly. He further stated that it would cost less money if both his department and Meridian Township did it together, so his department had usually tied together similar projects.

Mr. Lindemann stated that it was Meridian Township's desire to have new roads throughout the project, and the Commissioners should have received a letter from them concurring with his department. He further stated that the Commissioners should also have a similar letter from the Road Department.

Chairperson Morgan stated that the letter the Commissioners received today and the amended resolution mentioned a change in assessments as being previously reported an increase of \$1,500,000. He asked if that was not the case.

Mr. Lindemann stated that the \$1,500,000 was for the roads and sidewalks, and did not have anything to do with the drains. He further stated that his department was going to rip the street up to put the drains in the street and coordinate re-plumbing the neighborhood.

Mr. Lindemann stated that while doing that, his department would not be ripping up all of the road, so Meridian Township wanted the rest of the road paved. He further stated that Meridian Township wanted his department to install brand new sidewalks.

Commissioner Grebner stated that he thought that Meridian Township was probably signing some sort of commitment to cover those costs, so it would be enforceable. He asked Paul Pratt, Deputy Commissioner, to speak to this.

Mr. Pratt stated that Commissioner Grebner was correct. He further stated that the commitment was not signed yet by Meridian Township, but it would be soon. He further stated that he did not know until quite recently that the \$1,500,000 was coming out of the Meridian Township millage, but his department would make sure that the details were sound.

Mr. Pratt stated that, on top of that, the plan of the Drain Commissioner currently was to assess 10 percent of the drain project to Meridian Township at-large, and as such, the township would be required to file as an additional bond a Guarantee of Continuing Disclosures, so that the bond holders and his department get advanced notice if there was a reason the township went belly-up financially.

Commissioner Grebner stated that sometimes the County promised to cover some costs, but this was a binding commitment that would be enforceable by law. He further stated that surely Meridian Township was solvent enough with their \$4,000,000,000 worth of real estate, the County would collect their money back.

Commissioner Grebner stated that it would be a formal condition that money would not be spent on Meridian Township's behalf until the County had that binding commitment that was enforceable by law. He further stated that although he was not a fan of the Lansing Regional Chamber of Commerce (LRCC), if people took the time to lobby the Board of Commissioners, the Commissioners at least ought to respond.

Commissioner Grebner stated that the Board of Commissioners did not have the ability to block a project like this or to defer it. He further stated that it was because the Drain Code was under the control of the Drain Commissioner, and because the Drain Commissioner had spent a substantial amount of money, the department would go ahead with the project.

Commissioner Grebner stated that the only thing the Board of Commissioners were being asked to do was pledge the Full Faith and Credit against their bonds. He further stated that the Commissioners could refuse to pledge Full Faith and Credit, but that would only increase costs because the project could not be stopped.

Commissioner Grebner stated that the County was rated so that they could sell their bonds in a normal market because counties borrow money all the time. He further stated that people who buy and sell bonds treat the County as normal players in the market.

Commissioner Grebner stated that if the Nemoka Drain issued bonds, no person would buy them except for a particular person, and so instead of having a 1.5 percent interest rate, the rate would be 3 percent. He further stated that the difference between a 1.5 percent interest rate and a 3 percent interest rate over the 20-year bond would be a couple hundred thousand dollars a year in additional costs.

Commissioner Grebner stated that he thought what the real focus was whether this Drainage District was financially sound. He further stated that the Drain Commissioner's Office agreed with him that they have included a paragraph that said his department had looked at this and the County was not on the hook.

Commissioner Grebner stated that it was surprising the percentage of the value of the Drainage District would go to pay for these bonds, and that the bonds were a pretty substantial fraction of the value of the property. He further stated that 10 or 20 percent of the value of all the properties

in that district were being collected in taxes for assessments for these bonds, so these bonds must be important to those people.

Commissioner Polsdofer stated that a point was raised earlier about whether or not Meridian Township would be able to cover the costs, and so he wanted to highlight that the first of the 10 years of this millage were already public and committed to spending \$4,000,000 on assorted projects. He further stated that the County was well-underway and there was no fear that the township would default.

Commissioner Maiville stated that he pulled this agenda item at the County Services Committee last night to address the LRCC's concerns. He further stated that while he could not speak directly for Commissioner Stivers, but she was from Meridian Township and was in favor for and in need of this project. He further stated that the Board of Commissioners and the Drain Commissioner should draft a response to the LRCC about why the County would proceed.

Commissioner Maiville stated that, to reiterate Commissioner Grebner, even if the Commissioners did not back the project, the Drain Commissioner could go ahead and continue the project at a higher cost, not only for the bonds but also for the work itself.

Mr. Lindemann stated that his department would be having a conference call with the LRCC tomorrow, and that they were supposed to meet on Monday, but for some reason it did not work out. He further stated the letter the LRCC wrote was based on faulty information on their part because they did not understand the complexity of these projects.

Mr. Lindemann stated that his department would more than likely send something in writing to the LRCC after their meeting tomorrow.

Commissioner Grebner stated that he wanted to clarify that this was not whether the Drain Commissioner could go ahead with the project, but that the Drain Commissioner was going ahead with the project because he had already spent a lot of money on this project. He further stated that once the Drain Commissioner in any County had gotten this far, the project was a go.

Commissioner Maiville stated that he would assume that the Drain Commissioner could confirm that this project was started by a petition from the residents and he probably had several public meetings. He asked if Mr. Lindemann could comment on the feedback from the public meetings.

Mr. Lindemann stated that his department had a public meeting on Tuesday from 9:00 a.m. to 5:00 p.m., and only 6 people called into it. He further stated that this petition started because of flooding in basements, including 8 houses that had black mold, which was a health hazard.

Mr. Lindemann stated that a lot of the houses dated back to the 1920s, and the roads were dilapidated. He further stated that a lot of the piping underneath the streets for storm water collection had collapsed and that there were not any detention values.

Mr. Lindemann stated that one of the reasons this project was higher in price than most projects was that his department had to buy all of the houses in the lower area were built many years ago

and had bad soils. He further stated that because his department was in the lower areas, they had to knock the houses down and put in retention and detention values, and if his department did not do that, the project would cost a third more because the cost of the piping to handle that volume of water would have cost more.

Mr. Lindemann stated that now his department could reduce the size of the pipes by putting water in the holes of where the houses used to exist. He further stated that there were over 10 properties that his department purchased, which have already been knocked down, and so now his department needed to dig the holes and organize a collection system.

Mr. Lindemann stated that this was a very old system and was one of the first neighborhoods around Lake Lansing. He further stated that the wish to do this came from the neighbors, and his department had worked with Meridian Township on the different types of infrastructure that needed to be replaced.

Mr. Lindemann stated that his understanding was that Consumers Energy was going to come in and do some work on their gas lines, so this neighborhood will receive all new infrastructure. He further stated that it was a modest neighborhood, and they would be paying a portion of the assessment.

Commissioner Grebner stated that the Drain Commissioner had pointed out that he had already spent a lot of money, and had bought properties and knocked them down. He further stated that his department had to pay for those one way or the other.

Commissioner Grebner stated that the County was benefiting themselves a little bit because some fraction of this was assessed to the General Fund of the County and to the Road Department through the drain tax at-large. He asked Mr. Lindemann what the County's fraction of the total project.

Mr. Lindemann stated that the County's fraction was around 25 percent.

Commissioner Grebner stated that so if the County forced the Drainage District to sell notes at a higher cost, the County would be on the hook for \$50,000 a year for extra interest cost that will be paid because the County had not used their good credit to borrow the money.

Mr. Lindemann stated that he was correct.

Commissioner Schafer asked Mr. Lindemann when he met with the LRCC, if he would include a brief summary of the project in his rights and include the Board of Commissioners in his response.

Mr. Lindemann stated yes.

Commissioner Schafer stated that it made sense to include the Board of Commissioners and also the fact that there was a Board of Determination, and that the Commissioners were simply pledging Full Faith and Credit.

Mr. Lindemann stated yes. He further stated that he did not know what the LRCC would ask for, but he submit documents that show the process that his department had to go through to get these infrastructure projects moving, and so he would copy the Board of Commissioners in his response to them.

THE MOTION TO APPROVE THE RESOLUTION CARRIED. **Yeas:** Tennis, Grebner, Polsdofer, Schafer and Maiville **Nays:** Morgan, Crenshaw

11. Controller/Administrator's Office

- b. Resolution Authorizing Adjustments to the 2020 Ingham County Budget

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

Commissioner Grebner stated that he thought the most interesting set of numbers had to do with the trails, that between \$8,000,000 and \$9,000,000 totaling \$17,000,000, and he was pleased to say that the County actually allocated more money than they have, which made him feel really good to say. He further stated that the County was beginning to spend down the balance, and had allocated so much that if the County had built all of the projects and had the projects all paid for this year, the County would run out of money.

Commissioner Grebner stated that half of the projects funded have now collapsed because of COVID-19, and so the whole thing was a mess. He further stated that it was neat to think that the County was beginning to move in the direction of paying down their balance rather than having to pile up.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY.

11. Controller/Administrator's Office

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

Chairperson Morgan asked Michael Townsend, Deputy Controller, if he could give a quick overview if able.

Mr. Townsend stated that it was a standard review of County fees that was done every year. He further stated that the Controller's Office looked at the fees, then made recommendations to all of the various departments, and then the department's state whether they were in agreement or not. He further stated that this was the result of this years' review.

Mr. Townsend stated that a lot of the departments at this point in time were hesitant for various reasons, and those were all included. He further stated that it was a standard fee increase that was done.

Commissioner Maiville stated that last night at the County Services Committee meeting, it was mentioned that the Potter Park Zoo had requested to hold-off on increased fees, and it seemed to have a good reception from the Commissioners.

Commissioner Crenshaw stated that he saw that there was an actual resolution in the packet. He stated that knew that other committees had looked at this packet in their respective committees. He asked if this was something that the Finance Committee could take action on tonight, or wait until the next round of meetings.

Mr. Townsend stated that the packet goes through discussion at the committee meetings, and then would be put on the agenda on the next round of meetings.

Discussion.

Chairperson Morgan stated that it would be his preference that the other committees sign-off on their areas first, and then the Finance Committee would be the last stop.

Commissioner Crenshaw stated that he was in agreement.

11. Controller/Administrator's Office

d. Discussion Item – Update on 2020 and 2021 Budget Projections

Mr. Townsend stated that he believed that all of the Commissioners received the document that gave a forecast of the Controller's Office's position based on the County's conditions at this time, which were changing quite frequently depending on the length of the COVID-19 crisis. He further stated that the document laid out that in 2020, the County's current budget was forecast additional use of fund balance of almost \$3,000,000, and feel confident that the use of fund balance that was not used in previous years could be covered so that there was not an issue in 2020.

Mr. Townsend stated that the document also predicted the projection for 2021, which would be a problematic year in terms of budget concerns, and the projection looked like the County would have an unbalance of \$9,400,000. He further stated that the Controller's Office was monitoring that and would look at balancing that budget using the minimal amount of fund balance projected.

Commissioner Tennis stated that to his recollection, most of the lost revenue seemed to be coming out of departmental fees. He asked Mr. Townsend to give a breakdown of where some of the hotspots were as most departments were seeing zero customers.

Teri Morton, Deputy Controller, stated that this was a projection that she put together so she could go into that. She further stated that the Controller's Office did not have a good idea of exactly what was going to happen, so they took some assumptions that fees would decrease about 25 percent for their 2020 projection.

Ms. Morton stated that Commissioner Tennis had asked about governmental fees at the Caucus meeting, and those were comprised of revenue sharing, liquor tax, money, and their court equity fund reimbursement, and the only projection they had for that number to decrease was for the County's 4th Quarter revenue sharing, which would be the 1st Quarter of the State of Michigan's budget. She further stated that the Controller's Office made a rough estimate of that going down about 25 percent in the final quarter.

Mr. Morton stated that she believed all of the State of Michigan fees would be pretty stable because those were all grants that were committed to for 2020. She further stated that for 2021, that was where that has compounded too because of the State of Michigan's budget problem related to their projection of a 25 percent decrease.

Ms. Morton stated that the Controller's Office's 2021 projection was also worse than the original one because of a change in the auctorial assumptions for Municipal Employees' Retirement System of Michigan (MERS), which was known before COVID-19, and it would cost \$2,000,000 more because of a lower rate of return. She further stated that these were pretty rough estimates, but she read an analysis at the Citizens Research Council who had projected an 18 percent reduction in State of Michigan revenues for next year, so the County's 25 percent was not too far off base.

Ms. Morton stated that she hopeful that this was a worst-case scenario because she did not want to be too optimistic and have to cut even more. She further stated that she hoped to have more information as the budget process continued.

Discussion.

Jared Cypher, interim County Controller, stated that the 2020 projection did not include the 160-hour vacation buyout or any possible payout of vacation hours earned under the Suspension of County Operations Policy, so that would mean a significant increase in the use of the unrestricted fund balance from \$4,100,000 to roughly double of that.

Ms. Morton stated that, as they were going through their discussions prior to the bond rating, which would be discussed at the next Finance Committee meeting, realizing that even though the County had an ample fund balance saved over the years, the bond people did not like the drawdown even if the County could afford it. She further stated that the Controller's Office had been talking about how to decrease expenses in 2020 to offset the loss of revenue and also the commitments made to employees.

Ms. Morton stated that going through the 2021 budget process and departments made decisions as to how they were going to balance their budget for next year, the County would achieve some of those savings even in 2020.

Discussion.

Commissioner Grebner stated that the County had been building up this surplus for 30 years, but he never expected this current situation, which was much worse than what he imagined. He

further stated that he would not be surprised if all statutory revenue sharing disappeared, and money that was already committed for this year did not get paid.

Commissioner Grebner stated that Ingham County happened to be in better shape than $\frac{3}{4}$ of the counties in the State of Michigan, but there were counties that were stronger. He further stated that as the County was thinking of this, and because things could get worse, the entire Parks Department could be funded out of the trails millage balance if they had to.

Commissioner Grebner stated that if the County was really desperate, there was a couple million dollars that could be used out of another fund. He further stated that he hoped it did not come to that, but he knew that the County could not go on very long spending more money than what was being brought in.

Commissioner Grebner stated that the County had never been at this point in the budget process and had an unexpected overspending of 12 to 14 percent of the total general fund budget, which was two or three times worse than what had been seen in the past 40 years. He further stated that he wished the staff good luck and that the Board of Commissioners stood behind them as tough budget decisions were made.

Chairperson Morgan stated that the jobs report would be coming out on Friday, and people were expecting the highest unemployment rate ever.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:11 p.m.

MAY 20, 2020 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

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

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

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

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

See memo for details.

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

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

See memo for details.

3. Circuit Court – Resolution to Amend Contract for Graphic Sciences, Inc. for the Continued Storage and Retrieval of Circuit Court Files

This resolution will authorize an amendment to the agreement between Ingham County Circuit Court and Graphic Sciences, Inc. by increasing the dollar amount from \$8,405.04 to \$9,338.88 per year to store and retrieve Circuit Court files. This increase equates to \$0.032 per box per month (from \$0.288 to \$0.32 per box per month.)

Graphic Sciences, Inc. is a current State of Michigan contractor and requested the rate increase as a result of prices included in the State of Michigan contract for digital scanning services, microfilming services and record storage services. This rate will remain in effect until June of 2023. It is requested that the cost change be effective January 1, 2020. Funds are budgeted for this increase in the Circuit Court's budget.

See memo for details.

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

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

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

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

5. 9-1-1 Dispatch Center – Resolution to Authorize the Ingham County 9-1-1 Central Dispatch Center to Port Telephone Lines/Numbers from AT&T to the Ingham County Cisco Telephone System

This resolution will authorize the porting of 9-1-1 center voice non-emergency telephone lines from AT&T copper to Ingham County's Cisco telephone system as quoted for \$5,940.00, and approves a not to exceed cost of \$8,940.00 for this project.

With the installation of the new Solacom 9-1-1 telephone system, we are now in a position to move all of our 10-digit telephone lines from AT&T (copper lines) to Ingham County's Cisco telephone system at a significant cost savings to Ingham County. No equipment needs to be purchased for this move. We received a quote from Sentinel Technologies (Ingham County's vendor for the Cisco telephone system) in the amount of \$5,940.00 in professional services to design and implement moving the lines. We don't believe there are any charges from AT&T to port the telephone numbers to the Ingham County Cisco system, but are asking for an additional \$3,000.00 be approved to cover costs with AT&T should they be incurred.

See memo for details.

6a. Health Department - Resolution to Convert the Grant and Finance Specialist Position to Accountant

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

6b. Health Department - Resolution to Authorize Amendment #3 to the 2019-2020 Comprehensive Agreement with the Michigan Department of Health and Human Services

This resolution authorizes amendment #3 to the Comprehensive Agreement. The Comprehensive Agreement is the annual process whereby MDHHS transmits State and Federal Funds to Ingham County to support public health programs. The financial impact of this amendment will increase the agreement for Comprehensive Local Health Services from \$6,353,675 to \$6,662,543, an increase of \$308,868. The amendment includes increased funding for COVID-19 response.

6c. Health Department - Resolution to Authorize Setting up an Account with AmerisourceBergen, Inc. on Behalf of Afaxys, Inc.

This resolution authorizes an account set up with AmerisourceBergen, INC on behalf of AFAXYS, INC for the distribution of medical supplies, effective March 1, 2020 through February 29, 2023.

6d. Health Department - Resolution to Accept Michigan Department of Health and Human Services (MDHHS) Funding for Diabetes Self-Management Education and Support (DSMES)

This resolution accepts a grant funding award from MDHHS effective March 1, 2020 through June 30, 2021, in the amount of \$15,000. This funding shall be used to create Diabetes Self-Management Education and Support (DSMES) services for ICHD's Community Health Center patients.

6e. Health Department - Resolution to Extend an Agreement with Lumahealth

This resolution authorizes a no cost extension of the LumaHealth Services Agreement for COVID-19 patient broadcasting, messaging and Telehealth authorized by Resolution #20-177 for an additional 30 days, through July 12, 2020.

6f. Health Department - Resolution to Authorize an Agreement with YMCA of Lansing

This resolution authorizes an agreement with YMCA of Lansing to provide one 12 week nutrition course for HIV clients for \$9,800 at the Forest Community Health Center (FCHC) effective July 1, 2020 to June 30, 2021. Costs are covered by Ryan White Grant funds.

7a. Road Department – Resolution to Approve a 2020 Local Road Agreement with Meridian Township for the Ingham County Road Department

This resolution will authorize entering into a 2020 Local Road Program Agreement with Meridian Township for full depth milling and asphalt resurfacing of the local road section of Hagadorn Road north of Lake Lansing Road to the northerly intersection with Birch Row, and same on Birch Row from the southerly intersection with Hagadorn Road to Hart Street, to be done as part of the previously bid and accepted Lake Lansing Road resurfacing project between Hagadorn Road and Saginaw Highway (BL 69) in Meridian Township. The estimated cost of this work is \$410,000. The Road Department will be authorized to contribute \$172,500 in

2020 local road match funds, which is included in the 2020 budget. The estimated cost of the township requested related water and sanitary sewer work is \$45,000, which will be funded by Meridian Township. The Road Department will also contribute engineering without charge to these projects.

See memo for details.

7b. Road Department – *Resolution to Approve an Agreement between Ingham County and Wonsey Tree Service, Inc. for the Replacement of the Lake Drive Culvert and the Rejection of All Other Bids for Bid Packet #37-20*

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

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

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

8. Controller's Office – *Resolution Updating Various Fees for County Services*

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

See memo for details.

Agenda Item 1

To: County Services Committee and Finance Committee

From: Patrick E. Lindemann, Ingham County Drain Commissioner

Date: May 5, 2020

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

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

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

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

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

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

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

M E M O R A N D U M

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

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

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

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

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

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

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

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

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

DUE DILIGENCE PERFORMED FOR THE MONTGOMERY DRAIN MAINTENANCE AND IMPROVEMENT PROJECT

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

This is just an analysis to show availability of revenues in the case there is a shortfall causing the County to make a payment on the bonds.

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

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

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

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

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

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

Introduced by the County Services and Finance Committees of the:

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

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

PRESENT: Commissioners _____

ABSENT: Commissioners _____

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

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

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

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

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

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

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

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

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

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

NOW, THEREFORE, IT IS RESOLVED as follows:

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

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

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

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

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

YEAS: Commissioners _____

NAYS: Commissioners _____

ABSTAIN: Commissioners _____

COUNTY SERVICES:

Yeas: _____

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

FINANCE:

Yeas: _____

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

RESOLUTION DECLARED ADOPTED.

Barb Byrum, Clerk
County of Ingham

CERTIFICATION

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

Date: _____, 2020

Barb Byrum, Clerk
County of Ingham

TO: Ingham County Board of Commissioners

FROM: Chief Deputy County Clerk Scott Hendrickson

DATE: April 30, 2020

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

BACKGROUND

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

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

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

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

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

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

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

FINANCIAL IMPACT

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

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

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

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

OTHER CONSIDERATIONS

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

RECOMMENDATIONS

Approval is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

TO: Ingham County Board of Commissioners

FROM: Chief Deputy County Clerk Scott Hendrickson

DATE: May 12, 2020

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

BACKGROUND

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

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

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

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

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

FINANCIAL IMPACT

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

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

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

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

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

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

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

OTHER CONSIDERATIONS

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

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

RECOMMENDATIONS

Approval is recommended.

Agenda Item 2b

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

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

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

The Purchasing Department can confirm the following:

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

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

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

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

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

SUMMARY OF VENDORS' COSTS

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

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

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

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

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

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

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

Agenda Item 3

TO: Board of Commissioners Law & Courts and Finance Committees

FROM: Janice Dooley, Deputy Court Administrator, General Trial Division

DATE : April 28, 2020

SUBJECT: Resolution Amending Contract with Graphic Sciences, Inc.
Transport, Storage and Retrieval of Circuit Court Files

For the meeting agendas of May 14, 2020 and May 20, 2020

BACKGROUND

The resolution attached with this memorandum is requesting the authority to amend and increase the cost of Circuit Court files storage with Graphic Sciences, Inc. from .288 to .32 per box per month, which is an increase of .032 per box per month. In 2015, Ingham County Circuit Court was granted funding and entered into an ongoing annual contract with Graphic Sciences, Inc., not to exceed \$20,341 per year, to store and retrieve Circuit Court files (Resolution #15-422). The unit price per box per month for storage is .288. Currently, 2,432 boxes are stored for a total monthly storage cost of \$700.42.

Graphic Sciences, Inc. is a current State of Michigan contractor and requested a rate increase of .032 per box per month in 2018. The increase is a result of prices included in the State of Michigan contract for digital scanning services, microfilming services and record storage services. This rate will remain in effect until June of 2023. Therefore, the cost to change the per box per month rate from .288 to .32 would result in a total increase of \$77.82 for a total monthly Circuit Court files storage cost of \$778.24. It is requested that the cost change be effective January 1, 2020.

ALTERNATIVES

The Circuit Court contracted with Graphic Sciences, Inc. in 2015 to store files because the previous storage locations in the Annex and Hilliard buildings had deteriorated, causing files to be exposed to elements detrimental to their preservation and safekeeping. The Circuit Court does not have an alternate location where the files can be stored, accessible, and which provides a secure environment.

FINANCIAL IMPACT

Funding is available through the Contractual Services line item of the Circuit Court budget, (101-13001-818000). The increase in cost for storage of the 2,432 boxes is \$77.82 per month, or a yearly total increase of \$933.84. This change is contemplated in the original resolution, in which the language states that, "the Ingham County Circuit Court is authorized to enter into a contract with Graphic Sciences, Inc. not to exceed \$20,341 per year to store and retrieve Circuit Court files." With this increase, the total annual cost of storing Circuit Court files increases from \$8,405.04 to \$9,338.88, well below the \$20,341 upper limit threshold.

STRATEGIC PLANNING IMPACT

Continued contracting with Graphic Sciences, Inc. for the storage of Circuit Court files furthers the overarching County priority of enhancing access to and the safekeeping of County records.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the increase of Circuit Court files storage cost from .288 to .32 per box per month.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND CONTRACT FOR GRAPHIC SCIENCES, INC. FOR THE
CONTINUED STORAGE AND RETRIEVAL OF CIRCUIT COURT FILES**

WHEREAS, 2,432 boxes of Circuit Court files are currently stored with Graphic Sciences, Inc. per contract and Resolution #15-422; and

WHEREAS, it is necessary that the contract continues as Graphic Sciences Inc. provides a safe and secure environment within which to store the Circuit Court files; and

WHEREAS, the Ingham County Circuit Court has no alternative storage locations for the files currently stored by Graphic Sciences, Inc.; and

WHEREAS, Graphic Sciences Inc. has proposed a rate increase from \$0.288 to \$0.032 per box per month; and

WHEREAS, the proposed rate increase results in a total annual increase in costs for file storage of approximately \$933.84; and

WHEREAS, the total annual cost of files storage will be approximately \$9,338.88; and

WHEREAS, Graphic Sciences, Inc.'s total files storage cost of \$9,338.88 is well below Ingham County Circuit Court contract's annual "not to exceed" limit of \$20,341; and

WHEREAS, money has been approved in the Ingham County Circuit Court 2020 budget, line item 101-13001-818000 - Contractual Services Record Storage and Retrieval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an amendment to the agreement between Ingham County Circuit Court and Graphic Sciences, Inc. by increasing the dollar amount from \$8,405.04 to \$9,338.88 per year to store and retrieve Circuit Court files.

BE IT FURTHER RESOLVED, that the Ingham County Circuit Court is hereby authorized to amend the ongoing contract with Graphic Sciences, Inc. to pay the increased amount of \$0.032 per box per month for file storage, effective January 1, 2020 with funds to be taken from line item 101-13001-818000 - Contractual Services Record Storage and Retrieval.

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

Agenda Item 4a

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

FROM: Rick Terrill, Facilities Director

DATE: April 30, 2020

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

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

BACKGROUND

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

ALTERNATIVES

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

FINANCIAL IMPACT

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

OTHER CONSIDERATIONS

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

RECOMMENDATION

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

Agenda Item 4a

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

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

The Purchasing Department can confirm the following:

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

A summary of the vendors' costs:

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

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

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

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

Agenda Item 4b

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

FROM: Rick Terrill, Facilities Director

DATE: April 30, 2020

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

For the meeting agendas of: May 13, 19 & 20

BACKGROUND

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

ALTERNATIVES

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

FINANCIAL IMPACT

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

OTHER CONSIDERATIONS

Other considerations would be to use lock sets with keys.

RECOMMENDATION

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

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: April 30, 2020

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

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

The Purchasing Department can confirm the following:

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

A summary of the vendors’ costs:

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

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

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

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

Agenda Item 5

TO: Board of Commissioners Law & Courts and Finance Committees

FROM: Terri Thornberry, Director 9-1-1

DATE: May 6, 2020

SUBJECT: Costs to move our AT&T telephone lines/numbers to Ingham County Cisco system
For meeting agendas of Law & Courts May 14, 2020 and Finance May 20, 2020

BACKGROUND

With the installation of our new Solacom 9-1-1 telephone system we are now in a position to move all of our 10-digit telephone lines from AT&T (copper lines) to Ingham County's Cisco telephone system at a significant cost savings to Ingham County. Our current 9-1-1 telephone system couldn't support this move and cost savings.

ALTERNATIVES

Keep our telephone lines on AT&T copper and continue paying higher monthly costs.

FINANCIAL IMPACT

No equipment needs to be purchased for this move. We received a quote from Sentinel Technologies (Ingham County's vendor for the Cisco telephone system) in the amount of \$5,940.00 in professional services to design and implement moving the lines.

Our best estimate at this point is that we will save approx. \$1,500.00 per month (at a minimum) in telephone costs now paid to AT&T for the same telephone lines/numbers.

We don't believe there are any charges from AT&T to port the telephone numbers to the Ingham County Cisco system, but are asking for an additional \$3,000.00 be approved to cover costs with AT&T if incurred.

We therefore ask for the approval of a not to exceed project cost of \$8,940.00.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the 9-1-1 Center porting the vast majority of our AT&T lines to the Ingham County Cisco telephone system.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE INGHAM COUNTY 9-1-1 CENTRAL DISPATCH CENTER TO PORT TELEPHONE LINES/NUMBERS FROM AT&T TO THE INGHAM COUNTY CISCO TELEPHONE SYSTEM

WHEREAS, the Ingham County Board of Commissioners operates the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the Ingham County 9-1-1 Central Dispatch Center now has an opportunity to save significant monthly recurring telephone costs with our move to a new Solacom 9-1-1 telephone system; and

WHEREAS, our current 9-1-1 telephone system could not support this change, and the new Solacom system will support moving our voice non-emergency telephone lines from AT&T copper lines to the Ingham County Cisco telephone system; and

WHEREAS, moving the lines to the Cisco telephone system is a sound solution and will result in significant savings in monthly telephone charges; and

WHEREAS, the quote from Sentinel Technologies, the Cisco vendor serving Ingham County, for the costs to make these changes is \$5,940.00; and,

WHEREAS, although there have not been costs charged by AT&T to port numbers from their lines in the past, we are asking that an additional \$3,000.00 be approved to cover AT&T costs if incurred; and,

WHEREAS, funds for this project are available within the fund balance of the 9-1-1 Emergency Telephone fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the porting of 9-1-1 center voice non-emergency telephone lines from AT&T copper to Ingham County's Cisco telephone system as quoted for \$5,940.00, and approves a not to exceed cost of \$8,940.00 for this project.

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

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

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

BACKGROUND

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

ALTERNATIVES

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

FINANCIAL IMPACT

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

STRATEGIC PLAN

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

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

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

The Health Department would like to convert position number 601537.

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

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

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

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

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

I approve.

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

In the same office.....HD Administration

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

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

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

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

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

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

Does the Union support the position conversion?

Thanks,

Beth

Transmission is Privileged and Confidential.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

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

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

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

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

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

TO: Board of Commissioners Finance and Human Services Committee
FROM: Linda S. Vail, Health Officer
DATE: April 27, 2020
SUBJECT: FY 20 State of Michigan Comprehensive Agreement Amendment # 3
For the meeting agendas of May 18th, 2020 and May 20th, 2020

BACKGROUND

Ingham County Health Department (ICHHD) currently receives funding from Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement. The Comprehensive Agreement is the annual process whereby MDHHS transmits State and Federal Funds to Ingham County to support public health programs. The Board of Commissioners (BOC) authorized the 2019-2020 Comprehensive Agreement through Resolution #19-309, Amendment #1 through Resolution # 19-471, and Amendment # 2 through Resolution # 20-104.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The financial impact of this amendment will increase the agreement for Comprehensive Local Health Services from \$6,353,675 to \$6,662,543, an increase of \$308,868. The amendment makes the following specific changes in the budget;

Family Planning Services: increase of \$15,000 from \$439,223 to \$454,223
Public Health Emergency Preparedness (PHEP): increase of \$6,560 from \$115,940 to \$122,500
Food – Essential Local Public Health Services (ELPHS); increase of \$42,433 from \$242,740 to \$285,173
Regional Perinatal Care Systems; increase of \$50,000 from \$50,000 to \$100,000
Nurse Family Partnership: increase of \$3,000 from \$585,300 to \$588,300
COVID-19 Response: increase of \$50,000 from \$0 to \$50,000
PHEP COVID-19 Response: increase of \$125,000 from \$0 to \$125,000
Hepatitis A: increase of \$25,000 from \$0 to \$25,000
Vector Borne Surveillance: decrease of \$8,125 from \$8,125 to \$0

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support Amendment # 3 with Michigan Department of Health & Human Services (MDHSS) effective October 1, 2019 through September 30, 2020.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #3 TO THE 2019-2020 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES

WHEREAS, the responsibility for protecting the health of the public is a shared responsibility between the State and County governments in Michigan; and

WHEREAS, Michigan Department of Health & Human Services (MDHHS) and local health departments enter into contracts to clarify the role and responsibilities of each party in protecting public health; and

WHEREAS, MDHHS and ICHD have entered into a 2019-2020 Comprehensive Agreement authorized in Resolution #19-309 and Amendment #1 in Resolution #19-471 and Amendment # 2 in Resolution #20-104; and

WHEREAS, MDHHS has proposed Amendment #3 to the current Agreement to adjust grant funding levels and clarify Agreement procedures; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the Amendment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #3 to the 2019-2020 Comprehensive Agreement with Michigan Department of Health & Human Services (MDHHS) effective October 1, 2019 through September 30, 2020.

BE IT FURTHER RESOLVED, that the total amount of the Comprehensive Agreement funding shall increase from \$6,353,675 to \$6,662,543, an increase of \$308,868.

BE IT FURTHER RESOLVED, that the increase consists of the following specific change to program budget:

Family Planning Services: increase of \$15,000 from \$439,223 to \$454,223
Public Health Emergency Preparedness (PHEP): increase of \$6,560 from \$115,940 to \$122,500
Food – Essential Local Public Health Services (ELPHS); increase of \$42,433 from \$242,740 to \$285,173
Regional Perinatal Care Systems; increase of \$50,000 from \$50,000 to \$100,000
Nurse Family Partnership: increase of \$3,000 from \$585,300 to \$588,300
COVID-19 Response: increase of \$50,000 from \$0 to \$50,000
PHEP COVID-19 Response: increase of \$125,000 from \$0 to \$125,000
Hepatitis A: increase of \$25,000 from \$0 to \$25,000
Vector Borne Surveillance: decrease of \$8,125 from \$8,125 to \$0

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

BE IT FURTHER RESOLVED, that the Health Officer, or her designee, is authorized to submit Amendment #3 of the 2019-2020 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

TO: Board of Commissioners Human Services and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: April 29, 2020

SUBJECT: Authorization to set up account with AmerisourceBergen, INC on behalf of AFAXYS, INC

For the meeting agendas of May 18th, 2020 and May 20th, 2020

BACKGROUND

Ingham County Health Department (ICHD) entered into an agreement with AFAXYS, INC for group purchasing of medical supplies effective March 1, 2020 through February 29, 2023. AFAXYS, INC and BAYER collaborate under this agreement to provide family planning medical supplies for the Public Health Sector. AFAXYS INC has collaborated with AmerisourceBergen, INC, a pharmaceutical distribution company, to distribute medical supplies under this group purchasing agreement. ICHD is required to setup an account with AmerisourceBergen to continue distribution of medical supplies to ICHD’s Community Health Centers (CHCs). An account set up with AmerisourceBergen INC, will support distribution of medical supplies to ICHD’s Community Health Center (CHC) patients receiving treatment.

ALTERNATIVES

AmerisourceBergen is the chosen distributor for AFAXYS, INC for medical supplies and therefore there are no alternatives.

FINANCIAL IMPACT

There is no cost associated with this agreement.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached forms to authorize account set up with AmerisourceBergen, INC on behalf of AFAXYS, INC effective March 1, 2020 through February 29, 2023.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE SETTING UP AN ACCOUNT WITH
AMERISOURCEBERGEN, INC ON BEHALF OF AFAXYS, INC**

WHEREAS, Ingham County entered into an agreement with entered into an agreement with AFAXYS, INC for group purchasing of medical supplies effective March 1, 2020 through February 29, 2023; and

WHEREAS, AFAXYS, INC and BAYER collaborate under this agreement to provide family planning medical supplies for the Public Health Sector; and

WHEREAS, AFAXYS INC has collaborated with AmerisourceBergen, INC, a pharmaceutical distribution company, to distribute medical supplies under this group purchasing agreement; and

WHEREAS, AmerisourceBergen INC, will support distribution of medical supplies to ICHD's Community Health Center (CHC) patients receiving treatment; and

WHEREAS, ICHD is required to setup an account with AmerisourceBergen to continue distribution of medical supplies to ICHD's Community Health Centers (CHCs); and

WHEREAS, AmerisourceBergen, INC requires a customer credit application to be completed; and

WHEREAS, ICHD will provide AmerisourceBergen, INC with a credit application; and

WHEREAS, the Health Officer recommends approval of this resolution to enter into an agreement with AFAXYS, INC for group purchasing of medical supplies effective March 1, 2020 through February 29, 2023.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize entering into an agreement with AFAXYS, INC for group purchasing of medical supplies effective March 1, 2020 through February 29, 2023.

BE IT FURTHER RESOLVED, that the Health Officer has authority to complete any electronic forms related to this resolution on behalf of the Ingham County Board of Commissioners.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign the agreement after it is approved as to form by the County Attorney.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: April 29, 2020
SUBJECT: Authorization to Accept MDHHS funding for Diabetes Self-Management Education Services
For the meeting agenda of May 18th and May 20th, 2020

BACKGROUND

Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to accept a funding award totaling \$15,000.00 from Michigan Department of Health & Human Services (MDHHS) effective March 1, 2020 through June 30, 2021. This award provides funding to ICHD's CHCs in creating Diabetes Self-Management Education and Support (DSMES) services for patients of the Ingham CHCs. The following changes will be supported by this funding:

- Class supplies (telehealth or DSMES start-up)
- DSMES promotional materials
- Staff education/training (about DSMES services/referral process)
- EHR modifications to implement referral prompts

ALTERNATIVES

The alternative to accepting this award would be to identify funding within our existing budget to support implementation.

FINANCIAL IMPACT

This award will be effective March 1, 2020 through June 30, 2021, in the amount of \$15,000.00 and is awarded by MDHHS. This funding shall be used to create Diabetes Self-Management Education and Support (DSMES) services for ICHD's CHC patients.

STRATEGIC PLAN

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize acceptance of a funding award totaling \$15,000.00 from Michigan Department of Health & Human Services (MDHHS) effective March 1, 2020 through June 30, 2021.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES (MDHHS) FUNDING FOR DIABETES SELF-MANAGEMENT EDUCATION AND SUPPORT (DSMES)

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to accept a funding award totaling \$15,000.00 from Michigan Department of Health & Human Services (MDHHS) effective March 1, 2020 through June 30, 2021; and

WHEREAS, this award will provide funding to ICHD's CHCs and will create Diabetes Self-Management Education and Support (DSMES) services for patients of the Ingham CHCs; and

WHEREAS, the following changes will be supported by this funding:

- Class supplies (Telehealth or DSMES start-up)
- DSMES promotional materials
- Staff education/training (about DSMES services/process)
- EHR modifications to implement referral prompts; and

WHEREAS, the Health Officer and the Ingham Community Health Center Board recommends acceptance of the DSMES funding award totaling \$15,000.00 from MDHHS March 1, 2020 through June 30, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of the DSMES funding award totaling \$15,000.00 from MDHHS effective March 1, 2020 through June 30, 2021.

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, is authorized to electronically sign any contract documents on behalf of the county after approval as to form by the County Attorney.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: April 29, 2020
SUBJECT: Authorization to Extend Agreement with LumaHealth
For the Meeting Agendas of May 18th and May 20th, 2020

BACKGROUND

Ingham County Health Department (ICHHD) wishes to extend the LumaHealth Services Agreement for COVID-19 patient broadcasting, messaging and Telehealth authorized by resolution #20-177 for an additional 30 days, making the terms of the agreement effective April 14, 2020 through July 12, 2020.

ALTERNATIVES

Luma Health was selected as the sole vendor by Michigan Primary Care Association (MPCA) to provide patient broadcasting, messaging and Telehealth services through a competitive bid process and therefore it has exclusive rights for providing these services to CHCs across the State of Michigan.

FINANCIAL IMPACT

There is no-cost for this 60-day agreement.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other conditions.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached short form to amend resolution #20-177 effective April 14, 2020 through July 12, 2020.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO EXTEND AGREEMENT WITH LUMAHEALTH

WHEREAS, Ingham County Health Department (ICHD) wishes to extend the LumaHealth Services Agreement for COVID-19 patient broadcasting, messaging and Telehealth authorized by Resolution #20-177 for an additional 30 days, making the terms of the agreement effective April 14, 2020 through July 12, 2020; and

WHEREAS, Luma Health was selected as the sole vendor by Michigan Primary Care Association (MPCA) to provide patient broadcasting, messaging and Telehealth services through a competitive bid process and therefore it has exclusive rights for providing these services to CHCs across the State of Michigan; and

WHEREAS, there is no-cost for this 60-day agreement; and

WHEREAS, the Health Officer and the Community Health Center Board recommend extending the LumaHealth Services Agreement for COVID-19 patient broadcasting, messaging and Telehealth authorized by Resolution #20-177 for an additional 30 days, making the terms of the agreement effective April 14, 2020 through July 12, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize extending the LumaHealth Services Agreement for COVID-19 patient broadcasting, messaging and Telehealth authorized by Resolution #20-177 for an additional 30 days, making the terms of the agreement effective April 14, 2020 through July 12, 2020.

BE IT FURTHER RESOLVED, that Luma Health was selected as the sole vendor by Michigan Primary Care Association (MPCA) to provide patient broadcasting, messaging and Telehealth services through a competitive bid process and therefore it has exclusive rights for providing these services to CHCs across the State of Michigan.

BE IT FURTHER RESOLVED, that there is no-cost for this 60-day agreement.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: April 29, 2020
SUBJECT: Authorization to Enter into an Agreement with YMCA of Lansing
For the meeting agendas of May 18th and May 20, 2019

BACKGROUND

Ingham County Health Department (ICHHD) wishes to enter into an agreement with YMCA of Lansing to provide one 12 week nutrition course for HIV clients, for \$9,800, at the Forest Community Health Center (FCHC) effective July 1, 2020 to June 30, 2021. The course will be geared towards HIV patients with oversight from a nutritionist at ICHD to ensure the lessons provided meet the needs of the patients and the Ryan White Grant. This 12 week course is a pilot program and will take place once a week for 60 minutes.

ALTERNATIVES

The YMCA offers unique specialty programming which is evidence based for improved health and nutrition for HIV clients at a marginal rate. Alternatives for these services are more costly and would not fall within budget for these grants.

FINANCIAL IMPACT

The HIV nutrition program costs \$9,800 for one 12 week course. The cost will be covered by funds from the Ryan White B and Ryan White D State/Federal grants.

STRATEGIC PLAN

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval to enter into an agreement with YMCA of Lansing to provide one 12 week nutrition course for HIV clients, for \$9,800, at the Forest Community Health Center (FCHC) effective July 1, 2020 to June 30, 2021.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH YMCA OF LANSING

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with YMCA of Lansing to provide one 12 week nutrition course for HIV clients, for \$9,800, at the Forest Community Health Center (FCHC) effective July 1, 2020 to June 30, 2021; and

WHEREAS, the course will be geared towards HIV patients with oversight from a nutritionist at ICHD to ensure the lessons provided meet the needs of the patients and the Ryan White Grant; and

WHEREAS, the HIV nutrition program costs \$9,800 for one 12 week course; and

WHEREAS, the cost will be covered by funds from the Ryan White B and Ryan White D State/Federal grants; and

WHEREAS, the Ingham Community Health Center Board and the Health Officer support entering into an agreement with YMCA of Lansing to provide one 12 week nutrition course for HIV clients, for \$9,800, at the Forest Community Health Center (FCHC) effective July 1, 2020 to June 30, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize entering into an agreement with YMCA of Lansing to provide one 12 week nutrition course for HIV clients, for \$9,800, at the Forest Community Health Center (FCHC) effective July 1, 2020 to June 30, 2021.

BE IT FURTHER RESOLVED, that the cost will be covered by funds from the Ryan White B and Ryan White D State/Federal grants.

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

To: County Services & Finance Committees

From: William Conklin, Managing Director
Ingham County Road Department

Date: May 5, 2020

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

BACKGROUND

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

RECOMMENDATION

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

FINANCIAL IMPACT

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

ALTERNATIVES & OTHER CONSIDERATIONS

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

DATE: May 5, 2020

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

For the Meeting Agendas of May 19, 20 and 26

BACKGROUND

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

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

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

ALTERNATIVES

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

FINANCIAL IMPACT

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

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

The Lake Drive Culvert is included in the 2020 Road Fund Budget.
The low bid prices provided by Wonsey Tree Service, Inc. for the other culverts are as follows:

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

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

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

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

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

FROM: James Hudgins, Director of Purchasing

DATE: April 23, 2020

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

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

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

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

The Purchasing Department can confirm the following:

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

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

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

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

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

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

SUMMARY OF VENDORS' COSTS

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Agenda Item 8

TO: Finance and Liaison Committees

FROM: Jill Bauer, Administrative Analyst Budget Office

DATE: May 5, 2020

SUBJECT: Resolution Updating Various Fees for County Services

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

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

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

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

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES

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

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

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

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

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

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

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

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

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

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

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

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

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

2021 County Fees Analysis
Law and Courts Committee

Attachment A

Location of Service	Fee Description	Target Percent	2020 Fee	2021 Fee
Animal Control	Boarding Fee-Dangerous Animals	100.0%	\$77.00	\$78.00
Animal Control	Boarding Fee per day-others	75.0%	\$35.00	\$36.00
Animal Control	Adoption Fee			
Animal Control	Dogs(under six years of age)	75.0%	\$75.00	\$76.00
Animal Control	Dogs(six years or older)	75.0%	\$19.00	\$20.00
Animal Control	Puppies(age-four months or less)	75.0%	\$110.00	\$115.00
Animal Control	Cats(under six years of age)	75.0%	\$64.00	\$65.00
Animal Control	Cats(six years or older)	75.0%	\$25.00	\$26.00
Animal Control	Animal Redemption - 1st offense	60.0%	\$26.00	\$27.00
Animal Control	Animal Redemption - 2nd offense	100.0%	\$52.00	\$53.00
Animal Control	Animal Redemption - 3rd offense	100.0%	\$100.00	\$105.00
Animal Control	Animal Redemption - after 3rd offense	100.0%	\$160.00	\$165.00
Animal Control	Euthanasia Fee	100.0%	\$135.00	\$145.00
Animal Control	Ten Dog Kennel Inspection Fee	100.0%	\$155.00	\$165.00
Animal Control	Over Ten Dog Kennel Inspection Fee	100.0%	\$190.00	\$195.00
Animal Control	Owner Surrender	100.0%	\$46.00	\$47.00
Animal Control	Owner Pick-up Fee	100.0%	\$47.00	\$48.00
Animal Control	Tranq. At-Large Fee	100.0%	\$47.00	\$48.00
Animal Control	Bordatella Vaccination-redeemed dogs	100.0%	\$20.00	\$21.00
Animal Control	Spay/neuter deposit-Owners redeeming pet	100.0%	\$82.00	\$83.00
Animal Control	Spay & Neuter Program Fees - Vouchers			
Animal Control	Dogs-Male	85.0%	\$45.00	\$55.00
Animal Control	Dogs-Female	85.0%	\$50.00	\$60.00
Animal Control	Cats-Male	85.0%	\$20.00	\$30.00
Animal Control	Cats-Female	85.0%	\$30.00	\$40.00
Pros Atty	Diversion - Initial Interview	50.0%	\$37.00	\$38.00
Pros Atty	Diversion - Misdemeanor Offender	50.0%	\$480.00	\$485.00
Pros Atty	Diversion - Felony Offender	50.0%	\$830.00	\$840.00
Pros Atty	Costs for eligible convictions - Trial	10.0%	\$245.00	\$250.00

2021 County Fees Analysis
Law and Courts Committee

Fees Suggested to Increase

Attachment B

Location of Service	Fee Description	Target Percent	2020 Fee	2021 Fee
Circuit Court	GTD Bench Warrants	100.0%	\$155.00	\$160.00
Family Division	Delinquency Court Costs	100.0%	\$300.00	\$310.00

2021 County Fees Analysis
Human Services Committee

Location of Service	Fee Description	Target Percent	2020 Fee	2021 Fee
Parks	Administrative -Returned Check Fee	100.0%	\$34.00	\$35.00
Parks	Winter Sports Building (100 Person Capacity) ****	100.0%	\$97.00	\$100.00
Parks	Winter Sports Building - reservation fee/non operationa	100.0%	\$31.00	\$32.00
Parks	Shelters - 60 Person Capacity ****			
Parks	Lake Lansing South Lakeview	100.0%	\$81.00	\$82.00
Parks	Lake Lansing North Oak Knoll	100.0%	\$81.00	\$82.00
Parks	Lake Lansing North Sandhill	100.0%	\$81.00	\$82.00
Parks	Hawk Island Kestrel	100.0%	\$81.00	\$82.00
Parks	Burchfield Deer Run	100.0%	\$81.00	\$82.00
Parks	Burchfield Pine Knoll	100.0%	\$81.00	\$82.00
Parks	Burchfield Southridge	100.0%	\$81.00	\$82.00
Parks	Hawk Island Peregrine	100.0%	\$135.00	\$140.00
Parks	Hawk Island - Red Tail	100.0%	\$275.00	\$280.00
Parks	Cabanas - Mini semi permanent shelters/30 p cap.			
Parks	Hawk Island	100.0%	\$81.00	\$82.00
Parks	Lake Lansing South	100.0%	\$81.00	\$82.00
Parks	Abandonment Recovery Fee	100.0%	\$43.00	\$44.00
Parks	Late Fee (arriving 1/2 hour or later after closing)	100.0%	\$22.00	\$23.00
Parks	Canoe/Kayak Trips - McNamara	100.0%	\$16.00	\$17.00
Parks	Canoe/Kayak Trips - Bunker Rd	100.0%	\$24.00	\$25.00
Parks	Canoe/Kayak Trips - Eaton Rapids	100.0%	\$31.00	\$32.00
Parks	Day Camp ****			
Parks	Resident Monday-Friday 9am-4pm	100.0%	\$100.00	\$105.00
Parks	Non-Resident Monday-Friday 9am-4pm	100.0%	\$110.00	\$115.00
Parks	Resident Mon-Fri 7:30am-5:30pm	100.0%	\$135.00	\$140.00
Parks	Non-Resident Mon-Fri 7:30am-5:30pm	100.0%	\$145.00	\$150.00
Parks	Disc Golf ****			
Parks	Day Pass (13 and older)	100.0%	\$4.00	\$5.00
Parks	Equipment Rental per round of Disc Golf	100.0%	\$1.00	\$2.00
Parks	Burchfield - Tube Rental (Hourly)	100.0%	\$2.00	\$3.00
Parks	Hawk Island Snow Hill **** Rates			
Parks	Non-operational hour reservation (2hours) minimum of 25 people + pp group rate of \$8.00 per person for any additional guests past the pre-paid 25 people	100.0%	\$300.00	\$305.00
Parks	Moonwalk	100.0%	\$300.00	\$325.00
Parks	Dunk Tank	100.0%	\$250.00	\$255.00
Parks	Giant Slide	100.0%	\$430.00	\$440.00
Parks	Passport Pictures	100.0%	\$15.00	\$16.00
Parks	Band Shell Rental	100.0%	\$105.00	\$105.00
Parks	Band Shell Equipment Rental			
Parks	PA, Chairs or Music Stands per item	100.0%	\$50.00	\$51.00
Parks	Snow Shoe Rental Adult	100.0%	\$5.00	\$6.00
Parks	Cancellation Administration Fee for Hawk Island Snow Tubing Reservations	100.0%	\$25.00	\$26.00
Fair	PER DAY, includes janitorial fees and facility fee	100%	610.00	620.00
	Friday Night Show	100%	150.00	155.00
Fair	PER Water Dump	100%	61.00	62.00

Location of Service	Fee Description	Target Percent	2020 Fee	2021 Fee
Fair	PER Event , Non-Food Concession Fee includes electricity	100%	25.00	26.00
Fair	PER Day, Food Concession Fee includes electricity	100%	25.00	26.00
Fair	Infield Arena (Gymkhana events ONLY)	100%	115.00	120.00
Fair	Main Arena Full Day Use - Shooting Sports No charge for 3 hours or less Mon-Thurs ONLY as long as it isn't rented	100%	610.00	620.00
Fair	Monday-Thursday if there is food (no food is free) 4H	100%	91.00	92.00
Fair	Friday & Sunday 4H	100%	175.00	180.00
Fair	Saturday 4H	100%	920.00	930.00
Fair	Sunday-Friday All others (Deposit Required)	100%	450.00	455.00
Fair	Saturday All others (Deposit Required)	100%	950.00	960.00
Fair	Main Arena - Weekend Rental	100%	4,600.00	4,610.00
Fair	Facility Fee - for organizations that hold 1-3 shows per yr	100%	305.00	310.00
Fair	North End w/ Main Arena Bldg. (min for 2 or 3 day show)	100%	4,600.00	4,610.00
Fair	w/ extra barn fees Comm. South, Barn A or Barn B	100%	305.00	310.00
Fair	w/ extra barn fees All other North End Barns	100%	255.00	260.00
Fair	show)	100%	2,800.00	2,810.00
Fair	w/ extra barn fees UU or VV Barns	100%	305.00	310.00
Fair	w/ extra barn fees All other South End Barns	100%	255.00	260.00
Fair	Covered Practice Arena Per Show	100%	510.00	520.00
Fair	Covered Practice Arena Per Dump for Watering Arena and Drag	100%	61.00	62.00
Fair	Infield Arena Per Day	100%	460.00	465.00
Fair	Infield Arena Per Day Per Dump for Watering Arena	100%	61.00	62.00
Fair	Entire Grounds minimum for 2 to 3 day show	100%	6,900.00	6,910.00
Fair	w/ extra barn fees Comm South, Barn A & Barn B, VV or UU	100%	305.00	310.00
Fair	w/ extra barn fees All other Barns	100%	255.00	260.00
Fair	Dumps/Drags North End w/ Main Arena and Entire Grounds 2 or 3 Day cost will be incurred after 2 times	100%	61.00	62.00
Fair	Brick Building Rental Fee	100%	255.00	260.00
Fair	Commercial Vendor Per event	100%	25.00	26.00

2021 County Fees Analysis
County Services Committee

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

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

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