

CHAIRPERSON
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VICE-CHAIRPERSON
CAROL KOENIG

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

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

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, SEPTEMBER 9, 2020 AT 6:30 P.M. THE MEETING WILL BE HELD VIRTUALLY AT <https://ingham.zoom.us/j/99805434639>

Agenda

Call to Order

Approval of the [August 19, 2020](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Overview of [Liaison Committee Recommendations](#)
2. Review and Action on County Services Committee Recommendations
3. Review and Action on Human Services Committee Recommendations
4. Review and Action on Law & Courts Committee Recommendations
5. Action to Incorporate Strategic Planning Initiative Funds into Recommended Budget
6. Adoption of Finance Recommended Budget

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
August 19, 2020
Draft Minutes

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

Members Absent: Schafer.

Others Present: Treasurer Eric Schertzing, Gregg Todd, Michael Townsend, Alan Fox, Matt Nordfjord, Jared Cypher, Melissa Buzzard, Rick Terrill, Teri Morton, Timothy Morgan, Dillon Rush, 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 2020-154 regarding the Open Meetings Act.

Approval of July 22, 2020 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE JULY 22, 2020 FINANCE COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

Additions to the Agenda

Removed –

2. Financial Services – Presentation of the Audit and Financial Statements (*Comprehensive Annual Financial Report Previously Distributed*)
9. Parks Department
 - a. Resolution to Authorize Fees for Camping at Burchfield Park

Substitute –

5. Ingham County Building Authority
 - a. Resolution Approving Contract of Lease (Justice Complex)

Limited Public Comment

Dillon Rush, Lansing Economic Area Partnership (LEAP), stated that he was in attendance to present on the amended brownfield plan and he was also available to answer any questions related to Agenda Item No. 3.

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

3. Lansing Economic Area Partnership – Resolution to Apply for State Matching Funds for EDA Cares Act Recovery Assistance Grant Application

4. Treasurer's Office
 - a. 2nd Quarter Investment Report
 - b. Resolution to Utilize the County's Option to Acquire Tax Foreclosed Property
5. Ingham County Building Authority
 - a. Resolution Approving Contract of Lease (Justice Complex)
 - b. Resolution Approving Ground Lease (Justice Complex)
6. Community Corrections Advisory Board – Resolution to Authorize Additional Millage Funds for Indigent Electronic Monitoring Services and Notice to JSG Monitoring that Additional Justice Millage Funds have been Allocated and are Available to Maintain Indigent User Electronic Monitoring Services through December 31, 2020
7. Office of Homeland Security and Emergency Management – Resolution to Accept Grant Funds from the Department of Justice, BJA FY 20 Coronavirus Emergency Supplemental Funding Program
8. Sheriff's Office – Resolution to Authorize Ingham County and the Ingham County Sheriff's Office to Renew Three-Year Contract Agreement with the Michigan State Police and Saginaw County for Participation in the Statewide Records Management System (SRMS)
9. Parks Department
 - b. Resolution to Authorize the Acceptance of the Project Agreement for a Michigan Natural Resources Trust Fund Grant #TF19-0116
 - c. Resolution to Authorize the Acceptance of the Project Agreement for a Michigan Natural Resources Trust Fund Grant #TF19-0114
 - d. Resolution to Authorize the Application to the Ingham County Trails and Parks Millage Fund for Four Projects within the Ingham County Parks
 - e. Resolution to Authorize an Amendment to the Contract with Spicer Group, Inc.
 - f. Resolution to Authorize an Amendment to the City of Lansing Trails and Parks Millage Agreements
10. Health Department
 - a. Resolution to Authorize an Agreement with Adams Outdoor to Promote Weed Facts Campaign
 - b. Resolution to Amend the Collaborative Agreement with the Capital Area United Way
 - c. Resolution to Authorize an Agreement with Edge for New Medical Marijuana Public Education Messaging to Compliment the Campaign Developed in Fiscal Year 2019
 - d. Resolution to Establish a Nurse Assessor Position
 - e. Resolution to Authorize an Agreement with Redhead Design to Expound Upon and Develop Hand Washing Messages for ICHD and Local Health Partners
 - f. Resolution to Authorize an Agreement with Luma Health

- g. Resolution to Accept Funding from Michigan, Department of Labor & Economic Opportunity (LEO)
 - h. Resolution to Authorize a Contract with Piper & Gold Public Relations
11. Innovation & Technology – Resolution to Approve Renewal of PACC/PAAM Licensing and Support
12. Facilities Department
- a. Resolution to Authorize a Two Year Contract Renewal with Soap Slingers for Window Cleaning Services at Several Ingham County Buildings
13. Potter Park Zoo
- a. Resolution Awarding a Contract to Myers Plumbing & Heating Inc.
 - b. Resolution to Authorize the Renewal of the Contract with PepsiCo for Beverage Services at Potter Park Zoo
14. Road Department
- a. Resolution to Authorize an Agreement with the Michigan Department of Transportation (MDOT) in Relation to a Federally Funded Project at Wood Street and Sam’s Way
 - b. Resolution to Amend a Professional Services Agreement between Ingham County and Spicer Group, Inc. for the 2019 and 2020 Biennial Bridge Inspection Program
 - c. Resolution to Approve the Disposal of Road Department Surplus Property
 - d. Resolution to Amend a Professional Engineering Services Agreement between Ingham County and DLZ Michigan to Provide Environmental Assessment Services for the Okemos Road Bridge Project

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

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

- 1. Ingham County Brownfield Development Authority – Amended Brownfield Plan for K3 Property LLC, 318 W Kipp Road, City of Mason (*Presentation*)

Dillon Rush, Lansing Economic Area Partnership (LEAP), presented information on the amended brownfield plan to the Finance Committee.

- 12. Facilities Department

 - b. Resolution to Authorize the TCOA Office Reset at the Human Services Building

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

Commissioner Tennis stated that Agenda Item No. 12b had a large expense.

Commissioner Tennis asked the Facilities Department where the funds were coming from, in light of the County's budget difficulties. He further asked if this project could be postponed.

Rick Terrill, Facilities Director, stated that this project was a Capital Improvement Plan (CIP)-approved project and the funds were available. He further stated that \$225,000 available in the CIP for this project, and as seen in the resolution, the total amount for the project was \$224,292.07.

Mr. Terrill stated that the Facilities Department budgeted for this project, because of incidents due to electrical connections in old cubicles. He further stated that there was a smell and smoke, and so because of the age of the cubicles, he thought it was important to move forward with this project.

Commissioner Tennis asked, because of the recent passage of the Elder Persons Millage, if it was possible to utilize a portion of those funds to pay for this project, in order to preserve other funds.

Michael Townsend, Budget Director, stated that the Budget Office could look at utilizing those funds, but this project came from CIP that was recently increased per the Financial Reserve Policy. He further stated that this project was budgeted in the CIP Fund.

Commissioner Tennis asked before the next Board of Commissioners meeting to see if the Controller's Office had an opinion as to whether to use Elder Persons Millage funds for this project to save funds for other projects.

Gregg Todd, County Controller, stated that his office could look at that.

Chairperson Morgan stated that his preference would be to wait to vote on the resolution until that opinion was available.

Commissioner Crenshaw stated that this was a topic of safety concern due to the aging infrastructure, and so as of right now, he would motion to table the resolution until information was available from the Controller's Office.

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

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

Matt Nordfjord, County Attorney, stated that he would suggest that the Finance Committee tabled the resolution until a specific date.

Chairperson Morgan stated that the motion was to table the resolution, not to postpone it, so it laid the resolution on the table to be brought up at any time.

Mr. Nordfjord stated that the motion was only for the current meeting.

Commissioner Crenshaw stated that he would suggest tabling the resolution until the next regular Finance Committee meeting due to budget hearings.

Chairperson Morgan stated that he would make sure the resolution was on the Agenda for the next regular Finance Committee meeting.

15. Closed Session

- a. Attorney-Client Privileged Communication
- b. Discussion of Collective Bargaining Pursuant to MCL 15.268(c)

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MAIVILLE, AT 6:46 P.M., TO MOVE THE MEETING INTO CLOSED SESSION TO DISCUSS THE NEGOTIATION OF COLLECTIVE BARGAINING AGREEMENTS UNDER MCL 15.268(C) AND FOR CONSIDERATION OF A WRITTEN LEGAL OPINION FROM CORPORATE COUNSEL UNDER MCL 15.268(H).

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE. Absent: Commissioner Schafer.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. TENNIS, TO RETURN THE MEETING INTO OPEN SESSION AT 6:58 P.M.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. TENNIS, TO APPROVE THE ATTORNEY RECOMMENDATIONS PURSUANT TO THE COUNTY SETTLEMENT POLICY AND TO AUTHORIZE THE BOARD CHAIRPERSON TO SIGN ANY REQUIRED DOCUMENTS UPON REVIEW AND APPROVAL OF CORPORATE COUNSEL.

THE MOTION TO APPROVE THE ATTORNEY RECOMMENDATIONS CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

16. Board Referral – Memo from Financial Services Department Director Tori Meyer in Response to the Request for Improvement of Deficiencies – Correction Action Plan for the Fiscal Year 2019

Mr. Townsend stated that Agenda Item No. 16 went along with Agenda Item No. 2, so it would be appropriate for the memo to be discussed later.

Chairperson Morgan stated that it would be on the Agenda of the next regular Finance Committee meeting.

Announcements

Commissioner Crenshaw stated that, as a reminder, next week the Board of Commissioners would start budget hearings, so he asked the Commissioners to be sure to have all of their information.

Commissioner Crenshaw asked how the budget information would be disseminated.

Mr. Townsend stated that, in the next couple of days, the budget would be sent out electronically and similar to the format of the budget proposals in June 2020.

Chairperson Morgan asked if the information would be scanned.

Mr. Townsend stated that the information would be scanned, and the Departments would be broken out separately. He further stated that each Committee would have a link to all of the Departments.

Chairperson Morgan asked why the information was not in a PDF format, as opposed to printing and scanning the documents.

Mr. Townsend stated that Becky Bennett, Board of Commissioners Director, was responsible for the putting together the format. He further stated that if the Commissioners wanted it in a different format, it might be difficult to complete it before the budget hearings.

Chairperson Morgan stated that it was fine.

Commissioner Crenshaw stated that he had talked Director Bennett, and it would be similar to the Agendas posted online for Board of Commissioners meetings. He further stated that if you clicked on a link, it would take the Commissioners to that Department's section.

Teri Morton, Deputy Controller, stated that the document was also searchable.

Chairperson Morgan thanked Ms. Morton for the clarification.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:03 p.m.

OFFICE OF THE INGHAM COUNTY CONTROLLER

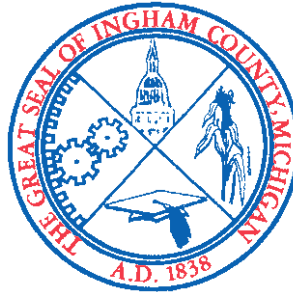
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TO: Finance Committee
FROM: Gregg Todd, Controller/Administrator
DATE: September 1, 2020
RE: 2021 Controller Recommended Budget

As the Finance Committee finalizes the 2021 Budget we have identified adjustments required to the Controller's Recommended Budget (CRB).

In the County Services Committee recommendation, a Treasurer's Office position was reported to be vacant in 2020 and therefore was recommended to be held open for 2021. However, the position will not be vacant until late 2021. In working with the Treasurer, we have identified four positions in Treasury with responsibilities that should be expensed in the Delinquent Tax Revolving Fund. The Controller's Office recommends restoring the position of Assistant to the Treasurer at a cost of \$111,903 to the General Fund and shifting percentages of these other personnel wages to the Delinquent Tax Revolving Fund in the same amount.

Additionally, three other adjustments were identified in the CRB that require amending:

- 1) Human Services Committee – Fair CIP request for \$140,000 for paving be included in the recommended CIP list;
- 2) Tri-County Office on Aging – \$103,676 be included in the total budget with funding to come from the newly approved Elder Persons Millage.
- 3) Parks Department – Decrease total budget from \$4,647,575 to \$3,236,484 due to inadvertently double counting the transfer of \$1,411,091 from the Trails and Parks Millage.

We respectfully request an amendment to the CRB to incorporate these changes.

These changes will decrease the total Ingham County Budget from \$278,681,667 to \$277,514,252. The General Fund total will not change. I recommend that you incorporate these changes into the 2021 Budget as Recommended by the Finance Committee. Please do not hesitate to contact me if you have any questions.

Respectfully,


Gregg A. Todd
Controller/Administrator