

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

FINANCE COMMITTEE
MARK GREBNER, CHAIR
TODD TENNIS
BRYAN CRENSHAW
MARK POLSDOFER
EMILY STIVERS
ROBERT PEÑA
RANDY SCHAFFER

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, MARCH 16, 2022 AT 6:00 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/89160266022>.

Agenda

Call to Order

Approval of the [March 2, 2022](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office – Resolution to Authorize a Part-Time [Communications & Media](#) Assistant within the Sheriff's Office
2. Treasurer's Office
 - a. Resolution Authorizing the 2022 [Administrative Fund](#)
 - b. 2022 [Borrowing](#) Resolution (2021 Delinquent Taxes)
 - c. Resolution to Provide Funding for [Low Income Tax Preparation](#)
 - d. Resolution to Authorize a Three-Year Contract Extension with [Mesirow Financial](#) Investment Management, Inc.
3. Probate Court – Resolution for Use of [Elder Person Millage](#) for Various Probate Court Purposes
4. Circuit Court – Resolution to Authorize Contracts with [Global Eagle](#) Company Business Transformation Specialists
5. Public Defenders Office – Resolution to Authorize a Modified Lease Agreement with [Pitney Bowes](#) for a Postage Meter
6. Animal Control and Shelter – Resolution to Approve the [Reorganization](#) of the Office Staff of the Ingham County Animal Control and Shelter
7. Health Department
 - a. Resolution to Authorize an Agreement with the State of Michigan Department of Licensing and Regulatory Affairs ([LARA](#)) to Accept the 2022 Michigan Medical Marihuana Operation and Oversight Grant
 - b. Resolution to Reclassify the [Medical Social Worker](#) Position in Maternal and Child Health

8. Parks Department
 - a. Resolution to Authorize the Acceptance of the Michigan [Clean Boats, Clean Waters Grant](#)
 - b. Resolution to Authorize a Contract with Laux Construction for Improvements to the [Lake Lansing Boat Launch](#)
 - c. Resolution to Approve of the [Reorganization](#) of the Ingham County Parks Department
9. Facilities Department – Resolution to Authorize an Agreement with [Graphic Sciences, Inc.](#), for Storage, Retrieval, and Transport of Files for 55th District Court, Register of Deeds, Human Resources, and Financial Services
10. Innovation & Technology Department – Resolution to Approve the Purchase of Consulting Hours from [Sentinel Technologies](#)
11. Road Department
 - a. Resolution to Authorize a Second Party Agreement with the Michigan Department of Transportation and a Third-Party Agreement with the City of East Lansing in Relation to a Federally Funded Project on [Haslett Road](#) at Park Lake Road
 - b. Resolution to Amend a Second Party Agreement with MEDC and a Third-Party Agreement with the City of Lansing for the [Forest Road and Collins Road Infrastructure Improvements Project](#)
 - c. Resolution to Authorize a First Party Agreement with [E.T. Mackenzie Company](#) and a Second Party Agreement with the Lansing Board of Water and Light for the Kalamazoo Street Project
12. Board Referral – A Notice of Public Hearing from the [City of Lansing](#)

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
March 2, 2022
Draft Minutes

Members Present: Peña, Polsdofer, Grebner, Crenshaw, and Tennis.

Members Absent: Stivers and Schafer.

Others Present: Brett Kaschinske, Tim Morgan, Nicole Wallace, Michael Townsend, Kylie Rhoades, and others.

The meeting was called to order by Chairperson Grebner at 6:00 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual Public participation was offered via Zoom at <https://ingham.zoom.us/j/89160266022>.

Approval of the February 16, 2022 Minutes

CHAIRPERSON GREBNER STATED, WITHOUT OBJECTION, THE OPEN AND CLOSED MINUTES OF THE FEBRUARY 16, 2022 FINANCE COMMITTEE MEETING WERE APPROVED AS WRITTEN. Absent: Commissioners Stivers and Schafer.

Additions to the Agenda

8. Health Department –
- f. Resolution to Extend CURIS Consulting Agreement
 - g. Resolution to Amend Resolution #10-275 with Nextgen® Healthcare Information Systems, Inc. for Nextgen® Consulting Services
 - h. Resolution to Authorize an Agreement with Business Oriented Software Solutions, Inc. (BOSS)

Substitute –

8. Health Department
- e. Resolution to Amend Resolution #21-038 for Dental Service Agreements
10. Parks Department
- c. Resolution to Authorize an Application for a Land and Water Conservation Fund Grant for Accessibility Improvements to Hawk Island County Park
 - d. Resolution to Authorize an Application for a Michigan Natural Resources Trust Fund Grant for Accessibility Improvements to Hawk Island County Park
 - f. Resolution to Authorize an Application for a Michigan Natural Resources Trust Fund Grant for Playground Equipment at Lake Lansing Park North
 - g. Resolution to Authorize the Application for a Michigan Natural Resources Trust Fund Grant for Lake Lansing Park North

Removed –

1. Drain Commissioner
 - a. Resolution to Allocate \$392,000 in American Rescue Plan Funds to Fund the Maintenance and Improvement of the Smith and Oesterle Drain.

Limited Public Comment

None.

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

2. Sheriff's Office – Resolution to Purchase Rapid Response Disturbance Control Suits
3. Resolution Services Center of Central Michigan – Resolution to Authorize a Contingency Appropriation to Resolution Services Center of Central Michigan to Support Small Claims Work
4. Circuit Court – Resolution to Transfer Funds Budgeted for Transcripts from the Probate Court Budget to the Circuit Court General Trial Division Budget
5. Probate Court
 - a. Resolution to Authorize the Continued Use of Probate Court's Outstanding Capital Improvement Project Funds Awarded Prior to 2018
 - b. Resolution to Authorize Statement of Work No. 22112 with ImageSoft Corporation for Imaging Project
6. Animal Control and Shelter – Resolution to Purchase Computer Aided Dispatch (CAD) Licenses from Central Square for the Ingham County Animal Control and Shelter
7. Capital Area Housing Partnership – Resolution to Authorize an Agreement with Capital Area Housing Partnership for a Community Transition Plan for Housing
8. Health Department
 - a. Resolution to Authorize an Agreement with Safe Passages dba Advance Peace for a Licensing Agreement for the LifeMAP Management App™ Data Collection Tool
 - b. Resolution to Amend Resolution #21-589 with Michigan Primary Care Association for Vaccine Clinics`
 - c. Resolution to Authorize an Agreement with Centering Healthcare Institute
 - d. Resolution to Amend Resolution #21-525 with the Michigan Department of Labor and Economic Opportunity
 - e. Resolution to Amend Resolution #21-038 for Dental Service Agreements
 - f. Resolution to Extend CURIS Consulting Agreement

- g. Resolution to Amend Resolution #10-275 with Nextgen® Healthcare Information Systems, Inc. for Nextgen® Consulting Services
 - h. Resolution to Authorize an Agreement with Business Oriented Software Solutions, Inc (BOSS)
9. Potter Park Zoo
- a. Resolution to Authorize a Purchase Order to Myers Plumbing & Heating
 - b. Resolution to Authorize an Agreement with Trane U.S. Inc.
10. Parks Department
- a. Resolution to Authorize Contracts with Various Food Concession Vendors for the Parks Department
 - b. Resolution to Authorize an Application for a Michigan Natural Resources Trust Fund Grant for Burchfield – Riverbend Natural Area
 - c. Resolution to Authorize an Application for a Land and Water Conservation Fund Grant for Accessibility Improvements to Hawk Island County Park
 - d. Resolution to Authorize an Application for a Michigan Natural Resources Trust Fund Grant for Accessibility Improvements to Hawk Island County Park
 - e. Resolution to Authorize an Application for a Land and Water Conservation Fund Grant for Accessibility Improvements to Lake Lansing Park North
 - f. Resolution to Authorize an Application for a Michigan Natural Resources Trust Fund Grant for Playground Equipment at Lake Lansing Park North
 - g. Resolution to Authorize the Application for a Michigan Natural Resources Trust Fund Grant for Lake Lansing Park North
 - h. Resolution to Authorize a Contract with James Clark Tree Service for Tree Felling and Tree Trimming Services at Lake Lansing County Park South and Lake Lansing County Park North
 - i. Resolution to Authorize an Amendment to the City of Lansing Trails and Parks Millage Agreements
 - k. Resolution to Authorize a Contract with Spicer Group, Inc. for Prime Professional Services for Various Projects
11. Farmland and Open Space Preservation Board – Resolution to Authorize a Three-Year Extension to the Contract with Michigan State University Remote Sensing and Geospatial Information Systems to Conduct Mapping Services for the Farmland and Open Space Selection Criteria of the Farmland and Open Space Preservation Board
12. Facilities Department – Resolution to Authorize an Agreement with Laux Construction for the Remodel of the Circuit Court Clerk’s Office on the Third Floor of the Historical Mason Courthouse
13. Innovation & Technology Department
- a. Resolution to Approve the Lease of Dark Fiber from Zayo Group
 - b. Resolution to Approve the Uninterruptable Power Supply Support Contract from CDWG

14. Road Department
 - a. Resolution to Amend an Engineering Services Agreement for the Okemos Road Project with Fishbeck
 - b. Resolution to Authorize an Agreement with the Lansing Board of Water & Light for Emergency Traffic Signal Maintenance

15. Controller/Administrator – Resolution Establishing the Budget Calendar for 2023

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Stivers and Schafer.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Stivers and Schafer.

1. Drain Commissioner
 - b. Resolution to Amend the Drain Commissioner’s Fee Schedule to Address Aerial Drain Crossing Permit and Inspection Fees

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

Chairperson Grebner stated that he believed that the previous concerns had been resolved. He further stated that he had reached an amicable arrangement after discussion with the Drain Office and the Controller’s Office.

Chairperson Grebner stated that the Board of Commissioners had routinely approved many fees throughout departments, including one from the Drain Office for the crossing of a drain by a utility. He further stated that the Drain Office believed that it applied to an aerial crossing of a drain.

Chairperson Grebner stated that a project underway faced the cost of \$60,000, including a \$500 permit fee as well as a \$1,500 inspection fee for fiber optic cable that stood sixteen feet above the drain. He further stated that he did not believe that the Board of Commissioners had that in mind when they initially approved the fee schedule.

Chairperson Grebner stated that the fee schedule had been amended to reference surface and subsurface work. He further stated that this is important, as it would have contributed a significant cost increase for broadband installation in rural areas.

Chairperson Grebner stated that it would have resulted in paying an individual approximately \$40,000 to inspect 34 crossing and tower gardens for a cable that stood sixteen feet above a drain that had been four feet underground.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Stivers and Schafer.

10. Parks Department

j. Resolution to Authorize Contracts for Trails and Parks Millage Applications

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

Commissioner Tennis stated that when the Board of Commissioners had approved the criteria for Trail Millage applications, the additional criteria penalized the municipalities that had received funding previously. He further stated that it resulted in the largest populated area being cut from funding for this round of the Trail Millage grants.

Commissioner Tennis stated he did not want to take away from existing projects, but instead proposed to add in three additional projects that would cost approximately \$250,000. He further stated that these projects included the Trail Ambassador Coordinator, River Trail Bank Stabilization at Mt. Hope Cemetery, as well as the River Trail Overband and Crack Sealing.

Commissioner Tennis provided an overview of an updated version of Table A for the resolution. He further provided documentation of the updated Table, which is included in the minutes as Attachment A.

Commissioner Tennis stated that the Bank Stabilization and Crack Sealing project was preventative maintenance that would avoid future costs. He further stated that these additions would slightly encumber the \$4.5 million that remained available through the life of the millage.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. CRENSHAW, TO AMEND THE RESOLUTION TO FUND THE TRAIL AMBASSADOR COORDINATOR, RIVER TRAIL BANK STABILIZATION AT MT. HOPE CEMETERY, AND THE RIVER TRAIL OVERBAND AND CRACK SEALING AS LAID OUT IN ATTACHMENT A.

Commissioner Peña asked for clarification on the acronym FLRT that had been included in the resolution.

Commissioner Tennis stated that the acronym FLRT stood for Friends of the Lansing Regional Trail.

Commissioner Peña asked for clarification if the Trail Ambassador Coordinator was a construction management position.

Tim Morgan, Parks Director, stated that while the City of Lansing manages the position, it benefits every trail in Ingham County.

Brett Kaschinske, City of Lansing Parks and Recreation Director, stated that the funding for the Trail Ambassador Coordinator came from the Trail Millage grant as well as through FLRT. He further stated that FLRT raised further funding through the sponsorship of the wayfinding signage.

Mr. Kaschinske stated that there was a Pure Michigan Trails designation throughout the State of Michigan. He further stated that the Trail Ambassador would take the lead on applying for the trails in Ingham County to be recognized as a Pure Michigan Trail.

Commissioner Peña asked if the program was in conjunction with the Blue Water initiative.

Mr. Kaschinske stated that this was the marketing aspect to become a Pure Michigan Trail. He further stated that Middle Grand River Organization of Watersheds (MGROW) had taken the lead on obtaining the water designation.

Mr. Morgan stated that the Trail Ambassador additionally worked on receipting the sponsorships for the wayfinding signage.

Chairperson Grebner stated that the Finance Committee should not be concerned about allocating all available funds. He further stated that some projects fell above the requested budget and in turn were delayed and did not use funds in the expected timeframe.

Chairperson Grebner stated that it was important to be mindful of the cash balance. He further stated that there was a comfortable margin of one and a half years of millage money unspent.

THE MOTION TO AMEND THE RESOLUTION CARRIED UNANIMOUSLY. Absent:
Commissioners Stivers and Schafer.

Chairperson Grebner stated that the Parks Commission had a ranking system for points that were allocated. He further stated that he did not believe that these criteria should govern the Board of Commissioners' decisions.

Chairperson Grebner stated that he believed the points system was designed to weigh important considerations. He further stated that this basis was a tool for the Parks Commission and did not believe that it needed to be altered.

Commissioner Tennis stated that he would speak up on behalf of the Parks Commission and staff and remind the Finance Committee that the Board of Commissioners approved the criteria. He further stated that the Board of Commissioners had intended to make this a more regional program.

Commissioner Tennis stated that the Board of Commissioners did have the final say in allocations. He further stated that he believed the system was working well.

Chairperson Grebner stated that the Board of Commissioners had approved the criteria for the Parks Commission's use and not for the Board of Commissioners' use.

Commissioner Polsdofer asked for clarification on amending existing projects with changed costs. He further asked if the projects would fall back on the priority list.

Mr. Morgan stated that Meridian Township had requested an additional amount of funding. He further stated if any project needed additional money, they would first submit the request to the Parks Commission.

Chairperson Grebner stated that in many cases they lost a year as they went through the process of requesting additional funding. He further stated that projects that came in under budget often did not come back to the County to provide notice of the unspent allocation and prolong the funds being reallocated.

Mr. Morgan stated that depending on the Board of Commissioners' schedule, a project could receive additional funding in as few as five to six weeks. He further stated that projects should expect three months to get construction started.

Mr. Morgan stated that he did not believe that there were any projects to come in under budget as of late. He further stated that COVID-19 had created supply chain delays and a rise in prices.

THE MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioners Stivers and Schafer.

14. Road Department

- c. Resolution to Authorize the Purchase of 2022 Seasonal Requirement of Emulsified Asphalt
- d. Resolution to Authorize the Purchase of 2022 Seasonal Requirement of Hot Mix Asphalt Mixtures

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

Commissioner Peña stated a previous meeting he attended made notice of anticipated steel delays. He further stated that it had been anticipated that petrol prices would be increasing as well.

Commissioner Peña stated that the Michigan Department of Transportation used a 15% margin as a buffer for contingencies and project development. He further asked that Michael Townsend, Budget Director, and the Controller's Office be mindful of the anticipated increase.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Stivers and Schafer.

Announcements

Commissioner Peña stated that he and Commissioner Cahill sat on the Capital Area Community Services Board. He further asked for a request for an alternate in the event of absence.

Commissioner Crenshaw stated that the request for an alternate should be presented at the Democratic Caucus meeting.

Chairperson Grebner stated that the Controller's Office provided a breakdown of the 911 Center cash balance. He further stated that at the lowest point of cash flow, they had approximately \$4 million on hand.

The Controller's office provided documentation of the 911 Center cash balance. This document is recorded in the minutes as Attachment B.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:32 p.m.

Attachment A – Amendment to Table A for Resolution to Authorize Contracts for Trails and Parks Millage Applications

Table A:

Applicant	Project	Amount Requested	Fund (Yes or No)	Grant Award Amount	\$ Cumulative
City of Mason	Jefferson Trailhead / Community Garden Improvements	\$204,000.00	Yes	\$204,000.00	\$204,000.00
City of Lansing / FLRT	Trail Ambassador Coordinator	\$20,000.00	Yes	\$20,000.00	\$224,000.00
Vevay Township	Vevay Township Community Park and 5-Year Recreation Plan	\$81,500.00	Yes	\$81,500.00	\$305,500.00
Leslie Township	Township Grounds Lighting & Recreational Improvements	\$300,000.00	Yes	\$300,000.00	\$605,500.00
City of Mason	Columbia Street Bridge - Protected Walkway Construction	\$162,000.00	No	---	\$605,500.00
Lansing Township	Waverly Rd Shared Use Pathway, Phase II - Feasibility Study	\$18,750.00	Yes	\$18,750.00	\$624,250.00
City of Williamston	Memorial Park Trail Planning & Engineering	\$40,700.00	Yes	\$40,700.00	\$664,950.00
Ingham County	Lake Lansing Park North - MSU-LL Trail Connector	\$315,000.00	No	---	\$664,950.00
Ingham County	Hawk Island Boardwalk Replacement Phase 3	\$327,700.00	No	---	\$664,950.00
Leroy Township	Simmons Memorial Park	\$21,600.00	Yes	\$21,600.00	\$686,550.00
Meridian Township	MSU to Lake Lansing Connector Trail, Phase III (*Application total request \$1,725,000.00, Resolution 20-563 already approved a commitment of \$1,500,000, just requesting an additional \$225,000.00)	\$225,000.00* + (\$1,500,000.00 already committed by Resolution 20-563)	Yes	\$225,000.00* + (\$1,500,000.00 already committed by Resolution 20-563)	\$911,550.00
City of Mason	Hayhoe Riverwalk Trail - Repair	\$337,000.00	Yes	\$337,000.00	\$1,248,550.00
City of Leslie	Leslie Shared Use Path - Hull Rd to S Cameo Dr	\$313,796.00	Yes	\$313,796.00	\$1,562,346.00
Alaiedon Township	Leek Cemetery Nature Trail & Improvements	\$296,400.00	Yes	\$296,400.00	\$1,858,746.00
City of Leslie	Leslie Shared Use Path - Middle School to Russell Park	\$486,600.00	Yes-Partial	\$265,000.00	\$2,123,746.00
Village of Stockbridge	Greater Stockbridge Connectivity & Wellness Park Enhancements	\$395,600.00	Yes	\$395,600.00	\$2,519,346.00
City of Leslie	Leslie Shared Use Path - Russell Park to Woodlawn Cemetery	\$551,960.00	No	---	\$2,519,346.00
City of Lansing	River Trail Bank Stabilization - Mt Hope Cemetery	\$170,000.00	Yes	\$170,000.00	\$2,689,346.00
Ingham County	Lake Lansing Park North Boardwalk Replacement Phase 3	\$471,400.00	No	---	\$2,689,346.00
City of Lansing	River Trail - Overband & Crack Sealing	\$60,000.00	Yes	\$60,000.00	\$2,749,346.00
City of Lansing	Montgomery Drain - Ranney & Red Cedar Park Pathways	\$3,465,000.00	No	---	\$2,749,346.00
City of Lansing	Corporate Research Park Pathway	\$867,000.00	No	---	\$2,749,346.00

Attachment B – 911 Center Cash Balance

**911 Center
Cash Balance**

	2020	2021	2022
JAN	5,279,066	5,767,894	6,520,398
FEB	7,164,055	7,482,460	7,631,848
MAR	6,779,536	7,565,239	
APL	6,643,540	7,254,496	
MAY	5,996,729	8,257,016	
JUNE	6,171,248	8,008,992	
JUL	6,545,820	7,972,223	
AUG	6,605,646	8,231,291	
SEPT	5,674,542	7,343,893	
OCT	5,345,407	7,902,217	
NOV	5,884,309	8,125,311	
DEC	2,838,017	3,928,057	

**MARCH 16, 2022 FINANCE AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

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

- 1. Sheriff's Office** – *Resolution to Authorize a Part-Time Communications & Media Assistant within the Sheriff's Office*

This resolution authorizes the creation of a Part-Time Communications & Media Assistant (UAW/F) within the Sheriff's Office effective upon approval of this resolution. The annual cost of the position is \$46,501 and funding will come from a portion of the temporary salaries approved by Resolution #21-387 in the amount of \$109,740 for part-time Deputies. The Sheriff's Office has a need to inform, educate, and engage with the community through many media platforms and has identified a need to supplement staffing for Central Records and Freedom of Information Act (FOIA) responsibilities. The Sheriff's Office believes repurposing part of their temporary salaries budget to fund a permanent Part-Time Communications and Media Specialist will benefit the organization.

See memo for details.

- 2a. Treasurer's Office** – *Resolution Authorizing the 2022 Administrative Fund*

- 2b. Treasurer's Office** – *2022 Borrowing Resolution (2021 Delinquent Taxes)*

These resolutions will authorize the borrowing of funds in order to pay local taxing units within the County their shares of delinquent property taxes in anticipation of the collection of those taxes by the Treasurer. They will also authorize the establishment of a revolving fund for this purpose. This process is approved annually by the Board of Commissioners.

- 2c. Treasurer's Office** – *Resolution to Provide Funding for Low Income Tax Preparation*

This resolution provides \$12,500 in funding from the Delinquent Tax Administration fund for a Volunteer Income Tax Assistance (VITA) coordinator through the Capital Area United Way (CAUW).

See memo for details.

- 2d. Treasurer's Office** – *Resolution to Authorize a Three-Year Contract Extension with Mesirow Financial Investment Management, Inc.*

This resolution authorizes three-year contract extension with Mesirow Financial Investment Management which acts as the fiduciary advisory for the County's deferred compensation plans.

See memo for details.

3. **Probate Court** – *Resolution for Use of Elder Person Millage for Various Probate Court Purposes*

This resolution authorizes the Elder Millage be used to fund two (2) new FTE Senior Deputy Probate Register positions (UAW-H) for the Probate Court. Two new FTE (2) Senior DPR positions would equate to an annual personnel cost of \$174,200 to \$198,622. The 2021 year-end fund balance in the Elder Millage Fund was approximately \$1,375,000. Funding two (2) new FTE Senior DPR positions for the next five (5) years would cost around \$1,000,000 – which equates to 73% of existing 2021 surplus fund balance.

4. **Circuit Court** – *Resolution to Authorize Contracts with Global Eagle Company Business Transformation Specialists*

This resolution will authorize contracts not to exceed \$4,420 for the Circuit Court General Trial Division and \$3,640 for the Friend of the Court on an annual basis with Global Eagle Company Business Transformation Specialists for online training for the time period of April 1, 2022 through March 31, 2025. Training is a necessary investment in staff, for both their operational excellence and their personal growth. In-person training has been largely suspended for the last two years due to COVID-19, and remote training has become familiar to, and preferred by, many. In order to continue to address the ongoing and changing needs of staff and the public, the General Trial Division and Friend of the Court are interested in contracting for three more years with Global Eagle Company Business Transformation Specialists to sustain an online training platform. The contract would continue to grant the General Trial Division and the Friend of the Court access to 1,000+ training videos, utilizing a proprietary knowledge retention system to enhance and support the successful transfer of knowledge to employees.

As a response to the lack of training the last two years of COVID-19 has created, and as an effort to continue operations that limit person-to-person contact, the Court is seeking eligible American Recovery Plan (ARP) 2nd Tranche funds for this training. Without ARP funding, General Fund budget will be used to cover the expenses.

See memo for details.

5. **Public Defenders Office** – *Resolution to Authorize a Modified Lease Agreement with Pitney Bowes for a Postage Meter*

This resolution will authorize entering into a lease agreement with Pitney Bowes Inc. for a postage meter machine for \$3,939.48 for five years at a rate of \$63.89 per month for the first year, and \$66.10 per month for the remaining four years. Funds are available within the Public Defenders budget for this agreement.

See memo for details.

6. **Animal Control** – *Resolution to Approve the Reorganization of the Office Staff of the Ingham County Animal Control and Shelter*

This resolution will approve the reorganization of the Ingham County Animal Control and Shelter's Animal Shelter Clerk unit as discussed at the last round of Law & Courts and County Services Committee meetings. The job descriptions of Animal Shelter Clerk/Rescue Clerk and Volunteer Coordinator have been incorporated into one job description titled Animal Shelter Clerk. These positions, and all of the current Animal Shelter Clerks, will be classified as UAW E. This reorganization will also convert one of the Animal Shelter Clerks to an Administrative and Field Support Assistant. This new position is classified as a UAW F. The Animal Control department will post this position internally to the Animal Shelter Clerks and then one of the Animal Shelter Clerk positions will be converted into the Administrative and Field Support Assistant position. The long-term

annual cost of this reorganization using 2022 rates will be \$46,034. Funds are available within the Animal Shelter Millage Fund to cover this increased cost.

See memo for details.

7a. Health Department - Resolution to Authorize an Agreement with the State of Michigan Department of Licensing and Regulatory Affairs (LARA) to Accept the 2022 Michigan Medical Marihuana Operation and Oversight Grant

This resolution accepts a grant from the State of Michigan Department of Licensing and Regulatory Affairs (LARA) for education, communication, and outreach regarding the Michigan Medical Marihuana Act for an amount not to exceed \$23,436, effective January 1, 2022 to September 15, 2022.

7b. Health Department - Resolution to Reclassify the Medical Social Worker Position in Maternal and Child Health

This resolution reclassifies the Medical Social Worker position #601529 from an ICEA County Pro 07 to an ICEA County Pro 09 position. The increased costs will be covered by grant funding, as this is a grant funded position.

8a. Parks Department - Resolution to Authorize the Acceptance of the Michigan Clean Boats, Clean Waters Grant

This resolution authorizes acceptance of the grant in the amount of \$2,879 for a boat cleaning station at Lake Lansing Park South.

8b. Parks Department - Resolution to Authorize a Contract with Laux Construction for Improvements to the Lake Lansing Boat Launch

This resolution a contract with Laux Construction for a total amount not to exceed of \$326,457.15, including a substitution for an emergency gate in the amount of \$2,200, for improvements to the Lake Lansing Boat Launch.

8c. Parks Department - Resolution to Approve of the Reorganization of the Ingham County Parks Department

This resolution authorizes a reorganization of the Ingham County Parks Department. Details of the changes are below:

Current Position	MC 4 Step 5 Total Cost	MC 6 Step 5 Total Cost	Difference
Financial & Account Clerk (50% millage funded)	\$99,514.12	\$110,867.41	\$11,353.29 50% millage funded- \$5,676.65
TOTAL	\$99,514.12	\$110,867.41	\$11,353.29

Current Position	MC 7 Step 5 Total Cost	MC 8 Step 5 Total Cost	Difference
Administrative Office Coordinator	\$118,110.31	\$127,004.68	\$8,894.37
TOTAL	\$118,110.31	\$127,004.68	\$8,894.37

Current Position	MC 10 Step 5 Total Cost	MC 11 Step 5 Total Cost	Difference
Park Manager II to Park Manager III	\$146,897.34	\$156,741.92	\$9,844.52
TOTAL	\$146,897.34	\$156,741.92	\$9,844.52

Current Position	MC 10 Step 5 Total Cost	MC 11 Step 5 Total Cost	Difference
Park Manager II to Park Manager III	\$146,897.34	\$156,741.92	\$9,844.52
TOTAL	\$146,897.34	\$156,741.92	\$9,844.52

Current Position	MC 11 Step 5 Total Cost	MC 12 Step 5 Total Cost	Difference
Park Manager III to Deputy Director	\$156,741.92	\$166,532.49	\$9,790.57
TOTAL	\$156,741.92	\$166,532.49	\$9,790.57

Total: \$49,727.27
-50% millage funded - \$ 5,676.65
Subtotal: \$44,050.62

See memo for details.

9. Facilities Department– *Resolution to Authorize an Agreement with Graphic Sciences, Inc., for Storage, Retrieval, and Transport of Files for 55th District Court, Register of Deeds, Human Resources, and Financial Services*

This resolution authorizes an agreement with Graphic Sciences, Inc. for the storage, retrieval, and transport of files for the 55th District Court, Register of Deeds, Human Resources, and Financial Services. These files are currently stored in the Annex Building which is slated for demolition in 2022.

Graphic Sciences, Inc. who is on the MiDeals Contract and per the Ingham County Purchasing Policy, three quotes are not required, submitted proposal for the following:

- 55th District Court for a first-year cost of \$8,547
- Register of Deeds for a first-year cost of \$233.24
- Human Resources for a first-year cost of \$388.20
- Financial Services for a first-year cost of \$283.36

Years two and three will be priced at the following; 55th District Court for \$4,872, Register of Deeds for \$195.24, Human Resources \$298.20, and Financial Services for \$183.36 for file storage.

Additional fees for file retrieval, additional boxes of files for storage, and destruction of files are outlined in the schedule of fees which is included in the proposal.

See memo for details.

10. Innovation & Technology Department– *Resolution to Approve the Purchase of Consulting Hours from Sentinel Technologies*

This resolution approves purchasing on-call consulting hours from Sentinel Technologies for IT project support. The funding for the \$11,000 will come from the County’s Network Consulting Fund #636-95800-802000. Sentinel Technologies quoted this under the Federal GSA Contract #GS-35-F-0511T.

See memo for details.

11a. Road Department– *Resolution to Authorize a Second Party Agreement with the Michigan Department of Transportation and a Third-Party Agreement with the City of East Lansing in Relation to a Federally Funded Project on Haslett Road at Park Lake Road*

The Ingham County Road Department (ICRD) has received federal Highway Safety Improvement Program (HSIP) funding for the Haslett Road and Park Lake Road intersection in Section 8 of Meridian Township. Three legs of the intersection are within the jurisdiction of the Ingham County Road Department and the fourth leg is within the East Lansing city limits. The scope of work includes hot mix asphalt pavement removal, cold milling and paving, excavation, subbase and aggregate base, storm sewer, concrete curb and gutter, sidewalk and sidewalk ramps, steel strain poles, signal cabinet and controller, aluminum pedestals, vehicle detection, and pavement markings.

Contracts are ready to be executed and this resolution authorizes a second party agreement with MDOT to define the ICRD’s responsibilities and obligations of the funding and a third-party agreement with the City of East Lansing to define the funding responsibilities for work occurring within each agency’s jurisdiction.

See memo for details.

11b. Road Department– *Resolution to Amend a Second-Party Agreement with MEDC and a Third-Party Agreement with the City of Lansing for the Forest Road and Collins Road Infrastructure Improvements Project*

This resolution authorizes an amendment to a second-party agreement with MEDC and a third-party agreement with the City of Lansing for the center turn lane on Forest Road in front of the McLaren campus and a roundabout at the intersection of Forest Road and Collins Road. Both of these improvements were funded through a \$1.7 million MEDC allocation. The original agreements were made via Resolution #21-191.

The City of Lansing is asking for the amendment to extend the original end date to Marcy 21, 2022 and to adjust the eligible activities associated with the funding source to include engineering expenses.

See memo for details.

11c. Road Department– *Resolution to Authorize a First Party Agreement with E.T. Mackenzie Company and a Second Party Agreement with the Lansing Board of Water and Light for the Kalamazoo Street Project*

This resolution authorizes a first party agreement with E.T. MacKenzie Company and a second party agreement with Lansing BWL for water main and road improvements on Kalamazoo Street from Miflin Avenue to the Red Cedar River in Section 14 of Lansing Township. The scope of work includes 0.4 mile of hot mix asphalt pavement resurfacing and water main reconstruction, including pavement removal, storm sewer, aggregate base, concrete curb and gutter, sidewalk, ADA sidewalk ramp construction, pavement markings, and turf restoration.

A 20% contingency is being requested for this project, to account for any unanticipated costs that may be encountered throughout construction, equating to a total construction budget of \$2,319,411.05. The construction costs are to be shared between the Road Department and the BWL based on actual construction costs within their respective jurisdictions and scopes of work.

For the second party agreement with BWL, the construction funding responsibilities are as follows:

Road Department (bid prices):	\$ 1,032,872.08
Road Department (20% contingency):	\$ 206,574.42
BWL (bid prices):	\$ 899,970.46
BWL (20% contingency):	<u>\$ 179,994.09</u>
Total Project Cost =	\$ 2,319,411.05

The Road Department’s share of the project has been included in the 2022 Road Fund Budget.

See memo for details.

PRESENTATION/DISCUSSION/OTHER ITEM:

12. Board of Commissioners Office – *Board Referral – A Notice of Public hearing from the City of Lansing*

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

FROM: Andrew Bouck, Undersheriff

DATE: February 28, 2022

SUBJECT: ICSO Communication & Media Assistant PT Position
For the meeting agenda of 3/10, 3/15, 3/16/22, respectively

BACKGROUND

Technology advancements and the era of digital media has dramatically influenced how the Ingham County Sheriff's Office (ICSO) operates. Body and fleet cameras on top of in-house security cameras has increased the work load of our Central Records team and FOIA handlers. Also, the era of "information now" and our pursuit of police legitimacy through robust community engagement has driven the need to dedicate personnel for mass communication responsibilities, e.g. Everbridge and other social media platforms. This position has been reviewed and approved via Human Resources and UAW. As such the position has scored out at pay grade F (700 points).

ALTERNATIVES

If we do not stand up this new position, the increased work load of digital FOIA review, redaction, and compilation will continue to be dispersed to the other Central Records staff who have full-time duties of their own. From a capture and review of other media that are valuable for in-house training or public consumption, we would continue to identify valuable information and share it when considered. This approach has not been consistent; we have missed many opportunities to develop personnel, communicate better with our community and partners, and engage more readily with our community because it has been no single person's responsibility.

FINANCIAL IMPACT

While this position is being created as new, it is not an addition to the ICSO budget. The ICSO is converting one of the four Special Part-Time Court Deputy positions approved for the 2021 FY. The first of those four positions were filled on February 14, 2022. We believe repurposing the temporary salaries budget for one of those positions to fund a permanent Part-Time Communications and Media Specialist will benefit the organization.

STRATEGIC PLANNING IMPACT

This position will bring added efficiencies and effectiveness to our delivery of service through Support Staff Excellence. We believe more effective communications with community partners and sharing of digital media that informs, educates, and engages will fulfill our commitment to transparency and build community trust.

OTHER CONSIDERATIONS

ICSO has recently redefined a full-time Central Records position to emphasize attendance to the FOIA demands which have become more than a full-time position. Even with that redefining, adding the part-time position provides us greater flexibility to "back up" other Central Records staff to avoid work load piling and disruption of service to the public.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support a part-time Communications and Media Assistant position within the ICSO.

Agenda Item 1

TO: Scott Wrigglesworth, Sheriff
FROM: Joan Clous, Human Resources Specialist
DATE: February 18, 2022
RE: Support for creation of new part time position – Part-Time - Communications & Multimedia Assistant Sheriff's Office

Per your request, Human Resources has reviewed the classification titled PT Communications & Multimedia Assistant – Sheriff's Office.

After analysis, the position is appropriately compensated at UAW salary range F (\$40,819.88 - \$48,678.62). The UAW has been notified. They support the reclassification and salary placement.

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

If I can be of further assistance, please email or call me 887-4374.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PART-TIME COMMUNICATIONS & MEDIA ASSISTANT
WITHIN THE SHERIFF'S OFFICE**

WHEREAS, the Sheriff's Office has identified a need to supplement staffing for Central Records and Freedom of Information Act (FOIA) responsibilities; and

WHEREAS, the Sheriff's Office has an ever-present need to inform, educate, and engage with the community through many media platforms; and

WHEREAS, the Sheriff's Office has projected that the above responsibilities are worthy of a part-time support staff position; and

WHEREAS, the Human Resources Department has vetted the job description and gained support of the UAW for this position to be compensated as a level F (salary range \$20,410 - \$24,339); and

WHEREAS, the long-term cost for this position, including wages and benefits, is projected to be \$46,501; and

WHEREAS, the Sheriff's Office has identified funding through a transfer from temporary salaries for the special part-time Deputies previously approved by Resolution #21-387; and

WHEREAS, the Sheriff's Office projects improvement in service delivery and mission fulfillment with the addition of this position.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the creation of a Part-Time Communications & Media Assistant (UAW/F) within the Sheriff's Office effective upon approval of this resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer up to \$46,501 from temporary salaries to permanent wages and fringes within the Sheriff's Office budget and to make the necessary adjustments to the position allocation list.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE 2022 ADMINISTRATIVE FUND

A regular meeting of the Board of Commissioners of the County of Ingham, Michigan (the "County"), was held in Mason, Michigan on ____, 2022. The following Commissioners were

PRESENT: _____

ABSENT: _____

After consideration of the borrowing resolution presented earlier this day with regard to Act 206 of the Public Acts of 1893, as amended ("Act 206"), and in respect of such borrowing resolution, the resolution set forth below was offered by Commissioner _____ and seconded by Commissioner _____.

RESOLUTION AUTHORIZING 2022 ADMINISTRATIVE FUND

IT IS RESOLVED BY THE INGHAM COUNTY BOARD OF COMMISSIONERS AS FOLLOWS:

The County Treasurer, pursuant to Section 87c, Subsection (2), of Act 206, is designated as Agent for the County, and the Treasurer's office shall receive such sums as are provided in Section 87c, Subsection (3), to cover administrative expenses.

Discussion followed. A vote was thereupon taken on the foregoing resolution and the vote for each such resolution was as follows:

AYES: _____

NAYS: _____

ABSTAIN: _____

A sufficient majority having voted therefor, the two resolutions appearing above were adopted.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**2022 BORROWING RESOLUTION
(2021 DELINQUENT TAXES)**

A regular meeting of the Board of Commissioners of the County of Ingham, Michigan (the "County"), was held in Mason, Michigan, on _____, 2022. The following Commissioners were

PRESENT: _____

ABSENT: _____

The resolution set forth below was offered by Commissioner _____ and supported by Commissioner _____.

**2022 BORROWING RESOLUTION
(2021 DELINQUENT TAXES)**

WHEREAS, ad valorem real property taxes are imposed by the County and the local taxing units within the County on July 1 and/or December 1 of each year; and

WHEREAS, a certain portion of these taxes remain unpaid and uncollected on March 1 of the year following assessment, at which time they are returned delinquent to the County's treasurer (the "Treasurer"); and

WHEREAS, the Treasurer is bound to collect all delinquent taxes, interest and property tax administration fees which would otherwise be payable to the local taxing units within the County; and

WHEREAS, the statutes of the State of Michigan authorize the County to establish a fund, in whole or in part from borrowed proceeds, to pay local taxing units within the County their respective shares of delinquent ad valorem real property taxes in anticipation of the collection of those taxes by the Treasurer; and

WHEREAS, the County Board of Commissioners (the “Board”) has adopted a resolution authorizing the County's Delinquent Tax Revolving Fund (the “Revolving Fund Program”), pursuant to Section 87b of Act No. 206, Michigan Public Acts of 1893, as amended (“Act 206”); and

WHEREAS, such fund has been established to provide a source of monies from which the Treasurer may pay any or all delinquent ad valorem real property taxes which are due the County, and any city, township, school district, intermediate school district, community college district, special assessment district, drainage district, or other political unit within the geographical boundaries of the County participating in the County's Revolving Fund Program pursuant to Act 206 (“local units”); and

WHEREAS, the Treasurer is authorized under Act 206, and has been directed by the Board, to make such payments with respect to delinquent ad valorem real property taxes (including the property tax administration fees assessed under subsection (6) of Section 44 of Act 206) owed in 2021 to the County and the local units (collectively, the “taxing units”) which will have remained unpaid on March 1, 2022 and the Treasurer is authorized to pledge these amounts in addition to any amounts not already pledged for repayment of prior series of Notes (or after such prior series of Notes are retired as a secondary pledge) all as the Treasurer shall specify in an order when the Notes authorized hereunder are issued (the “Delinquent Taxes”); and

WHEREAS, the Board has determined that in order to raise sufficient monies to adequately fund the Revolving Fund, the County must issue its General Obligation Limited Tax Notes, Series 2022 in one or more series, in accordance with Sections 87c, 87d, 87g and 89 of Act 206 and on the terms and conditions set forth below.

NOW, THEREFORE, BE IT RESOLVED:

**I.
GENERAL PROVISIONS**

101. Establishment of 2022 Revolving Fund. In order to implement the continuation of the Revolving Fund Program and in accordance with Act 206, the County hereby establishes a 2022 Delinquent Tax Revolving Fund (the “Revolving Fund”) as a separate and segregated fund within the existing Delinquent Tax Revolving Fund of the County previously established by the Board pursuant to Section 87b of Act 206.

102. Issuance of Notes. The County shall issue its General Obligation Limited Tax Notes, Series 2022 in one or more series (the “Notes” or “Note”), in accordance with this Resolution and Sections 87c, 87d, 87g and 89 of Act 206, payable in whole or in part from the Delinquent Taxes and/or from the other sources specified below.

103. Aggregate Amount of Notes.

(a) The Notes shall be issued in an aggregate amount to be determined in accordance with this Section by the Treasurer.

(b) The aggregate amount of the Notes shall not be less than the amount by which the actual or estimated Delinquent Taxes exceeds (i) the County's participating share of Delinquent Taxes, and (ii) any sums otherwise available to fund the Tax Payment Account established under Section 702 (including any monies held in respect of Section 704(c)).

(c) The aggregate amount of the Notes shall not be greater than the sum of (i) the actual amount of the Delinquent Taxes pledged to the payment of debt service on the Notes, plus (ii) the amount determined by the Treasurer to be allocated to a reserve fund. Original proceeds of the Notes devoted to a reserve fund shall not exceed the lesser of (A) the amount reasonably required for those of the Notes secured by the reserve fund, (B) 10% of the proceeds of such Notes, (C) the maximum amount of annual debt service on such Notes, or (D) 125% of average annual debt service on such Notes.

(d) The aggregate amount of the Notes shall be designated by the Treasurer by written order after (i) the amount of the Delinquent Taxes, or the amount of Delinquent Taxes to be funded by the issuance of the Notes, has been estimated or determined, and (ii) the amount of the reasonably required reserve fund has been calculated. Delinquent Taxes shall be estimated based on delinquencies experienced during the past three fiscal years and on demographic and economic data relevant to the current tax year, and shall be determined based on certification from each of the taxing units. The amount of the reasonably required reserve fund shall be calculated pursuant to such analyses and certificates as the Treasurer may request.

104. Proceeds. If the Notes are issued and sold before the Treasurer has received certification from the taxing units of the amount of the Delinquent Taxes and if such certification is not reasonably anticipated to occur to allow distribution of the proceeds of the Notes within 20 days after the date of issue, the proceeds of the Notes shall be deposited in the County's 2022 Delinquent Tax Project Account and thereafter used to fund the whole or a part of the County's 2022 Tax Payment Account, 2022 Notes Reserve Account and/or 2022 Note Payment Account, subject to and in accordance with Article VII. If the Notes are issued and sold on or after such time, the proceeds of the Notes shall be deposited directly into the County's 2022 Tax Payment Account, 2022 Notes Reserve Account and/or 2022 Note Payment Account, as provided in Article VII.

105. Treasurer's Order Authorizing Notes and Establishing Delinquent Taxes. At or prior to the time any Note is issued pursuant to this resolution, the Treasurer, as authorized by Act 206, may issue a written order specifying the amount and character of the Delinquent Taxes, the Article or Articles under which the Notes are being issued and any other matters subject to the Treasurers control under either this resolution or Act 206.

II. FIXED MATURITY NOTES

201. Authority. At the option of the Treasurer, exercisable by written order, the Notes may be issued in accordance with this Article II. All reference to “Notes” in Article II refers only to Notes issued pursuant to Article II, unless otherwise specified.

202. Date. The Notes shall be dated as of the date of issue or as of such earlier date specified by written order of the Treasurer.

203. Maturity and Amounts. Notes issued pursuant to this Article II shall be structured in accordance with subsections (a) or (b) below as determined by the Treasurer pursuant to written order.

(a) The first maturity of the Notes or of a series of the Notes shall be determined by the Treasurer pursuant to written order, but shall not be later than three years after the date of issue. Later maturities of the Notes shall be on the first anniversary of the preceding maturity or on such earlier date as the Treasurer may specify by written order. The Notes shall be structured with the number of maturities determined by the Treasurer to be necessary or appropriate, and the last maturity shall be scheduled for no later than the sixth anniversary of the date of issue. The amount of each maturity or of any mandatory or optional call date shall be set by the Treasurer when the amount of Delinquent Taxes is determined by the Treasurer or when a reliable estimate of the Delinquent Taxes is available to the Treasurer. In determining the exact amount of each maturity or of any mandatory or optional call date the Treasurer shall consider the schedule of delinquent tax collections prepared for the tax years December 31, 2021, or of any other years and the corollary schedule setting forth the anticipated rate of collection of those Delinquent Taxes which are pledged to the repayment of the Notes. The amount of each maturity and the scheduled maturity dates of the Notes shall be established to take into account the dates on which the Treasurer reasonably anticipates the collection of such Delinquent Taxes and shall allow for no more than a 15% variance between the debt service payable on each maturity date, the Notes, and the anticipated amount of pledged monies available on such maturity date to make payment of such debt service.

(b) Alternatively, the Notes or a series of the Notes may be structured with a single stated maturity falling not later than the fourth anniversary of the date of issue. The Notes issued under this subsection (b) shall be subject to redemption on such terms consistent with the applicable parts of subsection (a) of this section and with Section 209 as shall be ordered by the Treasurer, but in no event shall such Notes be subject to redemption less frequently than annually.

204. Interest Rate and Date of Record.

(a) Except as otherwise provided in this paragraph, the Notes issued pursuant to subsection (a) of Section 203 shall bear interest payable semi-annually, with the first interest payment to be payable (i) on the first date, after issuance, corresponding to the day and month on which the maturity of such Notes falls, or (ii) if the Treasurer so orders, six months before such date. In the event (i) any maturity of the Notes arises either less than six months before the succeeding maturity date or less than six months after the preceding maturity date and (ii) the Treasurer so orders in writing, interest on the Notes shall be payable on such succeeding or preceding maturity date. Subject to the following sentence, the Notes issued pursuant to subsection

(b) of Section 203 shall, pursuant to written order of the Treasurer, bear interest monthly, quarterly, or semiannually, as provided by written order of the Treasurer. If the Notes issued under this Article II are sold with a variable rate feature as provided in Article IV, such Notes may, pursuant to written order of the Treasurer, bear interest weekly, monthly, quarterly or on any put date, or any combination of the foregoing, as provided by written order of the Treasurer.

(b) Interest shall not exceed the maximum rate permitted by law.

(c) Interest shall be mailed by first class mail to the registered owner of each Notes as of the applicable date of record, provided, however, that the Treasurer may agree with the Registrar (as defined below) on a different method of payment.

(d) Subject to Section 403 in the case of variable rate Notes, the date of record shall be not fewer than 14 nor more than 31 days before the date of payment, as designated by the Treasurer prior to the sale of the Notes.

205. Note Form. The form of Note shall be consistent with the provisions of this Resolution and shall reflect all material terms of the Notes. Unless the Treasurer shall by written order specify the contrary, the Notes shall be issued in fully registered form both as to principal and interest, registrable upon the books of a Note Registrar (the “Registrar”) to be named by the Treasurer. If the Notes are issued in bearer form the Treasurer shall appoint a paying agent (the “Paying Agent”). (The Registrar or Paying Agent so named may be any bank or trust company or other entity, including the County, offering the necessary services pertaining to the registration and transfer of negotiable securities.)

206. Denominations and Numbers. The Notes shall be issued in one or more denomination or denominations of \$1,000 each or any integral multiple of \$1,000 in excess of \$1,000, as determined by the Treasurer. Notwithstanding the foregoing, however, in the event the Notes are deposited under a book entry depository trust arrangement pursuant to Section 208, the Notes may, if required by the depository trustee, be issued in denominations of \$5,000 each or any integral multiple of \$5,000. The Notes shall be numbered from one upwards, regardless of maturity, in such order as the Registrar shall determine.

207. Transfer or Exchange of Notes.

(a) Notes issued in registered form shall be transferable on a Note register maintained with respect to the Notes upon surrender of the transferred Notes, together with an assignment executed by the registered owner or his or her duly authorized attorney-in-fact in form satisfactory to the Registrar. Upon receipt of a properly assigned Note, the Registrar shall authenticate and deliver a new Note or Notes in equal aggregate principal amount and like interest rate and maturity to the designated transferee or transferees.

(b) The Notes may likewise be exchanged for one or more other Notes with the same interest rate and maturity in authorized denominations aggregating the same principal amount as the Note or Notes being exchanged, upon surrender of the Note or Notes and the submission of written instructions to the Registrar or, in the case of bearer Notes, to the Paying

Agent. Upon receipt of a Note with proper written instructions the Registrar or Paying Agent shall authenticate and deliver a new Note or Notes to the owner thereof or to the owner's attorney-in-fact.

(c) Any service charge made by the Registrar or Paying Agent for any such registration, transfer or exchange shall be paid for by the County as an expense of borrowing, unless otherwise agreed by the Treasurer and the Registrar or Paying Agent. The Registrar or Paying Agent may, however, require payment by a Noteholder of a sum sufficient to cover any tax or other governmental charge payable in connection with any such registration, transfer or exchange.

208. Book Entry Depository Trust. At the option of the Treasurer, and notwithstanding any contrary provision of Section 212, the Notes may be deposited, in whole or in part, with a depository trustee designated by the Treasurer who shall transfer ownership of interests in the Notes by book entry and who shall issue depository trust receipts or acknowledgments to owners of interests in the Notes. Such book entry depository trust arrangement, and the form of depository trust receipts or acknowledgments, shall be as determined by the Treasurer after consultation with the depository trustee. The Treasurer is authorized to enter into any depository trust agreement on behalf of the County upon such terms and conditions as the Treasurer shall deem appropriate and not otherwise prohibited by the terms of this Resolution. The depository trustee may be the same as the Registrar otherwise named by the Treasurer, and the Notes may be transferred in part by depository trust and in part by transfer of physical certificates as the Treasurer may determine.

209. Redemption.

(a) Subject to the authority granted the Treasurer pursuant to subsection (c) of this Section (in the case of fixed rate Notes) and to the authority granted the Treasurer pursuant to Section 404 (in the case of variable rate Notes), the Notes or any maturity or maturities of the Notes shall be subject to redemption prior to maturity on the terms set forth in subsection (b) below.

(b) Notes scheduled to mature after the first date on which any Notes of the series are scheduled to mature shall be subject to redemption, in inverse order of maturity, on each interest payment date arising after the date of issue.

(c) If the Treasurer shall determine such action necessary to enhance the marketability of the Notes or to reduce the interest rate to be offered by prospective purchasers on any maturity of the Notes, the Treasurer may, by written order prior to the issuance of such Notes, (i) designate some or all of the Notes as non-callable, regardless of their maturity date, and/or (ii) delay the first date on which the redemption of callable Notes would otherwise be authorized under subsection (b) above.

(d) Notes of any maturity subject to redemption may be redeemed before their scheduled maturity date, in whole or in part, on any permitted redemption date or dates, subject to the written order of the Treasurer. The Notes called for redemption shall be redeemed at par, plus

accrued interest to the redemption date, plus, if the Treasurer so orders, a premium of not more than 1%. Redemption may be made by lot or pro rata, as shall be determined by the Treasurer.

(e) With respect to partial redemptions, any portion of a Note outstanding in a denomination larger than the minimum authorized denomination may be redeemed, provided such portion as well as the amount not being redeemed constitute authorized denominations. In the event less than the entire principal amount of a Note is called for redemption, the Registrar or Paying Agent shall, upon surrender of the Note by the owner thereof, authenticate and deliver to the owner a new Note in the principal amount of the principal portion not redeemed.

(f) Notice of redemption shall be by first class mail 30 days prior to the date fixed for redemption, or such shorter time prior to the date fixed for redemption as may be consented to by the holders of all outstanding Notes to be called for redemption. Such notice shall fix the date of record with respect to the redemption if different than otherwise provided in this Resolution. Any defect in any notice shall not affect the validity of the redemption proceedings. Notes so called for redemption shall not bear interest after the date fixed for redemption, provided funds are on hand with a paying agent to redeem the same.

210. Discount. At the option of the Treasurer, the Notes may be offered for sale at a discount not to exceed 2%.

211. Public or Private Sale. The Treasurer may, at the Treasurer's option, conduct a public sale of the Notes after which sale the Treasurer shall either award the Notes to the lowest bidder or reject all bids. The conditions of sale shall be as specified in a published Notice of Sale prepared by the Treasurer announcing the principal terms of the Notes and the offering. Alternatively, the Treasurer may, at the Treasurer's option, negotiate a private sale of the Notes as provided in Act 206. If required by law, or if otherwise determined by the Treasurer to be in the best interest of the County, (a) the Notes shall be rated by a national rating agency selected by the Treasurer, (b) a good faith deposit shall be required of the winning bidder, and/or (c) CUSIP numbers shall be assigned to the Notes. If a public sale is conducted or if otherwise required by law or the purchaser of the Notes, the Treasurer shall prepare or cause to be prepared and disseminated an offering memorandum or official statement containing all material terms of the offer and sale of the Notes. Pursuant to any sale of the Notes, the County shall make such filings, shall solicit such information and shall obtain such governmental approvals as shall be required pursuant to any state or federal law respecting back-up income tax withholding, securities regulation, original issue discount or other regulated matter.

212. Execution and Delivery. The Treasurer is authorized and directed to execute the Notes on behalf of the County by manual or facsimile signature, provided that if the facsimile signature is used the Notes shall be authenticated by the Registrar or any tender agent as may be appointed pursuant to Section 801(c). The Notes shall be sealed with the County seal or imprinted with a facsimile of such seal. The Treasurer is authorized and directed to then deliver the Notes to the purchaser thereof upon receipt of the purchase price. The Notes shall be delivered at the expense of the County in such city or cities as may be designated by the Treasurer.

213. Renewal, Refunding or Advance Refunding Notes. If at any time it appears to be in the best interests of the County, the Treasurer, by written order, may authorize the issuance of renewal, refunding or advance refunding Notes. The terms of such Notes, and the procedures incidental to their issuance, shall be set subject to Section 309 and, in appropriate cases, Article X.

III. SHORT-TERM NOTES

301. Authority. At the option of the Treasurer, exercisable by written order, the Notes may be issued in accordance with this Article III. All references to “Notes” in Article III refer only to Notes issued pursuant to Article III, unless otherwise specified.

302. Date and Maturity. The Notes shall be dated as of their date of issuance or any prior date selected by the Treasurer, and each issuance thereof shall mature on such date not exceeding three years from the date of their issuance as may be specified by written order of the Treasurer.

303. Interest and Date of Record. The Notes shall bear interest payable monthly, quarterly, or semi-annually and at maturity at such rate or rates as may be determined by the Treasurer not exceeding the maximum rate of interest permitted by law on the date the Notes are issued. The date of record shall be not fewer than two nor more than 31 days before the date of payment, as designated by the Treasurer prior to the sale of the Notes.

304. Note Form. The form of Note shall be consistent with the prescriptions of this Resolution and shall reflect all material terms of the Notes. The Notes shall, in the discretion of the Treasurer and consistent with Section 205, either be payable to bearer or be issued in registered form. If issued in registered form, the Notes may be constituted as book-entry securities consistent with Section 208, notwithstanding any contrary provision of Section 308.

305. Denomination and Numbers. The Notes shall be issued in one or more denomination or denominations, as determined by the Treasurer. The Notes shall be numbered from one upwards in such order as the Treasurer determines.

306. Redemption. The authority and obligations of the Treasurer set forth in subsections (b) and (c) of Section 209 (in the case of fixed rate Notes), or Section 404 (in the case of variable rate Notes), as the case may be, shall apply also to the Notes issued under Article III.

307. Sale of Notes. The authority and obligations of the Treasurer set forth in Sections 210 and 211 respecting Fixed Maturity Notes shall apply also to the Notes issued under Article III.

308. Execution and Delivery. The authority and obligations of the Treasurer set forth in Section 212 respecting Fixed Maturity Notes shall also apply to the Notes issued under Article III.

309. Renewal or Refunding Notes.

(a) The Treasurer may by written order authorize the issuance of renewal or refunding Notes (collectively the “Renewal Notes”). Renewal Notes shall be sold on the maturity date of, and the proceeds applied to the payment of debt service on, the Notes to be renewed. The maturities and repayment terms of the Renewal Notes shall be set by written order of the Treasurer.

(b) In the order authorizing Renewal Notes, the Treasurer shall specify whether the Notes shall be issued in accordance with this Article III, in which event the provisions of Article III shall govern the issuance of the Notes, or whether the Notes shall be issued in accordance with Article II, in which event the provisions of Article II shall govern the issuance of the Notes. The order shall also provide for and shall also govern with respect to:

(i) the aggregate amount of the Renewal Notes;

(ii) the date of the Renewal Notes;

(iii) the denominations of the Renewal Notes;

(iv) the interest payment dates of the Renewal Notes;

(v) the maturity or maturities of the Renewal Notes;

(vi) the terms of sale of the Renewal Notes;

(vii) whether any Renewal Notes issued in accordance with Article II shall be subject to redemption and, if so, the terms thereof; and

(viii) any other terms of the Renewal Notes consistent with, but not specified in, Article II or Article III.

(c) Regardless of whether Renewal Notes need be approved by prior order of the Department of Treasury, the Treasurer, pursuant to Section 89(5)(d) of Act 206, shall promptly report to the Department of Treasury the issuance of any Renewal Notes.

IV. VARIABLE INTEREST RATE

401. Variable Rate Option. At the option of the Treasurer, exercisable by written order, the Notes, whether issued pursuant to Article II or Article III, may be issued with a variable interest rate, provided that the rate shall not exceed the maximum rate of interest permitted by law.

402. Determination of Rate. The order of the Treasurer shall provide how often the variable interest rate shall be subject to recalculation, the formula or procedure for determining the variable interest rate, whether and on what terms the rate shall be determined by a remarketing agent in the case of demand obligations consistent with Section 801(d), and whether and on what terms a fixed rate of interest may be converted to or from a variable rate of interest. Such formula

or procedure shall be as determined by the Treasurer, but shall track or float within a specified percentage band around the rates generated by any one or more of the following indices:

(i) Publicly reported prices or yields of obligations of the United States of America;

(ii) An index of municipal obligations periodically reported by a nationally recognized source;

(iii) The prime lending rate from time to time set by any bank or trust company in the United States with unimpaired capital and surplus exceeding \$40,000,000;

(iv) Any other rate or index that may be designated by order of the Treasurer provided such rate or index is set or reported by a source which is independent of and not controlled by the Treasurer or the County.

The procedure for determining the variable rate may involve one or more of the above indices as alternatives or may involve the setting of the rate by a municipal bond specialist provided such rate shall be within a stated percentage range of one or more of the indices set forth above.

403. Date of Record. The Date of Record shall be not fewer than one nor more than 31 days before the date of payment, as designated by written order of the Treasurer.

404. Redemption. Notwithstanding any contrary provision of subsections (b) and (c) of Section 209, but subject to the last sentence of this Section 404, Notes bearing interest at a variable rate may be subject to redemption by the County and/or put by the holder at any time or times and in any order, as may be determined pursuant to written order of the Treasurer. Notes shall not be subject to redemption more frequently than monthly.

405. Remarketing, Repurchase and Resale.

(a) In the event the Notes issued under this Article IV are constituted as demand obligation, the interest rate on the Notes shall be governed by, and shall be subject to, remarketing by a remarketing agent appointed in accordance with Section 801(c), under the terms of a put agreement employed in accordance with Section 801(d).

(b) The County shall be authorized, consistent with Act 206 and pursuant to order of the Treasurer, to participate in the repurchase and resale of the Notes in order to reduce the cost of, or increase the revenue, attendant to the establishment of the Revolving Fund and the issuance and discharge of the Notes. Any purchase of the Notes pursuant to this subsection (b) shall be made with unpledged monies drawn from revolving funds established by the County in connection with retired general obligation limited tax notes.

V. MULTIPLE SERIES

501. Issuance of Multiple Series. At the option of the Treasurer, exercisable by written order, the Note or Notes issued under Article II, Article III or Article X may be issued in two or more individually designated series. Each series shall bear its own rate of interest, which may be fixed or variable in accordance with Article IV. Various series need not be issued at the same time and may be issued from time to time in the discretion of the Treasurer exercisable by written order. In determining the dates of issuance of the respective series, the Treasurer shall consider, among other pertinent factors, the impact the dates selected may have on the marketability, rating and/or qualification for credit support or liquidity support for, or insurance of, the Note or Notes. The Note of each such series shall be issued according to this Resolution in all respects (and the term “Note” or “Notes” shall be deemed to include each series of Notes throughout this Resolution), provided that:

(a) The aggregate principal amount of the Notes of all series shall not exceed the maximum aggregate amount permitted under Section 103;

(b) Each series shall be issued pursuant to Article II or Article III, and different series may be issued pursuant to different Articles;

(c) Each series shall be issued pursuant to Section 502 or Section 503, and different series may be issued pursuant to different Sections;

(d) A series may be issued under Article II for one or more of the annual maturities set forth in Article II with the balance of the annual maturities being issued under Article II or under Article III in one or more other series, provided that the minimum annual maturities set forth in Section 203 shall be reduced and applied pro rata to all Notes so issued; and

(e) The Notes of all series issued pursuant to Article II above shall not, in aggregate, mature in amounts or on dates exceeding the maximum authorized maturities set forth in Section 203.

502. Series Secured Pari Passu. If the Notes are issued in multiple series pursuant to this Article V, each series of Notes may, by written order of the Treasurer, be secured *pari passu* with the other by the security described in and the amounts pledged by Article VII below. Moreover, such security may, pursuant to further written order of the Treasurer, be segregated in accordance with the following provisions.

(a) The Treasurer may by written order establish separate sub-accounts in the County's 2022 Note Reserve Account for each series of Notes, into which shall be deposited the amount borrowed for the Note Reserve Account for each such series.

(b) The Treasurer may by written order establish separate sub-accounts in the County's 2022 Note Payment Account for each series of Notes, and all amounts deposited in the Note Payment Account shall be allocated to the sub-accounts.

(c)(i) In the event separate sub-accounts are established pursuant to subsection (b) above, and subject to Paragraph (ii) below, the percentage of deposits to the County's 2022 Note Payment Account allocated to each sub-account may be set equal to the percentage that Notes issued in the corresponding series bears to all Notes issued under this Resolution or to any other percentage designated by the Treasurer pursuant to written order; provided that if the various series are issued at different times or if the various series are structured with different maturity dates, (I) sums deposited in the Note Payment Account prior to the issuance of one or more series may upon the issuance of each such series be reallocated among the various sub-accounts established under Subsection (b) above to achieve a balance among the sub-accounts proportionate to the designated percentage allocation, and/or (II) deposits to the Note Payment Account may be allocated among the sub-accounts according to the total amount of debt service that will actually be paid from the respective sub-accounts.

(ii) Alternatively, the Treasurer may, by written order, rank the sub-accounts established under Subsection (b) above in order of priority, and specify that each such sub-account shall receive deposits only after all sub-accounts having a higher priority have received deposits sufficient to discharge all (or any specified percentage of) Notes whose series corresponds to any of the sub-accounts having priority.

(d) In the absence of a written order of the Treasurer to the contrary, the amounts in each sub-account established pursuant to this Section 502 shall secure only the Notes issued in the series for which such sub-account was established, until such Notes and interest on such Notes are paid in full, after which the amounts in such sub-account may, pursuant to written order of the Treasurer, be added pro rata to the amounts in the other sub-accounts and thereafter used as part of such other sub-accounts to secure all Notes and interest on such Notes for which such other sub-accounts were created, until paid in full. Alternatively, amounts held in two or more sub-accounts within either the Note Reserve Account or the Note Payment Account may be commingled, and if commingled shall be held *pari passu* for the benefit of the holders of each series of Notes pertaining to the relevant sub-accounts.

503. Series Independently Secured. If the Notes are issued in multiple series pursuant to this Article V, each series of Notes may, by written order of the Treasurer, be independently secured in accordance with this Section 503.

(a) Each series of Notes shall pertain to one or more taxing units, as designated by the Treasurer pursuant to written order, and no two series of Notes shall pertain to the same taxing unit. A school district, intermediate school district, or community college district extending beyond the boundaries of a city in which it is located may, pursuant to written order of the Treasurer, be subdivided along the boundaries of one or more cities and each such subdivision shall be deemed a taxing unit for purposes of this Section 503.

(b) Separate sub-accounts shall be established in the County's 2022 Tax Payment Account. Each sub-account shall receive the proceeds of one and only one series of Notes, and amounts shall be disbursed from the sub-account to only those taxing units designated as being in that series.

(c) In the event Notes are issued for deposit into the Project Account established under Section 701, separate sub-accounts shall be established in the Project Account. Each sub-account shall receive the proceeds of one and only one series of Notes, and amounts shall be disbursed from the sub-account only to accounts, sub-accounts and/or taxing units designated as being in the series corresponding to the sub-account from which disbursement is being made.

(d) A separate sub-account shall be established in the County's 2022 Note Reserve Account for each series of Notes, into which shall be deposited the amount determined by the Treasurer under Section 103 or Section 703 with respect to the series. Each sub-account shall secure one and only one series.

(e) A separate sub-account shall be established in the County's 2022 Note Payment Account for each series of Notes. Each sub-account shall be allocated only those amounts described in Section 704 which pertain to the taxing units included in the series corresponding to the sub-account. Chargebacks received from a taxing unit pursuant to Section 905 shall be deposited in the sub-account corresponding to the series in which the taxing unit is included. Amounts held in each sub-account shall secure the debt represented by only those Notes included in the series corresponding to the sub-account, and disbursements from each sub-account may be applied toward the payment of only those Notes included in the series corresponding to the sub-account.

(f) The amounts in each sub-account established pursuant to this Section 503 shall secure only the Notes issued in the series for which such sub-account was established until such Notes and interest on such Notes are paid in full, after which any amounts remaining in such sub-account shall accrue to the County and shall no longer be pledged toward payment of the Notes.

VI. TAXABILITY OF INTEREST

601. Federal Tax. The County acknowledges that the current state of Federal law mandates that the Notes be structured as taxable obligations. Consequently, the Notes shall, subject to Article X, be issued as obligations the interest on which is not excluded from gross income for purposes of Federal income tax.

602. State of Michigan Tax. Consistent with the treatment accorded all obligations issued pursuant to Act 206, interest on the Notes shall be exempt from the imposition of the State of Michigan income tax and the State of Michigan single business tax, and the Notes shall not be subject to the State of Michigan intangibles tax.

603. Change in Federal Tax Status. In the event there is a change in the Federal tax law or regulations, a ruling by the U.S. Department of Treasury or Internal Revenue Service establishes that the Notes may be issued as exempt from Federal income taxes or a change in Michigan law causes the Notes in the opinion of counsel to be exempt from federal income taxes, the Notes may be so issued.

VII. FUNDS AND SECURITY

701. Delinquent Tax Project Account. If the Notes are issued and sold before the Treasurer has received certification from the taxing units of the amount of the Delinquent Taxes and if such certification is not reasonably anticipated in time to allow distribution of the proceeds of the Notes within 20 days after the date of issue, a 2022 Delinquent Tax Project Account (the “Project Account”) shall be established by the Treasurer as a separate and distinct fund of the County within its general fund. The Project Account shall receive all proceeds from the sale of the Notes, including any premium or accrued interest received at the time of sale. The Project Account shall be held in trust by an escrow agent until the monies therein are disbursed in accordance with this Article VII. The escrow agent shall be a commercial bank, shall be located in Michigan, shall have authority to exercise trust powers, and shall have a net worth in excess of \$25,000,000. The form and content of the agreement between the County and the escrow agent shall be approved by the Treasurer. Subject to the following sentence, monies deposited in the Project Account shall be expended only (i) for the purpose of funding the Tax Payment Account established under Section 702 and (ii) to the extent permitted by Act 206, for the purpose of paying the expenses of the offering of the Notes. In the event the Treasurer by written order so directs, additional funding of the Project Account may be undertaken, and any surplus proceeds remaining in the Project Account after the Treasurer has completed the funding of the Tax Payment Account may be transferred to either the 2022 Note Reserve Account created under Section 703 or the 2022 Note Payment Account created under Section 704. Monies in the Project Account may be disbursed by the escrow agent to the County's 2022 Tax Payment Account at any time and from time to time, upon receipt of a written requisition signed by the Treasurer.

702. 2022 Tax Payment Account. The County's 2022 Tax Payment Account (the “Tax Payment Account”) is hereby established as a distinct account within the Revolving Fund. The Treasurer shall designate all or a portion of the proceeds of the Notes, not to exceed the amount of Delinquent Taxes, for deposit in the Tax Payment Account. If, however, the proceeds of the Notes are initially deposited in the Project Account pursuant to Section 701, the Treasurer is instead authorized and directed to transfer monies included in the Project Account in accordance with the procedures set forth in Section 701. The County shall apply the monies in the Tax Payment Account to the payment of the Delinquent Taxes or expenses of the borrowing in accordance with Act 206. The allocation of monies from the Tax Payment Account may be made pursuant to a single, comprehensive disbursement or may instead be made from time to time, within the time constraints of Act 206, to particular taxing units as monies are paid into the Tax Payment Account, such that the source of the monies (whether from the County's own funds, from the proceeds of a tax exempt borrowing or from the proceeds of a taxable borrowing) may be traced to the particular taxing unit receiving the funds. Moreover, and regardless of whether multiple series of Notes are issued, the Tax Payment Account may be divided into separate sub-accounts in order to allow the Treasurer to designate which taxing units shall receive borrowed funds and which shall receive funds otherwise contributed by the County.

703. 2022 Note Reserve Account. In the event funding is provided as described in this Section 703, the Treasurer shall establish a 2022 Note Reserve Account (the “Note Reserve

Account”) as a distinct account within the Revolving Fund. After depositing all of the monies to fund the Tax Payment Account pursuant to Section 702, the Treasurer shall next transfer to the Note Reserve Account, either from the Project Account or directly from the proceeds of Notes, any proceeds remaining from the initial issuance of the Notes. In addition, the Treasurer may transfer unpledged monies from other County sources to the Note Reserve Account in an amount which, when added to any other amounts to be deposited in the Note Reserve Account, does not exceed the amount reasonably required for the Notes secured by the Reserve Account or, if less, 20% of the total amount of the Notes secured by the Reserve Account. Except as provided below, all monies in the Note Reserve Account shall be used solely for payment of principal of, premium, if any, and interest on the Notes to the extent that monies required for such payment are not available in the County's 2022 Note Payment Account. Monies in the Note Reserve Account shall be withdrawn first for payment of principal of, premium, if any, and interest on the Notes before County general funds are used to make the payments. All income or interest earned by, or increment to, the Note Reserve Account due to its investment or reinvestment shall be deposited in the Note Reserve Account. When the Note Reserve Account is sufficient to retire the Notes and accrued interest thereon, the Treasurer may order that the Note Reserve Account be used to purchase the Notes on the market, or, if the Notes are not available, to retire the Notes when due. If so ordered by the Treasurer, all or any specified portion of the Note Reserve Account may be applied toward the redemption of any Notes designated for redemption in accordance with Section 209.

704. 2022 Note Payment Account.

(a) The County's 2022 Note Payment Account is hereby established as a distinct account within the Revolving Fund. (The County's 2022 Note Payment Account, as supplemented by monies held in any interim account that are designated for transfer to the 2022 Note Payment Account, is herein referred to as the “Note Payment Account”.) The Treasurer is directed to deposit into the Note Payment Account, promptly on receipt, those amounts described below in Paragraphs (i), (ii), (iv), and (v) that are not excluded pursuant to Subsection (c) below. Furthermore, the Treasurer may, by written order, deposit into the Note Payment Account all or any portion of the amounts described below in Paragraph (iii).

(i) All Delinquent Taxes.

(ii) All statutory interest on the Delinquent Taxes.

(iii) All property tax administration fees on the Delinquent Taxes, net of any amounts applied toward the expenses of this borrowing.

(iv) Any amounts which are received by the Treasurer from the taxing units within the County because of the uncollectability of the Delinquent Taxes.

(v) Any amounts remaining in the Project Account after the transfers to the Tax Payment Account and Note Reserve Account have been made as specified in Sections 702 and 703.

(b) Monies in the Note Payment Account shall be used by the County to pay principal of, premium, if any, and interest on the Notes as the same become due and payable.

(c)(i) The Treasurer may by written order provide that only a portion of the sums described above in Subsection (a) shall be deposited into the Note Payment Account and applied toward the payment of debt service on the Notes, in which event those sums which are withheld from the Note Payment Account shall be deposited into the Tax Payment Account or, pursuant to further order of the Treasurer, applied toward any other purpose consistent with Act 206. The portion of any sums described in Subsection (a) which are withheld from the Note Payment Account pursuant to this Subsection shall be determined in accordance with the following Paragraph.

(ii) Prior to the issuance of the Notes, the Treasurer may by written order specify a cut-off date not earlier than March 1, 2022, and only those sums payable to the Note Payment Account and received by the County after the cut-off date shall be applied to the Note Payment Account.

(d) The Treasurer may by written order provide that at such time as sufficient funds shall have been deposited into the Note Payment Account to pay all remaining amounts owed under the Notes the pledge on any additional monies otherwise payable to the Note Payment Account shall be discharged and such monies shall not be deposited into the Note Payment Account or otherwise pledged toward payment of the Notes.

(e) The Treasurer may by written order provide that in the event Notes are issued pursuant to Article III, amounts which would otherwise be included in the Note Payment Account or the Note Reserve Account (or any sub-account therein for a particular series of Notes) shall not include any amounts received by the County prior to the latest maturity date of any series of Notes previously issued under Article II and/or Article III.

705. Limited Tax General Obligation and Pledge.

(a) The Notes shall be the general obligation of the County, backed by the County's full faith and credit, the County's tax obligation (within applicable constitutional and statutory limits) and the County's general funds. The County budget shall provide that if the pledged monies are not collected in sufficient amounts to meet the payments of the principal and interest due on the Notes, the County, before paying any other budgeted amounts, shall promptly advance from its general funds sufficient monies to pay such principal and interest.

(b) In addition, the monies listed below are pledged to the repayment of the Notes and, subject to Section 901, shall be used solely for repayment of the Notes until the principal of, premium, if any, and interest on the Notes are paid in full:

(i) All amounts deposited or earned in any Project Account, until disbursed in accordance with Section 701;

(ii) All net proceeds from the sale of the Notes deposited or earned in the Tax Payment Account, until disbursed in accordance with Section 702;

(iii) All amounts deposited in the Note Payment Account pursuant to Section 704(a);

(iv) All amounts deposited in the Note Reserve Account;

(v) All amounts earned from the investment of monies held in the Notes Payment Account or the Note Reserve Account; and

(vi) Any supplemental monies placed in the Note Payment Account and drawn in the discretion of the Treasurer from unpledged sums on the revolving funds, which pledge shall be subject to such limitations or exceptions as shall be set forth in the written order of the Treasurer.

(c) If the Notes shall be issued in various series pursuant to Article V, this pledge shall in the case of any independently secured series extend only to monies in accounts or sub-accounts pertaining to the particular series.

(d) If the amounts so pledged are not sufficient to pay the principal and interest when due, the County shall pay the same from its general funds or other available sources. Pursuant to written order of the Treasurer, the County may later reimburse itself for such payments from the Delinquent Taxes collected.

706. Security for Renewal, Refunding or Advance Refunding Notes. Renewal, refunding, or advance refunding Notes shall be secured by all or any portion of the same security securing the Notes being renewed, refunded or advance refunded. The monies pledged in Section 705 for the repayment of the Notes are also pledged for the repayment of the principal of, premium, if any, and interest on any renewal, refunding, or advance refunding Notes issued pursuant to this Resolution, and any such renewal, refunding, or advance refunding Notes shall be the general obligation of the County, backed by its full faith and credit, which shall include the tax obligation of the County, within applicable constitutional and statutory limits.

707. Use of Funds after Full Payment or Provision for Payment. After all principal of, premium, if any, and interest on the Notes have been paid in full or provision made therefor by investments of pledged amounts in direct noncallable obligations of the United States of America in amounts and with maturities sufficient to pay all such principal, premium, if any, and interest when due, any further collection of Delinquent Taxes and all excess monies in any fund or account of the Revolving Fund, and any interest or income on any such amounts, may, pursuant to written order of the Treasurer and subject to Article V, be used for any proper purpose within the Revolving Fund including the securing of subsequent issues of Notes.

VIII. SUPPLEMENTAL AGREEMENTS

801. Supplemental Agreements and Documents. The Treasurer, on behalf of the County, is authorized to enter into any or all of the following agreements or commitments as may, in the Treasurer's discretion, be necessary, desirable or beneficial in connection with the issuance of the Notes, upon such terms and conditions as the Treasurer may determine appropriate:

(a) A letter of credit, line of credit, repurchase agreement, Note insurance, or similar instrument, providing backup liquidity and/or credit support for the Notes;

(b) A reimbursement agreement, revolving credit agreement, revolving credit Note, or similar instrument, setting forth repayments of and security for amounts drawn under the letter of credit, line of credit, repurchase agreement or similar instrument;

(c) A marketing, remarketing, placement, authenticating, paying or tender agent agreement or dealer agreement designating a marketing, remarketing, authenticating, paying, tender or placement agent or dealer and prescribing the duties of such person or persons with respect to the Notes; and

(d) A put agreement or provision allowing the purchaser of the Notes to require the County to repurchase the Notes upon demand at such times as may be provided in such put agreement or provision.

(e) An agreement to use amounts formerly pledged to other years borrowings as security for the Notes when no longer so pledged.

802. Revolving Credit Notes. If the Treasurer enters into a revolving credit agreement (the "Agreement") pursuant to Section 801 above, the Agreement may call for the issuance of one or more revolving credit Notes (the "Revolving Credit Notes") for the purpose of renewing all or part of maturing Note or Notes that have been put pursuant to a put agreement or provision. Such Revolving Credit Notes shall be issued pursuant to Article II or III, as appropriate, and in accordance with the following provisions:

(a) Interest on the Revolving Credit Notes may be payable on maturity, on prior redemption, monthly, bimonthly, quarterly, or as otherwise provided in the Agreement.

(b) The Revolving Credit Notes may mature on one or more date or dates not later than the final maturity date of the Notes, as provided in the Agreement.

(c) The Treasurer may, at the time of the original issuance of the Notes, execute and deliver one Revolving Credit Note in a maximum principal amount not exceeding the lending commitment under the Agreement from time to time in force (and may substitute one such Note in a lesser principal amount for another in the event the lending commitment is reduced), provided that a schedule shall be attached to such Note on which loans and repayments of principal and interest are evidenced and further provided that the making of a loan and the evidencing of such loan on the schedule of any such Note shall constitute the issuance of a renewal Note for the purposes of this Resolution.

IX.
MISCELLANEOUS PROVISIONS

901. Expenses. Expenses incurred in connection with the Notes shall be paid from the property tax administration fees collected on the Delinquent Taxes and, if so ordered by the Treasurer, from any earnings on the proceeds of the offering or from other monies available to the County.

902. Bond Counsel. The Notes (and any renewal, refunding or advance refunding Notes) shall be delivered with the unqualified opinion of Clark Hill PLC, attorneys of Detroit, Michigan, bond counsel chosen by the Treasurer, which selection may, at the option of the Treasurer, be for one or more years.

903. Financial Consultants PFM Financial Advisors LLC, Ann Arbor, is hereby retained to act as financial consultant and advisor to the County in connection with the sale and delivery of the Notes.

904. Complete Records. The Treasurer shall keep full and complete records of all deposits to and withdrawals from each of the funds and accounts in the Revolving Fund and any account or sub-account created pursuant to this Resolution and of all other transactions relating to such funds, accounts and sub-accounts, including investments of money in, and gain derived from, such funds and accounts.

905. Chargebacks. If, by the date which is three months prior to the final maturity date of the Notes, sufficient monies are not on deposit in the Note Payment Account and the Note Reserve Account to pay all principal of and interest on the Notes when due, Delinquent Taxes not then paid or recovered at or prior to the latest tax sale transacted two or more months before the final maturity of the Notes shall, if necessary to ensure full and timely payment on the date of final maturity, be charged back to the local units in such fashion as the Treasurer may determine, and, subject to Article V, the proceeds of such chargebacks shall be deposited into the County's 2022 Note Payment Account no later than five weeks prior to the final maturity of the Notes. This Section 905 shall not be construed to limit the authority of the Treasurer under State law to charge back under other circumstances or at other times.

906. Investments. The Treasurer is authorized to invest all monies in the Project Account, in the Revolving Fund or in any account or sub-account therein which is established pursuant to this Resolution in any one or more of the investments authorized as lawful investments for counties under Act No. 20, Public Acts of 1943, as amended. The Treasurer is further authorized to enter into a contract on behalf of the County under the Surplus Funds Investment Pool Act, Act No. 367, Michigan Public Acts of 1982, as amended, and to invest in any investment pool created thereby monies held in the Project Account, in the Revolving Fund, or in any account or sub-account therein which is established pursuant to this Resolution.

907. Mutilated, Lost, Stolen or Destroyed Notes. In the event any Note is mutilated, lost, stolen, or destroyed, the Treasurer may, on behalf of the County, execute and deliver, or order the Registrar or Paying Agent to authenticate and deliver, a new Note having a number not then outstanding, of like date, maturity and denomination as that mutilated, lost, stolen, or destroyed. In the case of a mutilated Note, a replacement Note shall not be delivered unless and until such mutilated Note is surrendered to the Treasurer or the Registrar or Paying Agent. In the case of a lost, stolen or destroyed Note, a replacement Note shall not be delivered unless and until the Treasurer and the Registrar or Paying Agent shall have received such proof of ownership and loss and indemnity as they determine to be sufficient.

ARTICLE X. TAX-EXEMPT NOTES OR REFUNDING

1001. Refunding of Taxable Debt or Issuance of Tax-Exempt Debt. The County acknowledges that the current state of Federal law precludes the issuance of the Notes as obligations the interest on which is exempt from Federal income tax. However, the County presently contemplates that anticipated amendments to the Internal Revenue Code of 1986 (the "Code") and/or the Treasury Regulations issued thereunder (the "Regulations") or a change in Michigan law changing the character of the Notes may in the future permit the issuance of general obligation limited tax Notes on a tax-exempt basis, and, in view of this expectation, the County, through the offices of the Treasurer, shall issue tax-exempt Notes or issue obligations to refund any or all outstanding Notes issued as taxable obligations, at the time, on the terms, and to the extent set forth in this Article X.

1002. Timing of Refunding. The aforementioned refunding obligations (the "Refunding Notes") shall be issued after the effective date of any change in the Code, Regulations, Internal Revenue Service pronouncements or judicial rulings which, as confirmed by the written opinion of bond counsel, permit the refunding of all or some of the outstanding Notes with proceeds from obligations the interest on which is excluded from gross income for purposes of Federal income tax.

1003. Extent of Refunding. Subject to the other provisions of this Section 1003, the Refunding Notes shall refund all Notes outstanding at or after the effective date of any change in the law described in Section 1002. This Section 1003 shall not, however, be construed to require the refunding of any Note prior to the time such Note may be refunded on a tax-exempt basis, nor shall this Section 1003 be construed to require the refunding of any Note, if that refunding would result in greater cost to the County (including interest expense, professional fees and administrative outlays) than would arise if the Note were to remain outstanding.

1004. Confirmatory Action. Subsequent to any change in the law described in Section 1002, the Board shall convene to consider any terms of the Refunding Notes requiring specific ratification by the Board.

1005. Arbitrage Covenant and Tax Law Compliance. In the event tax-exempt Notes or Refunding Notes are issued pursuant to this Article X, the following covenants shall be observed by the County:

(i) the County will make no use of the proceeds of the Notes or Refunding Notes and will undertake no other intentional act with respect to the Notes or Refunding Notes which, if such use or act had been reasonably expected on the date of issuance of the Notes or Refunding Notes or if such use or act were intentionally made or undertaken after the date of issuance of the Notes or Refunding Notes, would cause the Notes or Refunding Notes to be “arbitrage bonds,” as defined in Section 148 of the Internal Revenue Code of 1986, as amended (the “Code”), in the Regulations promulgated under Sections 103 and 148 of the Code or in any successor or supplementary provision of law hereinafter promulgated,

(ii) the County will undertake all actions as shall be necessary to maintain the Notes or Refunding Notes as obligations the interest on which qualifies for the tax exemption provided by Section 103(a) of the Code, including, where appropriate and without limitation, filing informational returns with the Secretary of Treasury, keeping accurate account of all monies earned in any fund, account or sub-account authorized by this Resolution or any resolution adopted in accordance with Section 1004 above, certifying cumulative cash flow deficits of the County and the local units, and investing any required portion of the gross proceeds of the Notes or Refunding Notes, whether on behalf of the County or the local units, in tax-exempt obligations or State and Local Government Series obligations, and

(iii) the County will make timely payment to the United States of any investment earnings, realized by the County on the gross proceeds of the Notes or Refunding Notes, as may be subject to rebate under Section 148(f) of the Code, and, to the extent required under applicable law or deemed by the Treasurer to be in the best interest of the County pursuant to written order, the County's obligation to make such payment to the United States shall also account for excess investment earnings realized by local units on all or a portion of the gross proceeds distributed to, and held by, the local units pursuant to Section 702.

(iv) the Treasurer shall be directed to take such actions and to enter into such agreements and certifications, on behalf of the County, as the Treasurer shall deem necessary or appropriate to comply with the foregoing covenants.

1006. Undertaking to Provide Continuing Disclosure. If necessary, this Board of Commissioners, for and on behalf of the County of Ingham, hereby covenants and agrees, for the benefit of the beneficial owners of the Notes to be issued by the County, to enter into a written undertaking (the “Undertaking”) required by Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the “Rule”) to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be substantially in the form as approved by the Underwriter of the Notes. The Undertaking shall be enforceable by the beneficial owners of the Notes or by the Underwriter on behalf of such beneficial owners (provided that the Underwriter's right to enforce the provisions of the Undertaking shall be limited to a right to obtain specific enforcement of the County's obligations

hereunder and under the Undertaking), and any failure by the County to comply with the provisions of the Undertaking shall not be deemed a default with respect to the Notes.

The County Treasurer or other officer of the County charged with the responsibility for issuing the Notes shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the terms of the County's Undertaking.

Discussion followed. A vote was thereupon taken on the foregoing resolution and the vote for each such resolution was as follows:

AYES: _____

NAYS: _____

ABSTAIN: _____

A sufficient majority having voted therefor, the resolution appearing above was adopted.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PROVIDE FUNDING FOR LOW INCOME TAX PREPARATION

WHEREAS, the Capital Area United Way (CAUW) coordinates a Volunteer Income Tax Assistance (VITA) income tax preparation program for low- and moderate-income citizens; and

WHEREAS, the VITA effort has successfully assisted thousands of low- and moderate-income taxpayers and helped achieve annual refunds of almost \$4 million dollars, including substantial amounts from the Earned Income Tax Credit; and

WHEREAS, these efforts continue to need a coordinator position hosted and administered by the United Way; and

WHEREAS, the request for this base funding is being made to the counties of Clinton, Eaton, and Ingham and the City of Lansing; and

WHEREAS, these efforts assist the economic condition of low- and moderate-income citizens and income tax refunds to this group of citizens facilitates payment of delinquent property taxes owed to Ingham County.

THEREFORE BE IT RESOLVED, that the County Board of Commissioners authorizes funding for the CAUW's VITA coordination efforts in 2022 of \$12,500 from the Delinquent Tax Administration fund (516-25601).

BE IT FURTHER RESOLVED, that the County Controller/Administrator is directed to make all necessary budget adjustments consistent with this resolution to strengthen the capacity within Ingham County for low- and moderate-income tax preparation assistance and asset building.

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.

BE IT FURTHER RESOLVED, that a copy of this resolution shall be forwarded to all local taxing authorities in Ingham County.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A THREE-YEAR CONTRACT EXTENSION WITH
MESIROW FINANCIAL INVESTMENT MANAGEMENT, INC.**

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

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

WHEREAS, the Purchasing Department sought proposals from experienced fiduciary advisors, and after review and evaluation, the Evaluation Team recommended a one-year contract for \$40,000 with an option for an additional term upon mutually agreed to terms; and

WHEREAS, the Deferred Compensation Committee is very pleased with the work of Mesirow Financial; and

WHEREAS, the Treasurer has obtained an agreement in writing from Mesiow Financial to extend the terms of the contract for three years with no cost increase.

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

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

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

TO: Board of Commissioners - Law & Courts, Human Services, Finance and County Services Committees
FROM: *Morgan E. Cole, Probate Court Administrator/Register*
DATE: *March 2, 2022*
SUBJECT: *Memo and Resolution - Use of Elder Millage for Probate Court Purposes*

BACKGROUND

This proposed resolution affects the Ingham County Probate Court (Probate Court) as well as the Tri-County Office on Aging (TCOA). The Probate Court seeks to use the Elder Millage to fund two (2) new full-time Senior Deputy Probate Registers (“Senior DPRs) to bring the Probate Court to a total of seven (7) FTE Senior DPRs. On August 4, 2020, Ingham County voters passed the Ingham County Elder Millage. At that time, the Ingham County Elder Millage was expected to raise an additional \$2,304,866 in the first year. In fact, for 2021, the Elder Millage’s unaudited total collected revenue is \$2,399,361.00 – which is comprised of tax revenue in the amount of \$2,389,820 and of interest revenue in the amount of \$9,541. The Probate Court’s authorized use of the Elder Millage funds must fall within the following approved ballot language:

“for the purpose of authorizing funding to eliminate wait lists and expanding critical services such as in-home care, meals on wheels and crisis services to support the growing population of persons age sixty (60) and older residing in Ingham County...”

The Probate Court in Michigan is a constitutionally recognized element of our statewide one court of justice which perform major activities such as: admission of wills, appointment of personal representatives, oversight of decedent estate administration, action on trust matters, appointment of guardians for minors, appointment of guardians for the legally incapacitated, appointment of guardians for the developmentally disabled, appointment of conservators for minors, appointment of conservators for adults, investigation of proposed guardianships and conservatorships, comprehensive periodic review of guardianships, and adjudication of petitions seeking mental health treatment. Presently, the Probate Court’s employees 15 FTEs of which only five (5) Senior DPRs are the front-line/clerical office staff. The Probate Court’s Office operations are crippled if just one (1) FTE Senior DPR: takes time off; is promoted; is out on Family Medical Leave Act (“FMLA); or there is a new trainee-employee. Any employee vacancy is debilitating to the Probate Court Office operations – especially those involving Ingham County residents age 60 and older. The result is: disruption of operations; inability to provide proactive community outreach programs; backlog critical case processing; and inability to answer telephone calls promptly and/or return calls. In the past 20 years, i.e., January 1, 2000 to December 31, 2021, the Probate Court handled 21,786 cases for matters involving crisis services where the ward/decedent/respondent was age 60 or older at the time for filing. Out of the 21,787 cases, 7,761 cases remain open and serviced by the Probate Court. In fact, for the past three (3) years, around 40 percent of all new Probate Court filings, involve a ward/decedent/respondent who was an Ingham County resident age 60 or older at the time of filing.

Probate Court provides “critical services” that expand or create new programs and/or eliminate hospital and nursing home waitlists, which services include, but are not limited to: (a) community outreach on proactive measures to assist the elderly, (b) emergency case processing, and (c) improving processes and care for the elderly. Expanding and creating community outreach programs that take proactive measures to assist the elderly would include having the Probate Court partake in elder law outreach initiatives with TCOA, local law firms,

financial planning firms, insurance firms, and funeral homes. Also, the Probate Court seeks to establish an “Ingham County Probate Day” – where the filing fees of wills for safekeeping are waived – thus encouraging advanced estate planning. The Probate Court seeks to establish regular trainings on-site at Ingham County nursing facilities/elder care facilities/medical care facilities for the elderly and their families. Also, the Probate Court seeks to establish fixed regular phone hours where the elderly or their families can speak immediately to a Probate Court staff member – as technology such as email/websites can be difficult for elderly population. Additional staff would allow the Probate Court to be proactive in searching local obituaries and death records so that wills could be removed from safekeeping. This would increase public access and knowledge to our community.

The Probate Court regularly engages in critical services Ingham County residents age 60 and older by assisting hospitals, family member moving the elderly individual into a step-down care facility such as: Skilled Nursing Facilities (SKNF), Assisted Living Facilities and Hospice Facilities. It is imperative that Probate Court staff are immediately available to process emergency filings for: guardianships/conservatorships; Do-Not-Resuscitate (DNR) petitions; petitions to be appointed as funeral representative(s); and mental health petitions for residents age 60 or older - along with follow-up services for full guardianships. This need continues to rise with geriatric psychiatry needs and medical conditions affecting elderly such as dementia and Alzheimer's disease. The Baby Boomers, who were born from 1946 to 1964, are quickly becoming the largest population group who need assistance under the Elder Millage. Further, isolation with COVID-19 for the elderly population has also increased mental health needs. The inadequate staffing cannot support the need in Ingham County – especially for those age 60 and older. Further, inadequate staffing does not allow for designated staff to be assigned as an “Elderly Liaison(s)” – to be assigned to primarily handle these cases. To guard against delays, the Probate Court would like to offer weekly appointments with staff – both remotely and in-person. The Probate Court wants to engage with community leaders to be proactive in seeking to guard against unnecessary Court involvement when an individual becomes incapacitated or deceased. Further, Probate Court staff need to engage with community leaders and regularly interact to assess different elderly needs. The Probate Court seeks to have individual staff liaisons for specific community leaders and the public - with regular meetings. Additional staff will allow the Probate Court to expand its access to the public level in engagement with all Ingham County residents – but more importantly – with those 60 years-old and older – who prefer telephonic or face-to-face contact. While the Probate Court is a general fund department, additional funding opportunities through a Senior/Elder Millage is another tool to ensure additional staff dedicated to those 60-years older and older, while reducing the burden on the County’s general fund. Other Michigan Counties which have an Elder Millage or Senior Millage that fund some of their Probate Court staffing and expenses are: Kalamazoo County; Genesee County; Kent County; St. Claire County; and Leelanau County. Millage funding in part makes logical sense as it will support the needs and wants as dictated by the constituents who vote for it.

FINANCIAL IMPACT

On August 4, 2020, the current Elder Millage passed and was expected to raise an additional \$2,304,866 in the first year. In 2021, the Elder Millage’s unaudited total collected revenue is \$2,399,361 – which is comprised of tax revenue in the amount of \$2,389,820 and of interest revenue in the amount of \$9,541.

The amount levied collected for 2022 and 2023 on this millage will no doubt increase dramatically as the housing market in Ingham County exploded over the past two years – thus, resulting in further revenue. Two new FTE (2) Senior DPR positions would equate to an annual personnel cost of \$174,200 to \$198,622. The 2021 year end fund balance in the Elder Millage Fund was approximately \$1,375,000. Funding two (2) new FTE Senior DPR positions for the next five (5) years would cost around \$1,000,000 – which equates to 73% of existing 2021 surplus fund balance.

OTHER CONSIDERATIONS

Continue to award compensatory time and overtime. However, burn out of staff will continue. Fund these positions out of the general fund – rather than the Elder Millage. The County Attorney and Controller’s Office were consulted on this request. The UAW is supportive of this request. TCOA was consulted regarding this discussion item and is also in support of this request. On February 24, 2022 and February 28, 2022, Probate Court presented this discussion items before the Law & Court’s Committee and Human Services Committee for which there was positive support.

RECOMMENDATION

On behalf of the Ingham County Probate Court, I respectfully recommend approval to authorize the Elder Millage funds to support two (2) new FTE Senior DPR positions for the reason stated above.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION FOR USE OF ELDER PERSON MILLAGE FOR VARIOUS
PROBATE COURT PURPOSES**

WHEREAS, on August 4, 2020, the Ingham County Elder Persons Millage (Elder Millage) passed which levied Ingham County property taxes in the amount of 30/100 (0.3000) of one (1) mill, \$0.30 per thousand dollars of state taxable valuation – for a period of four (4) years (2020 to 2023); and

WHEREAS, the Ingham County Probate Court (Probate Court) seeks to use the Elder Millage funds for critical services to support the growing population of persons age sixty (60) and older residing in Ingham County; and

WHEREAS, the Probate Court provides services which constitute “critical services” that expand or create new programs and/or eliminate hospital and nursing home waitlists, including, but not limited to: (a) community outreach on proactive measures to assist the elderly, (b) emergency case processing, and (c) improving processes and care for the elderly; and

WHEREAS, the Probate Court currently employs five (5) full time equivalent (FTE) Senior Deputy Probate Registers (DPRs) who process critical services for the Probate Court’s entire caseload for which 40% of the entire new and existing caseload involves critical services to persons age 60 and older; and

WHEREAS, the Probate Court seeks to use the Elder Millage to fund two (2) new Senior DPRs positions – who will be assigned to: caseloads, projects, and outreach initiatives primarily consisting of those cases involving Ingham County residents age 60 and older; and

WHEREAS, the total annual personnel costs for these two (2) Senior DPRs positions (UAW-H) would equate to \$174,200.00 to \$198,622.00; and

WHEREAS, in 2021, the Elder Millage contained a \$1,375,000 surplus balance – which are unused funds that are adequate to fund the two (2) requested FTE Senior DPRs positions for at least five (5) additional years until the renewal of the Elder Millage in 2024.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Elder Millage be used to fund two (2) new FTE Senior Deputy Probate Register positions (UAW-H) for the Probate Court as stated above effective upon passage of this resolution.

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

TO: Ingham County Board of Commissioners

FROM: George M. Strander
Court Administrator, 30th Circuit Court

DATE: March 2, 2022

RE: Global Eagle Training

BACKGROUND

The resolution attached with this memorandum requests the authority to extend for three years our contracts with Global Eagle Company Business Transformation Specialists for training in relation to General Trial Division staff and Friend of the Court staff. Training is a necessary investment in staff, for both their operational excellence and their personal growth. In-person training has been largely suspended for the last two years due to COVID-19, and remote training has become familiar to, and preferred by, many.

In order to continue to address the ongoing and changing needs of our staff and the public, the General Trial Division and Friend of the Court are interested in contracting for three more years with Global Eagle Company Business Transformation Specialists to sustain an online training platform. The contract would continue to grant the General Trial Division and the Friend of the Court access to 1,000+ training videos, utilizing a proprietary knowledge retention system to enhance and support the successful transfer of knowledge to employees. The training courses allow the General Trial Division and Friend of the Court staff to safely continue training on topics such as but not limited to: Leadership, Unconscious Bias, Sexual Harassment, Decision Making, Communication, Safety, Team Building, and Coronavirus Return to Work.

The experience with Global Eagle has been positive, and we look to continue to offer its high-quality video training platform to staff. Global Eagle offers a three-year contract with a savings in yearly contract expenses. Yearly expenses for the General Trial Division and Friend of the Court under a three-year arrangement are \$4,420 and \$3,640, respectively.

ALTERNATIVES

If the resolutions are not approved, training opportunities for Friend of the Court and General Trial Division staff will likely be limited.

FINANCIAL IMPACT

As a response to the lack of training the last two years of COVID-19 has created, and as an effort to continue operations that limit person-to-person contact, we are seeking eligible American Recovery Plan (ARP) 2nd Tranche funds for this training. Without ARP funding, General Fund budget will be used to cover the expenses.

STRATEGIC PLANNING IMPACT

The contracts would support Ingham County's values listed in the Strategic Plan, specifically: Quality resident services; diversity, equity and inclusion; honesty, integrity and ethics; and creativity and innovation. Furthermore, the contracts would support the goals listed in the strategic plan, specifically: Services to Residents, Communication, Management Finance and Governance, and Human Resources and Staffing.

OTHER CONSIDERATIONS

None

RECOMMENDATION

I recommend that the attached resolution be approved.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE CONTRACTS WITH GLOBAL EAGLE COMPANY
BUSINESS TRANSFORMATION SPECIALISTS**

WHEREAS, the General Trial Division and Friend of the Court have traditionally performed in-person staff training periodically throughout the year; and

WHEREAS, in-person staff trainings have, for the last two years, been suspended due to the COVID-19 pandemic; and

WHEREAS, remote training has become familiar and, in many ways, preferred by staff; and

WHEREAS, the General Trial Division and Friend of the Court have already entered into one-year contracts with Global Eagle Company Business Transformation Specialists to provide critical staff training through highly effective award-winning training videos; and

WHEREAS, the training through Global Eagle has been valuable and there is an interest to continue the relationship with cost-effective three-year extensions to the contracts; and

WHEREAS, Global Eagle provides highly effective award-winning training videos using proprietary software to enhance and support the successful transfer of knowledge to employees; and

WHEREAS, three-year Global Eagle contracts with the General Trial Division and Friend of the Court will cost \$4,420 and \$3,640 annually, respectively; and

WHEREAS, the court will be seeking eligible American Recovery Plan (ARP) 2nd Tranche funds for this training, but without ARP funding the General Fund budget will be used to cover these expenses.

THEREFORE BE IT RESOLVED, that the Ingham County Circuit Court, General Trial Division and Friend of the Court, are hereby authorized to enter into contracts, not to exceed \$4,420 and \$3,640 annually, respectively, with Global Eagle Company Business Transformation Specialists for online training for the time period of April 1, 2022 through March 31, 2025.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is hereby authorized to make any adjustments to the 2022 budget necessary to properly budget and account for these expenditures.

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 5

TO: Board of Commissioners Law and Courts, Finance Committee

FROM: Russel A. Church, Chief Public Defender

DATE: February 28, 2022

SUBJECT: Resolution to Authorize a Modified Lease Agreement with Pitney Bowes for a Postage Meter

BACKGROUND

The Board of Commissioners adopted Resolution #21-335 June 22, 2021 (agenda item no. 36).

The Office of the Public Defender is in need of a postage meter machine to stamp outgoing mail to its indigent clients.

Pitney Bowes submitted a lease agreement of \$793.40 annually for the postage meter for 5 years.

In the interim, the contract for the said postage meter machine has not been entered into due to the fact that the vendor refused to execute the contract before presentation to the Board of Commissioners, and the Office of the Public Defender requested they sign the contract prior to County ratification. In the interim the contract has changed to \$3,939.48 for the postage meter for 5 years, as follows: \$63.89 per month for the first year and \$66.10 per month for the remaining four years.

ALTERNATIVES

Leave the Office of the Public Defender without a postage meter, requiring staff to deliver mail daily to the postal service and to use postage stamps which may increase the cost to the County.

FINANCIAL IMPACT

The proposed resolution reduces the cost of outgoing mail through the use of a postage meter machine.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend that County Services approve the resolution.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A MODIFIED LEASE AGREEMENT WITH
PITNEY BOWES FOR A POSTAGE METER**

WHEREAS, the Office of the Public Defender is in need of a postage meter to stamp outgoing mail to its indigent clients; and

WHEREAS, the Office of the Public Defender proposes to enter into a lease agreement with Pitney Bowes who submitted a responsive and responsible lease agreement of \$793.40 annually for the postage machine for five years; and

WHEREAS, funds are available in the appropriate contractual line item.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a lease agreement with Pitney Bowes Inc., P.O. Box 371896, Pittsburg, PA 15250-7896, for a postage meter machine for \$3,939.48 for 5 years, as follows: \$63.89 per month for the first year, and \$66.10 per month for the remaining four years.

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

Agenda Item 6

TO: Ingham County Board of Commissioners Law and Courts and County Services Committees

FROM: Heidi Williams, Director

DATE: March 1, 2022

RE: Re-organization of the office staff of Ingham County Animal Control and Shelter

BACKGROUND

The current organizational structure of the Ingham County Animal Control and Shelter provides for five Animal Shelter Clerks, one Clerk/Rescue Coordinator, and one Volunteer and Foster Coordinator.

Currently, each of these positions performs very similar job functions but are classified as separate positions in different pay bands. During times of staff shortages, especially within the Rescue and Volunteer Coordinator positions, this results in major disruptions of operations, service levels, and causes conflict with members of the UAW performing job duties out of class.

In addition to these issues, the current workload of the Volunteer and Foster Coordinator is too burdensome for one staff member to effectively manage while pursuing the primary goal of growing our volunteer and foster base.

In order to remedy these issues, I propose the following:

Convert the Rescue Coordinator and Volunteer Coordinator position into Animal Shelter Clerks. The job duties of the Animal Shelter Clerk position will be modified to include the following special assignments:

- Rescue Coordinator
- Foster Coordinator
- Volunteer Coordinator

These special assignments will be assigned to the Animal Shelter Clerks on a rotating basis. This will allow Animal Shelter Clerks to gain organizational knowledge that would assist the agency in maintaining continuity of service to the public during staff shortages or unexpected vacancies.

In addition, the Animal Shelter Clerks are not members of the Ingham County Animal Control (ICAC) Enforcement Division and cannot access Criminal Justice Information. To remedy this, I propose converting one Animal Shelter Clerk position to a newly created Administrative Field Support Assistant. This position will be classified as a member of the ICAC Enforcement Division and would gain the ability to access Criminal Justice Information and allow them to handle sensitive law enforcement data which is generated by Animal Control Officers.

The Administrative Field Support Assistant will remain within the UAW workgroup, but will be a direct report to the Deputy Director position.

Currently, the five Animal Shelter Clerk positions are classified under the UAW C pay grade. The Rescue Coordinator is classified as UAW D and the Volunteer Coordinator as UAW E. This proposed reorganization will result in a total of six Animal Shelter Clerks that are classified in the UAW E pay grade and the position proposed to be converted into the Administrative Field Support Assistant being classified as UAW F.

ALTERNATIVES

If this reorganization is not approved, we will continue with the current organizational structure and criminal justice related job duties will be redistributed from UAW personnel to CCLP personnel.

FINANCIAL IMPACT

The long-term annual cost of this reorganization using 2022 rates will be \$46,034. Funds are available for the FY 2022 budget cycle in the Animal Shelter Millage Fund. We will ask for an increase in our budget for FY 2023 to cover the additional costs.

RECOMMENDATION

I respectfully recommend approval of this reorganization as presented. Ingham County's reorganization process requires that this be brought to the Law & Courts Committee as a discussion item, and then, if approved by the committee, a resolution will be brought through the committee process for approval at the next round of meetings. Discussions took place at the Law & Courts and County Services Committee meetings of February 29, 2022 and March 1, 2022, respectively.

Agenda Item 6

TO: Heidi Williams, Director Ingham County Animal Control &
Daniel Verhougstraete – Deputy Director Ingham County Animal Control

FROM: Beth Bliesener, Human Resources Generalist
Joan Clous, Human Resources Generalist

DATE: 1-26-2022

RE: Memo of Analysis for Re-organization

Human Resources can confirm the following information regarding the re-organization that Animal Control is requesting:

1. Per the request of Animal Control, Human Resources has updated the job description to accurately reflect the duties that are being performed and to encompass the duties of the Animal Shelter Clerk/Rescue Clerk and the Volunteer Coordinator to one job description titled Animal Shelter Clerk. After analysis, the salary would be a UAW E. I have attached a copy of the job description. The following position numbers would convert to the newly updated Animal Shelter Clerk: 421014, 421015, 421016, 421026, 421027, 421013 and 421023.
2. Per the request of Animal Control, Human Resources created a new position titled Administrative and Field Support Assistant. After analysis, the classification has a community of interest with the UAW- TOPS and is appropriately compensated at a UAW F. I have attached a copy of the job description. The Animal Control department will post this position internally to the Animal Shelter Clerks and then one of the Animal Shelter Clerk positions will be converted into the Administrative and Field Support Assistant position.

I have sent the UAW chair notice and they support the reorganization. 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).

Heidi Williams

From: Bradley Prehn
Sent: Sunday, January 23, 2022 1:49 AM
To: Elisabeth Bliesener
Cc: Joan Clous
Subject: RE: Animal Control Re-organization

Sensitivity: Confidential

Beth,

The UAW is okay with Administrative and Field Support Assistant point out at a UAW- F paygrade with 690 points and the Animal Shelter Clerks/ Rescue Clerk and Volunteer Coordinator pointing out at a UAW-E paygrade with 645 points.

Thank you,

Brad

From: Elisabeth Bliesener <EBliesener@ingham.org>
Sent: Wednesday, January 19, 2022 11:40 AM
To: Bradley Prehn <BPrehn@ingham.org>
Cc: Joan Clous <JClous@ingham.org>
Subject: Animal Control Re-organization
Sensitivity: Confidential

Brad,

I believe you have seen these two draft job descriptions, these are the two that Animal Control would like to create.

New position: Administrative and Field Support Assistant

JPE:

1 = 45

2 = 90

3 = 100

4 = 80

5 = 50

6 = 70

7 = 70

8 (1) = 35

8(2) = 115

9 = 10

10 = 10

11 = 15

Total 690 UAW F

Animal Shelter Clerk (This would be the new jd for all the Animal Shelter clerks (UAW C), Animal Shelter/Rescue Clerk (UAW D) and Volunteer Coordinator (UAW E));

JPE:

1 = 45

2 = 90

3 = 100
4 = 80
5 = 50
6 = 70
7 = 70
8(1) = 35
8(2) = 60
9 = 15
10 = 15
11 = 15
Total 645 UAW E.

Does the Union support the New/Updated JD's and the New/Updated JPE?

Let me know if questions.

Thanks,
Beth and Joan

Transmission is Privileged and Confidential.

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**INGHAM COUNTY
JOB DESCRIPTION**

INGHAM COUNTY ANIMAL CONTROL

ADMINISTRATIVE AND FIELD SUPPORT ASSISTANT

General Summary:

Under the supervision of the Deputy Director, is assigned to the Ingham County Animal Control Enforcement Division and serves as an administrative and field support assistant for criminal justice related operations. Communicates information to officers in the field regarding calls for service, prepares documents and citations for submission to local courts and prosecutors, and responds to public requests for information. Performs the functions of the Animal Shelter Clerk as necessary.

Essential Functions:

1. Provides a variety of administrative support services for Enforcement Division staff, includes typing letters, reports, and other documents, answering telephone calls, scheduling appointments, arranging and attending meetings, and preparing and maintaining files.
2. Answers calls and inquiries from the public regarding animal related complaints, collects and documents relevant information, and assigns the complaint to an animal control officer.
3. Provides support to officers by researching various records systems and relaying relevant information.
4. Communicates to officers in field by radio and phone regarding complaint response and field operations. Tracks officer locations in the field.
5. Communicates with other shelter divisions to facilitate field operations such as search warrants and animal seizures.
6. Performs data entry regarding animals that are housed in ICACS.
7. Uses the LEIN system, including entering, deleting, and modifying warrants and communicating on LEIN with other law enforcement agencies. May query information at the request of officers.
8. Regularly enters information pertaining to tickets, complaint reports, and warrants into the records management software.
9. Provides information regarding criminal cases to the local prosecutor and courts.
10. Researches and responds to requests under the Freedom of Information Act from attorneys and the general public. Redacts information as required by law. Provides copies of various documents and computes fees.
11. Reviews citizen letters and other correspondence. Drafts responses as needed.
12. Assists in compiling statistical information to provide to state of Michigan regulatory agencies.
13. Processes animal bite reports received by ICACS and dispatches officers as required.
14. Refers complaints regarding non-ICACS issues to the appropriate agency.
15. Backs-up Animal Shelter Clerks in the event of emergencies and staff shortages.

Other Functions:

- Performs other duties as assigned.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in their job description
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.

- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis
- Ability to maintain excellent customer service during stressful situations.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications:

Education: A minimum of a High School graduation or equivalent. Some advanced coursework in accounting/bookkeeping, business, and legal terminology is preferred.

Experience: A minimum of one year of secretarial or clerical related experience in a law enforcement setting or in the legal field.

Pre-employment Requirements:

Must have no prior felony convictions (includes expunged convictions).

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

Working Conditions:

- Works in office conditions and the animal shelter.
- Regular exposure to animal odors and noises.
- Exposure to disease and parasites communicated by animals.
- Exposure to the risk of being bitten by animals.
- Exposure to animal feces and urine.
- Exposure to fumes from cleaning products.

Physical Requirements:

- This position requires the ability to sit, stand, walk, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in twisting, bending, stooping/crouching, squatting, kneeling, lifting, carrying, pushing, pulling, grasping, handling and pinching.
- This position's physical requirements require regular stamina in sitting, standing, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.

- This position requires the ability to handle varying and often high levels of stress.

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

January 2022
UAW F

	UAW C LEVEL 1	UAW C LEVEL 5	UAW D LEVEL 1	UAW D LEVEL 5
SALARY	33,991	40,506	36,267	43,195
UNEMPLOYMENT	170	203	181	216
FICA	2,600	3,099	2,774	3,304
LIABILITY	464	553	495	589
HEALTH	19,002	19,002	19,002	19,002
RETIREE CHARGEBACK	3,586	3,586	3,586	3,586
RETIREE HEALTH TRUST	1,530	1,823	1,632	1,944
DENTAL	936	936	936	936
VISION	135	135	135	135
SEPARTATION	595	709	635	756
LIFE	88	88	88	88
DISABILITY	44	53	47	56
RETIREMENT	7,383	8,798	7,877	9,382
RETIREMENT	340	405	363	432
TOTAL	70,864	79,894	74,019	83,621

	UAW E LEVEL 1	UAW E LEVEL 5	UAW F LEVEL 1	UAW F LEVEL 5
SALARY	38,635	46,051	40,820	48,679
UNEMPLOYMENT	193	230	204	243
FICA	2,956	3,523	3,123	3,724
LIABILITY	527	628	557	664
HEALTH	19,002	19,002	19,002	19,002
RETIREE CHARGEBACK	3,586	3,586	3,586	3,586
RETIREE HEALTH TRUST	1,739	2,072	1,837	2,191
DENTAL	936	936	936	936
VISION	135	135	135	135
SEPARTATION	676	806	714	852
LIFE	88	88	88	88
DISABILITY	50	60	53	63
RETIREMENT	8,391	10,002	8,866	10,573
RETIREMENT	386	461	408	487
TOTAL	77,300	87,580	80,329	91,223

Current Level 5 Cost
\$570,670

Proposed Level 5 Cost
\$616,704

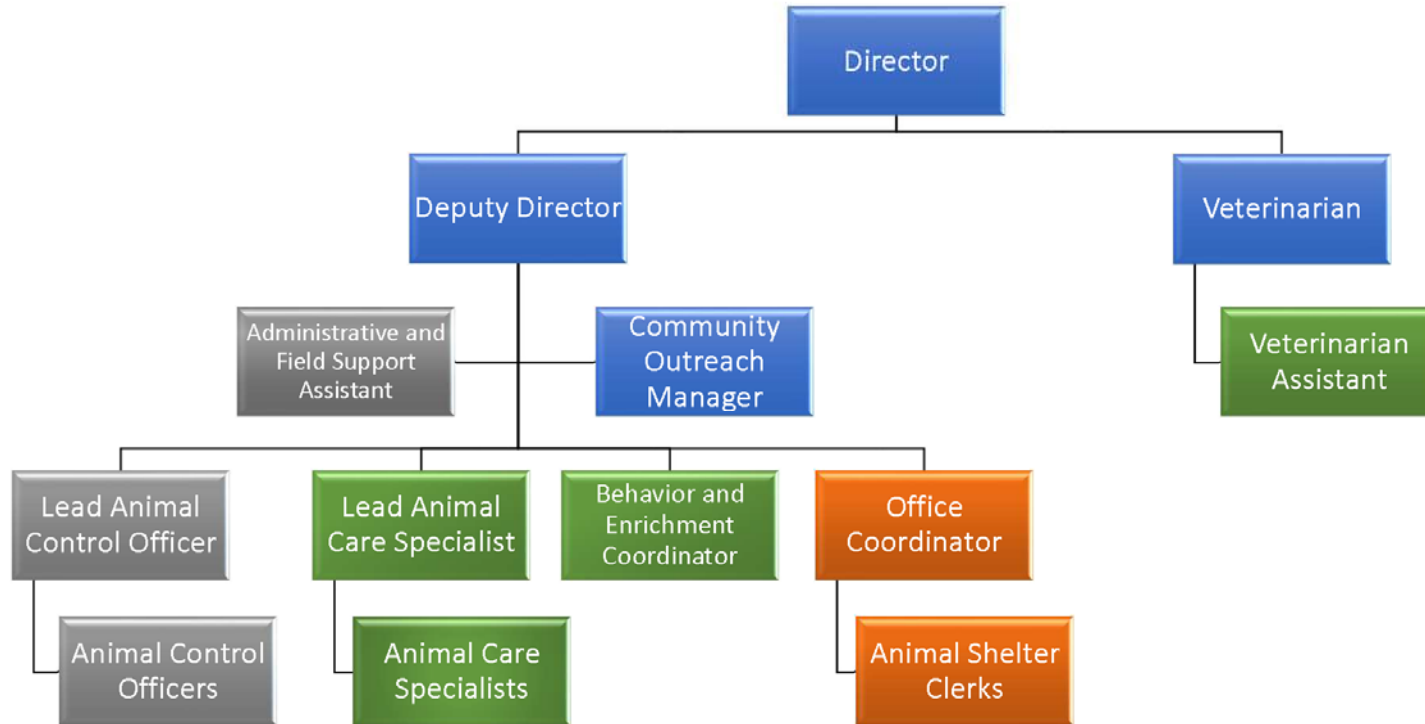
Increase to Budget
\$46,034



INGHAM COUNTY

ANIMAL CONTROL & SHELTER

ORGANIZATIONAL CHART



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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE REORGANIZATION OF THE OFFICE STAFF OF THE
INGHAM COUNTY ANIMAL CONTROL AND SHELTER**

WHEREAS, the current organizational structure of the Ingham County Animal Control & Shelter provides for five Animal Shelter Clerks (UAW/C, salary range \$33,991-\$40,506), one Animal Shelter Clerk/Rescue Clerk (UAW/D, salary range \$36,267-\$43,195), and one Volunteer and Foster Coordinator (UAW/E, salary range \$38,635-\$46,051); and

WHEREAS, when there are vacancies in the unit, it results in major disruptions of operations and service levels and causes conflict with members of the UAW performing job duties out of class; and

WHEREAS, the reorganization consolidates the Animal Shelter Clerks, the Clerk/Rescue Coordinator and the Volunteer and Foster Coordinator positions into a general Animal Shelter Clerk position with special assignments on a rotating basis; and

WHEREAS, the Human Resources Department analyzed the updated Animal Shelter Clerk job description and classified it at UAW/E; and

WHEREAS, this reorganization will assist the Ingham County Animal Control and Shelter in maintaining continuity of service to the public during staff shortages or unexpected vacancies; and

WHEREAS, one Animal Shelter Clerk position will be converted to a newly created Administrative and Field Support Assistant position (UAW/F, salary range \$40,520-\$48,679) to fulfil the requirements for access to Criminal Justice Information; and

WHEREAS, Human Resources and the UAW have reviewed the reorganization and have no objections to the proposal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the reorganization of the Ingham County Animal Control and Shelter’s Animal Shelter Clerk unit as follows:

Position #	Current Title	Current Grade	New Title	New Grade
421013	Animal Shelter Clerk/Rescue Clerk	UAW/D	Animal Shelter Clerk	UAW/E
421014	Animal Shelter Clerk	UAW/C	Animal Shelter Clerk	UAW/E
421015	Animal Shelter Clerk	UAW/C	Animal Shelter Clerk	UAW/E
421016	Animal Shelter Clerk	UAW/C	Animal Shelter Clerk	UAW/E
421023	Volunteer Coordinator	UAW/E	Animal Shelter Clerk	UAW/E
421026	Animal Shelter Clerk	UAW/C	Animal Shelter Clerk	UAW/E
421027	Animal Shelter Clerk	UAW/C	Animal Shelter Clerk	UAW/E

BE IT FURTHER RESOLVED, that a new position of Administrative and Field Support Assistant will be created, classified as UAW/F, which will be posted internally to the Animal Shelter Clerks and then one of the Animal Shelter Clerk positions will be converted into the Administrative and Field Support Assistant position.

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

TO: Board of Commissioners Human Services and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: February 15, 2022

SUBJECT: Authorization to Authorize an Agreement with the State of Michigan Department of Licensing and Regulatory Affairs (LARA) to Accept the 2022 Michigan Medical Marihuana Operation and Oversight Grant

For the meeting agendas of March 14, 2022 and March 16, 2022

BACKGROUND

Ingham County Health Department (ICHD) wishes to accept a grant from the State of Michigan Department of Licensing and Regulatory Affairs (LARA) for education, communication, and outreach regarding the Michigan Medical Marihuana Act for an amount not to exceed \$23,436, effective January 1, 2022 to September 15, 2022. The Michigan Legislature has appropriated funds for the Medical Marihuana Operation and Oversight Grant in the Michigan Medical Marihuana Act, 2008 IL 1, MCL 333.26426. Specifically, Public Act 87 of 2021 section 901 directs funds appropriated for grants to education, communication, and outreach regarding the Michigan Medical Marihuana Act. Grants, which are available to counties, are distributed proportionately based upon the number of registry identification cards issued to or renewed for the residents from each county. ICHD received this grant previously in 2019, 2020, and 2021 (Resolution #19-115, Resolution #20-070, and Resolution #21-128).

This funding will be used to provide education to adolescents, patients, caregivers, and community members through targeted advertising/marketing, and used to communicate harm reduction strategies such as safe storage and avoidance of impaired driving to the general public. These activities are targeted to contribute to the following objectives:

- Educate medical marihuana patients and others about safe storage and provide lock bags to those who have need
- Educate medical marihuana patients and others about the dangers of driving while under the influence of cannabis
- Educate pregnant women and others regarding risks associated with cannabis use during pregnancy and breastfeeding
- Increase perception of risk for adolescent recreational marijuana use
- Measure the self-reported use of medical marihuana.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

This agreement with LARA would award ICHD funding in an amount not to exceed \$23,436, effective January 1, 2022 to September 15, 2022.

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 that the Ingham County Board of Commissioners authorizes an agreement with LARA to accept funds in an amount not to exceed \$23,436, effective January 1, 2022 to September 15, 2022.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS (LARA) TO ACCEPT THE
2022 MICHIGAN MEDICAL MARIHUANA OPERATION AND OVERSIGHT GRANT**

WHEREAS, Ingham County Health Department (ICHD) wishes to accept a grant from the State of Michigan Department of Licensing and Regulatory Affairs (LARA) for education, communication, and outreach regarding the Michigan Medical Marihuana Act for an amount not to exceed \$23,436, effective January 1, 2022 to September 15, 2022; and

WHEREAS, the Michigan Legislature has appropriated funds for the Medical Marihuana Operation and Oversight Grant in the Michigan Medical Marihuana Act, 2008 IL 1, MCL 333.26426; and

WHEREAS, Public Act 87 of 2021 section 901 directs funds appropriated for grants to education, communication, and outreach regarding the Michigan Medical Marihuana Act; and

WHEREAS, grants, which are available to counties, are distributed proportionately based upon the number of registry identification cards issued to or renewed for the residents of each county; and

WHEREAS, ICHD received this grant previously in 2019, 2020, and 2021 (Resolution #19-115, Resolution #20-070, and Resolution #21-128); and

WHEREAS, ICHD seeks to engage in activities such as providing education to adolescents, patients, caregivers, and community members through targeted advertising/marketing and to communicate harm reduction strategies such as safe storage and avoidance of impaired driving to the general public; and

WHEREAS, this funding will be used to provide education to adolescents, patients, caregivers, and community members through targeted advertising/marketing, and used to communicate harm reduction strategies such as safe storage and avoidance of impaired driving to the general public; and

WHEREAS, these activities are targeted to contribute to the following objectives:

- Educate medical marihuana patients and others about safe storage and provide lock bags to those who have need
- Educate medical marihuana patients and others about the dangers of driving while under the influence of cannabis
- Educate pregnant women and others regarding risks associated with cannabis use during pregnancy and breastfeeding
- Increase perception of risk for adolescent recreational marijuana use
- Measure the self-reported use of medical marihuana; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize a grant agreement with (LARA), in an amount not to exceed \$23,436 effective January 1, 2022 to September 15, 2022.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a grant agreement with the State of Michigan Department of Licensing and Regulatory Affairs (LARA), in an amount not to exceed \$23,436 effective January 1, 2022 to September 15, 2022.

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 Ingham County Board of Commissioners is authorized to sign any necessary contract documents upon approval as to form by the County Attorney.

TO: Board of Commissioners Human Services, County Services and Finance Committees
FROM: Linda S. Vail, Health Officer
DATE: February 2, 2022
SUBJECT: Authorization to Reclassify the SSHS Medical Social Worker Position
For the Meeting Agendas of March 14, March 15 and March 16, 2022

BACKGROUND

Ingham County Health Department (ICHD) wishes to reclassify the Medical Social Worker position #601529 in Maternal and Child Health (MCH) from an Ingham County Employees’ Association for their Professional Employees (ICEA County Pro) 07 to an ICEA County Pro 09 position, effective upon approval. The Medical Social Worker position is a grant-funded position located within MCH’s Strong Start | Healthy Start (SSHS) program. This reclassification will enable the Medical Social Worker to better serve SSHS’s target population and meet identified needs through short-term counseling services and additional responsibilities. This will lead to better health outcomes for the families served by the SSHS program, and enhance coordination of care. This request follows a recent reclassification of Medical Social Worker positions located within the Ingham County Community Health Centers to ICEA County Pro 09, and this change would allow for parity among workers with similar qualifications and job duties working within Public Health Services at ICHD. This reclassification has been reviewed and approved by the Human Resources Department and the ICEA County Pro union.

ALTERNATIVES

If the positions are left unchanged, ICHD will fail to adequately compensate these positions for their increasing jurisdictions and demands.

FINANCIAL IMPACT

Position #601529 (Medical Social Worker) is currently an ICEA County Pro 7 (\$58,458.33-\$70,195.50) and would be increased to an ICEA County Pro 9 (\$69,735.57-\$83,736.25).

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Prof 7	\$58,458.33	\$61,191.35	\$64,048.84	\$67,044.42	\$70,195.50
Prof 9	\$69,735.57	\$72,993.69	\$76,405.73	\$79,977.31	\$83,736.25

The financial impact of this ICEA County Pro Reclassification will be covered by SSHS grant funds.

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 authorizing the reclassification of the MCH approval of the attached resolution to convert the Medical Social Worker position #601529 from an ICEA County Pro 07 to an ICEA County Pro 09 position.

TO: Ingham County Board of Commissioner’s County Services
FROM: Linda S. Vail, MPA, Health Officer
DATE: February 15, 2022
SUBJECT: Authorization to reclassify the Strong Start Healthy Start Medical Social Worker

BACKGROUND

Ingham County Health Department (ICHD) wishes to reclassify the Medical Social Worker position #601529 in Maternal and Child Health (MCH) from an Ingham County Employees’ Association for their Professional Employees (ICEA County Pro 07) to an ICEA County Pro 09 position, effective upon approval. The Medical Social Worker position is a grant-funded position located within MCH’s Strong Start | Healthy Start (SSHS) program. This reclassification will enable the Medical Social Worker to better serve SSHS’s target population and meet identified needs through short-term counseling services and additional responsibilities. This will lead to better health outcomes for the families served by the SSHS program, and enhance coordination of care. This request follows a recent reclassification of Medical Social Worker positions located within the Ingham County Community Health Centers to ICEA County Pro 09, and this change would allow for parity among workers with similar qualifications and job duties working within Public Health Services at ICHD. This reclassification has been reviewed and approved by the Human Resources Department and the ICEA County Pro union.

ALTERNATIVES

If the positions are left unchanged, ICHD will fail to adequately compensate these positions for their increasing jurisdictions and demands.

FINANCIAL IMPACT

Position #601529 (Medical Social Worker) is currently an ICEA County Pro 7 (\$58,458.33-\$70,195.50) and would be increased to an ICEA County Pro 9 (\$69,735.57-\$83,736.25).

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Prof 7	\$58,458.33	\$61,191.35	\$64,048.84	\$67,044.42	\$70,195.50
Prof 9	\$69,735.57	\$72,993.69	\$76,405.73	\$79,977.31	\$83,736.25

The financial impact of this ICEA County Pro Reclassification will be covered by SSHS grant funds.

STRATEGIC PLANNING IMPACT

This resolution supports the long-term objection 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 authorizing the reclassification of the MCH approval of the attached resolution to convert the Medical Social Worker position #601529 from an ICEA County Pro 07 to an ICEA County Pro 09 position.

Agenda Item 7b

TO: Sally Meyer, Maternal & Child Health Division Director
FROM: Joan Clous, Human Resources Specialist
DATE: February 3, 2022
RE: Support for Reclassification of Medical Social Worker – Public Health

Per your request, Human Resources has reviewed the classification titled Medical Social worker – Public Health.

After analysis, the reclassification has a community of interest with the ICEA and is appropriately compensated at an ICEA salary range of level 9 (\$69,735.57 to \$83,736.25). The ICEA has been notified. They support the reclassification and salary placement.

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

If I can be of further assistance, please email or call me 887-4374.

From: [Joan Clous](#)
To: [Sally Meyer](#); [Tianna Leon](#)
Subject: FW: Public Health MSW
Date: Thursday, February 03, 2022 9:46:53 AM
Attachments: [image001.png](#)
[image002.png](#)
[image004.png](#)

Please use this email in your packet to the board.

From: Desiree Cook <DCook@ingham.org>
Sent: Wednesday, February 2, 2022 8:22 AM
To: Joan Clous <JClous@ingham.org>
Subject: RE: Public Health MSW

Looks good. Thank you.

From: Joan Clous <JClous@ingham.org>
Sent: Wednesday, February 2, 2022 8:17 AM
To: Jeffrey Donahue (JDonahue@WhiteSchneider.com) <JDonahue@WhiteSchneider.com>; Desiree Cook <DCook@ingham.org>
Subject: Public Health MSW

Please review, we are recommending a level 9 so that it is the same level as the other social workers.

Thanks
Joan

Joan Clous MPA, SHRM-CP

Human Resources Specialist

Ingham County

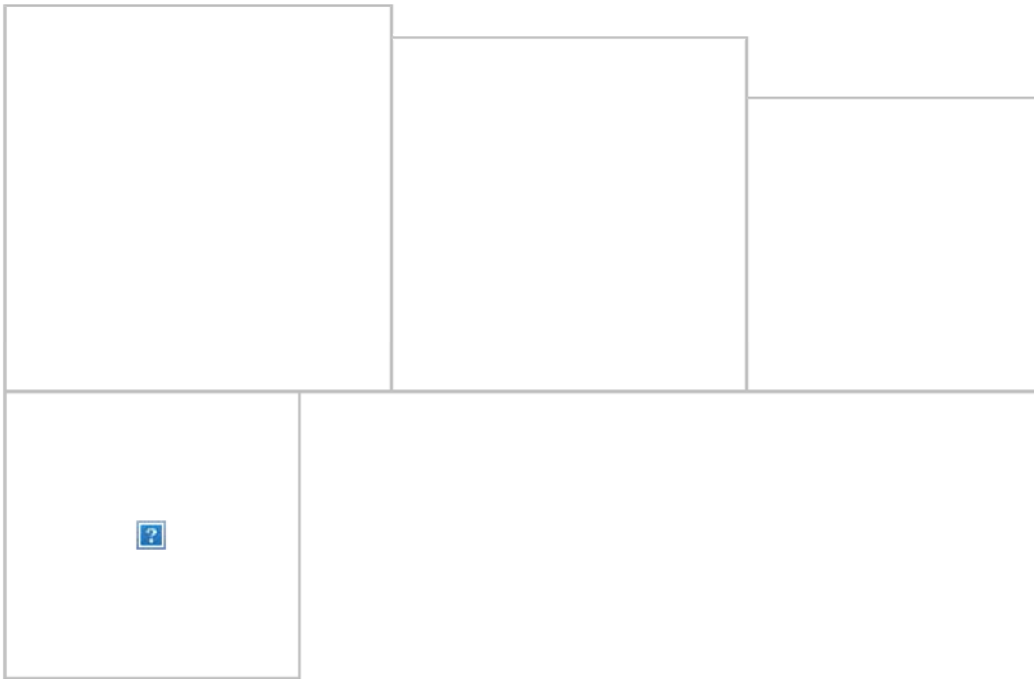
5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 – Office

517-930-2075 - Cell

517-887-4396 – Fax



"It is what it is. But, it will be what you make it." ~ Pat Summit

**INGHAM COUNTY
JOB DESCRIPTION**

MEDICAL SOCIAL WORKER

General Summary:

Under the supervision of a Public Health Services Supervisor, assesses the social and emotional needs of public health clients to identify risk areas that could prevent the client from having a healthy outcome to pregnancy and ability to parent a child, families in crisis, and adults with psycho-social needs. Assists clients in obtaining assistance to meet those needs. Provides direct counseling services to clients.

Essential Functions:

1. Interviews client to obtain information concerning their economic condition and community and family support systems. Determines what resources are needed such as financial help, basic needs items, parenting information, housing assistance, legal assistance, and referral to other units in the Health Department or other agencies in the community. Determines client's eligibility for Health Department services.
2. Provides a variety of counseling services and psychosocial assessments to children and adults.
3. Contacts various agencies on the client's behalf. Coordinates support services in areas such as financial help, basic needs items, parenting information, housing and clothing assistance, and legal assistance.
4. Participates as an interdisciplinary team composed of health professionals from various disciplines to develop a plan of service for clients and to provide and receive feedback on client's progress.
5. Monitors implementation of service plans, providing follow-up and assessment of services in relation to goals and objectives of the service plan.
6. Provides follow-up services including case conferences with other health professionals, home visits, and further assistance, referrals, and education to families as needed.
7. Provides crisis intervention services to parents who are having severe behavioral problems with their children, immediate financial or housing problems, partner abuse, or other crises. May include resource identification, referrals, coordination with other agencies, and helping the family to cope emotionally.
8. Maintains good working relations with other community agencies and advocates for clients by identifying needs to individuals and community and service agencies.
9. Assists physicians and other Health Department staff to identify incidences of possible child abuse and neglect and makes written and verbal reports to Children's Protective Services and/ or the police as needed. May interview children regarding possible sexual abuse.
10. Provides information to other units in the health department, other agencies, and community members about health department services, parenting resources, health care resources, and other information as requested. Makes presentations about Health Department services to interested groups.
11. May provide HIV counseling to parents or guardians of children when a physician has ordered HIV testing, and follow the state and agency protocols for completing forms and giving test results.

12. May develop a service plan based on input from the client, staff, and members of the client's family, if applicable.
13. Attends in-services and professional conferences on psychosocial issues affecting children and shares all pertinent information with Health Department staff that is assisting clients with plans of care.
14. Establishes and maintains relationships with other agency personnel for referrals and follow-up services.
15. Maintains case records and completes reports as required by department standards and the requirements of third-party funding sources.
16. Ensures that clinical documentation regarding clients is kept secure and confidential and maintained consistent with Health Department policies and procedures.

Other Functions:

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

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

Employment Qualifications:

Education: Possession of a Master's Degree in Social Work.

Experience: One year of professional experience working with maternal/child health or families.

Other Requirements: LMSW required. Possession of a valid Michigan driver's license.

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

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to travel throughout the County.

Ability to climb stairs to access clients in their homes.

Ability to access office files.

Working Conditions:

Works in office conditions and travels throughout the County to access clients in their homes.

2022 RATES

ICEA Pro 5		Step 1	Step 5
	SALARY	49,309	59,211
8951	Unemployment	246.54	296.05
1000	FICA	3,772.11	4,529.61
8846	Liability	0.00	0.00
2720	Health	19,002.69	19,002.69
8952	Health Surcharge	3,585.00	3,585.00
8955	Health Insurance Trust	2,218.89	2,664.47
2700	Dental	936.00	936.00
2710	Vision	135.00	135.00
8953	Separation	862.90	1,036.18
8986	Life	115.00	115.00
8941	Disability	64.10	76.97
7202	Retirement	13,096.38	15,726.32
7302	Retirement	493.09	1,480.26
8810	Workers Comp	14.79	17.76
Total		93,343	107,314

ICEA Pro 7		Step 1	Step 5
		58,458	70,196
8951	Unemployment	292.29	350.98
1000	FICA	4,472.06	5,369.96
8846	Liability	0.00	0.00
2720	Health	19,002.69	19,002.69
8952	Health Surcharge	3,585.00	3,585.00
8955	Health Insurance Trust	2,630.62	3,158.80
2700	Dental	936.00	936.00
2710	Vision	135.00	135.00
8953	Separation	1,023.02	1,228.42
8986	Life	115.00	115.00
8941	Disability	76.00	91.25
7202	Retirement	15,526.53	18,643.92
7302	Retirement	584.58	1,754.89
8810	Workers Comp	17.54	21.06
Total		106,837	124,567

ICEA Pro 9		Step 1	Step 5
		69,736	83,736

	8951	Unemployment	348.68	418.68
	1000	FICA	5,334.77	6,405.82
	8846	Liability	0.00	0.00
	2720	Health	19,002.69	19,002.69
	8952	Health Surcharge	3,585.00	3,585.00
	8955	Health Insurance Trust	3,138.10	3,768.13
	2700	Dental	936.00	936.00
	2710	Vision	135.00	135.00
	8953	Separation	1,220.37	1,465.38
	8986	Life	115.00	115.00
	8941	Disability	90.66	108.86
	7202	Retirement	18,521.77	22,240.35
	7302	Retirement	697.36	2,093.41
	8810	Workers Comp	20.92	25.12
Total			122,861	144,011

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RECLASSIFY THE MEDICAL SOCIAL WORKER POSITION
IN MATERNAL AND CHILD HEALTH**

WHEREAS, Ingham County Health Department (ICHHD) wishes to reclassify the Medical Social Worker position #601529 in Maternal and Child Health (MCH) from an Ingham County Employees' Association for their Professional Employees (ICEA County Pro) 07 to an ICEA County Pro 09 position, effective upon approval; and

WHEREAS, the Medical Social Worker position is a grant-funded position located within MCH's Strong Start | Healthy Start (SSHS) program; and

WHEREAS, this reclassification will enable the Medical Social Worker to better serve SSHS's target population and meet identified needs through short-term counseling services and additional responsibilities; and

WHEREAS, this will lead to better health outcomes for the families served by the SSHS program and enhance coordination of care; and

WHEREAS, this request follows a recent reclassification of Medical Social Worker positions located within the Ingham County Community Health Centers to ICEA County Pro 09, and this change would allow for parity among workers with similar qualifications and job duties working within Public Health Services at ICHD; and

WHEREAS, this reclassification has been reviewed and approved by the Human Resources Department and the ICEA County Pro union; and

WHEREAS, position #601529 (Medical Social Worker) is currently an ICEA County Pro 7 (\$58,458.33-\$70,195.50) and would be increased to an ICEA County Pro 9 (\$69,735.57-\$83,736.25); and

WHEREAS, the financial impact of this ICEA County Pro Reclassification will be covered by SSHS grant funds; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize the reclassification of the MCH approval of the attached resolution to convert the Medical Social Worker position #601529 from an ICEA County Pro 07 to an ICEA County Pro 09 position, effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the reclassification of the Medical Social Worker position #601529 from an ICEA County Pro 07 (\$58,458.33-\$70,195.50) to an ICEA County Pro 09 position (\$69,735.57-\$83,736.25), effective upon approval.

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

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: March 1, 2022
SUBJECT: Authorization to Accept the Michigan Clean Boats, Clean Waters Grant
For the meeting agenda of March 14, 2022 Human Services and March 16, 2022 Finance

BACKGROUND

The Parks Commission authorized the submission of a Grant to the Clean Boats, Clean Waters Grant to be able to add a small stand-alone boat cleaning station at Lake Lansing Park.

The goal of this small boat cleaning station is to help in fighting invasive species entering Lake Lansing. Adding a cleaning unit at the South unit of the Lake will help in many ways. It will not only give canoe and kayaks a way to clean their boats when getting in and out of the lake, but will also serve as a major educational engagement with our park patrons.

ALTERNATIVES

The only alternative is to not accept the grant.

FINANCIAL IMPACT

The Clean Boats, Clean Waters Grant will be awarded to the Ingham County Parks Department in the amount of \$2,879.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services that are more sustainable, specifically Goal 1 of Maintaining and Improve of existing Park land, facilities, and features, and Goal 8 objective 8(a) of Goals and Objectives in the Parks Master Plan – Pursue Park management practices and equipment that are environmentally friendly and sustainable whenever possible.

OTHER CONSIDERATIONS

The Ingham County Park Commission will consider support of this resolution at their March 14, 2022 meeting.

RECOMMENDATION

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF THE MICHIGAN CLEAN BOATS,
CLEAN WATERS GRANT**

WHEREAS, Ingham County Parks was awarded the Michigan Clean Boats, Clean Waters Grant for a boat cleaning station at Lake Lansing Park South; and

WHEREAS, the goal of the small boat cleaning station is to help in fighting invasive species entering Lake Lansing; and

WHEREAS, the cleaning station will give canoe and kayak operators a way to clean their boats when getting in and out of the lake, and will also serve as a major educational engagement with our park patrons.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of the grant in the amount of \$2,879 for a boat cleaning station at Lake Lansing Park South.

BE IT FURTHER RESOLVED, that the period of the grant award is February 1, 2022 through October 31, 2022.

BE IT FURTHER RESOLVED, that the funds be deposited into line item 208-75500-740000.

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

TO: Board of Commissioners Human Services & Finance Committees

FROM: Tim Morgan, Parks Director

DATE: March 1, 2022

SUBJECT: Contract with Laux Construction

For the meeting agenda of March 14, 2022 Human Services and March 16, 2022 Finance

BACKGROUND

The Purchasing Department solicited proposals from experienced vendors for the purpose of entering into a contract for making improvements to the Lake Lansing Boat Launch. This general scope of work consists of removing and replacing a concrete boat ramp, automatic gate, fencing, and hot mix asphalt (HMA) pavement repair.

The evaluation committee recommends that the contract be awarded to Laux Construction. It's anticipated that all work with this project will be completed no later than December 31, 2022.

ALTERNATIVES

This project would be in line with the Parks Department 5-Year Master Plan for capital improvements that improve accessibility and enhance the user experience. The alternative is to not complete the project.

FINANCIAL IMPACT

The bids were evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Parks Department Staff, to award the contract to Laux Construction for the base bid of \$324,257.15, including a substitution for an emergency gate in the amount of \$2,200, for a total amount of \$326,457.15. There are funds available in the line items below to complete this project as bid.

Funding has been established in the following line items:

- \$42,513.46 in 2021 approved CIP list: 228-75999-974000-21P02 (Lake Lansing Boat Launch Improvements)
- \$8,000 SAD – Meridian Township
- \$11,970.00 available in line item 228-75999-974000-9P10
- \$263,973.69 is a County millage grant, line item: 228-62800-967000-TR086 per Resolution #20-562

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(g) of the Action Plan - Work to improve accessibility for visitors of all ages and abilities.

OTHER CONSIDERATIONS

The Ingham County Park Commission will be considering support of this resolution at their March 14, 2022 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing a contract with Laux Construction.

Agenda Item 8b

TO: Timothy Morgan, Director, Parks Department
FROM: James Hudgins, Director of Purchasing
DATE: November 17, 2021
RE: Memorandum of Performance for RFP No. 130-21 Improvements to Lake Lansing Boat Launch

Per your request, the Purchasing Department sought proposals from qualified and experienced general contractors for making improvements to the Lake Lansing Boat Launch.

The scope of work includes, but is not limited to, removing and replacing a concrete boat ramp, automatic gate, fencing, and HMA pavement repair.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	54	14
Vendors attending pre-bid/proposal meeting	2	1
Vendors responding	1	1

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 Preference	Total	Alternate #1	Alternate #2	Grand Total	Substitution - Emergency Gate	Completion
Laux Construction LLC	Yes, Mason MI	\$324,257.15	\$62,188.00	\$32,230.00	\$418,675.15	\$2,200.00	6 weeks from mobilization

Alternate #1: Pavement Repair

Alternate #2: Vinyl fencing along sides of property instead of chain link

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH LAUX CONSTRUCTION FOR IMPROVEMENTS TO THE LAKE LANSING BOAT LAUNCH

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced contractors for the purpose of entering into a contract for making improvements to the Lake Lansing Boat Launch; and

WHEREAS, this general scope of work consists of removing and replacing a concrete boat ramp, automatic gate, fencing and HMA pavement repair; and

WHEREAS, there is \$42,513.46 available in line item 228-75999-974000-21P02, \$8,000 SAD – Meridian Township, \$11,970 available in line item 228-75999-974000-9P10, and \$263,973.69 available in line item 228-62800-967000-TR086 for the project; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Laux Construction.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Laux Construction for a total amount not to exceed of \$326,457.15, including a substitution for an emergency gate in the amount of \$2,200, for improvements to the Lake Lansing Boat Launch.

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

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

FROM: Tim Morgan, Parks Director

DATE: March 1, 2022

SUBJECT: Ingham County Parks Reorganization

For the meeting agenda of March 14, 2022 Human Services, March 15, 2022 County Services & march 16, 2022 Finance

BACKGROUND

Reorganization of the Parks Department has been identified in order to effectively provide customer service due to the increased numbers visiting Ingham County Parks. The Parks Department submitted the reorganization request to the Human Resources Department on November 24, 2020. The job descriptions for these roles have not been amended for a number of years. As a result, the office has changed dramatically, as have the positions, and yet have been classified under the same pay grade.

Attendance look back 2017: 1,313,124
 2018: 1,308,551
 2019: 1,265,017
 2020: 1,486,472
 2021: 2,306,976

Fund balance look back:

<u>2015</u>	
Start	\$ 66,737.07
Finish	\$ 232,618.84
Difference	\$ 165,881.77
<u>2016</u>	
Start	\$ 232,618.84
Finish	\$ 414,047.14
Difference	\$ 181,428.30
<u>2017</u>	
Start	\$ 414,047.14
Finish	\$ 410,121.11
Difference	\$ (3,926.03)
<u>2018</u>	
Start	\$ 410,121.11
Finish	\$ 455,837.99
Difference	\$ 45,716.88

<u>2019</u>	
Start	\$ 455,837.99
Finish	\$ 476,355.07
Difference	\$ 20,517.08
<u>2020</u>	
Start	\$ 476,355.70
Finish	\$ 584,033.76
Difference	\$ 107,678.06

6 Year
Average \$86,216.01

After interviewing the current occupants of these positions, updated draft job descriptions were created. After speaking with Ingham County Human Resources, it was determined that the updating of several job descriptions and position gradings would be best accomplished via reorganization. Director Morgan worked with Human Resources, including Director Graham, to re-point and regrade the positions after the job descriptions were updated and modernized. The results of that re-pointing are below.

The reorganization is proposed to consist of:

Immediate request (started with Human Resources request on November 24, 2020)

- 1) Reclassification of the current Account Clerk (MC 4) position to a Financial & Account Clerk (MC 6) position
- 2) Reclassification of the current Administrative Office Coordinator (MC 7) position to an Administrative Office Coordinator (MC 8) position
- 3) Reclassification of two (2) Park Manager II (MC 10) to a Park Manager III (MC 11)
- 4) Reclassification of the Park Manager III (MC 11) position into Deputy Director (MC 12)

ALTERNATIVES

The Board of Commissioners could decline to approve the proposed reorganization and the Parks Department will remain status quo.

FINANCIAL IMPACT

The Human Resources results were sent to Director Townsend in the Budget Office, who calculated the financial impact of each change. The results have been included individually and collectively below.

Current Position	MC 4 Step 5 Total Cost	MC 6 Step 5 Total Cost	Difference
Financial & Account Clerk (50% millage funded)	\$99,514.12	\$110,867.41	\$11,353.29 50% millage funded- \$5,676.65
TOTAL	\$99,514.12	\$110,867.41	\$11,353.29

Current Position	MC 7 Step 5 Total Cost	MC 8 Step 5 Total Cost	Difference
Administrative Office Coordinator	\$118,110.31	\$127,004.68	\$8,894.37
TOTAL	\$118,110.31	\$127,004.68	\$8,894.37

Current Position	MC 10 Step 5 Total Cost	MC 11 Step 5 Total Cost	Difference
Park Manager II to Park Manager III	\$146,897.34	\$156,741.92	\$9,844.52
TOTAL	\$146,897.34	\$156,741.92	\$9,844.52

Current Position	MC 10 Step 5 Total Cost	MC 11 Step 5 Total Cost	Difference
Park Manager II to Park Manager III	\$146,897.34	\$156,741.92	\$9,844.52
TOTAL	\$146,897.34	\$156,741.92	\$9,844.52

Current Position	MC 11 Step 5 Total Cost	MC 12 Step 5 Total Cost	Difference
Park Manager III to Deputy Director	\$156,741.92	\$166,532.49	\$9,790.57
TOTAL	\$156,741.92	\$166,532.49	\$9,790.57

Total: \$49,727.27
-50% millage funded - \$ 5,676.65
Subtotal: \$44,050.62

STRATEGIC PLANNING IMPACT

Our goal is to attract and retain exceptional employees who reflect the community they serve and who prioritize public service.

OTHER CONSIDERATIONS

The Controller’s Office directed the Parks Department to address their reorganization in a two-step process. Step one is the reclassifications and conversion reclassification as step one that is presented in this resolution. Step two would be for the Parks Department to bring forward as part of the 2023 budget request consideration for adding new positions that were identified as part of this reorganization process due to the overwhelming increase in park usage and attendance over the past two years.

The Ingham County Park Commission supported this resolution at their February 14, 2022 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to reorganize the Ingham County Parks Department.

Agenda Item 8c

TO: Tim Morgan, Director Ingham County Parks
FROM: Beth Bliesener, Human Resources Generalist – Employment Specialist
DATE: February 9, 2022
RE: Memo of Analysis for Re-organization

Human Resources can confirm the following information regarding the re-organization the Parks Department is requesting:

1. See memo dated March 1, 2022 below regarding position number 759002 reclassification of Park Manager III to Parks Deputy Director. I have attached a copy of the job description.
2. Position number 759008 and 759009 are currently a Park Manager II. The Parks Department would like to convert these positions into an updated job description, Park Manager III. After analysis, the salary would be a MC 11. I have attached a copy of the job description.
3. Position number 759014 is currently an Account Clerk, Parks. The Parks Department has updated the job description to accurately reflect the duties that are being performed and re-titled this position to Financial and Account Clerk, Parks. After analysis, the salary would be a MC 06. I have attached a copy of the job description.
4. Position number 759012 is currently an Administrative Office Coordinator. The Parks Department has updated the job description to reflect the duties that are being performed. After analysis, the salary would be a MC 08. I have attached a copy of the job description.

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).

Agenda Item 8c

TO: Tim Morgan, Director Ingham County Parks
FROM: Beth Bliesener, Human Resources Generalist – Employment Specialist
DATE: March 1, 2022
RE: Memo regarding position number 759002

Position number 759002 is currently a Park Manager III. This position is being reclassified into a Parks Deputy Director. This is part of a reclassification as part of a re-organization and not creating a new position. The incumbent is being reclassified which is not subject to the interview process.

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

**INGHAM COUNTY
JOB DESCRIPTION**

FINANCIAL & ACCOUNT CLERK, PARKS

General Summary:

Under the supervision of the Administrative Office Coordinator, performs a variety of bookkeeping, payroll and clerical tasks in support of the Parks Department. Coordinates accounts payables. Oversees the collection, deposit and transmittal of park and revenue. Coordinates payroll processing, tracks leave time and maintains office files. Responds to inquiries from employees and the public regarding Parks Department information.

Essential Functions:

1. Coordinates accounts payables for the Department. Ensures invoices have proper approval and documentation. Sets up and codes payables for payment. Balances vouchers, processes purchase orders and balances accounts to vendor month-end statements. Works with vendors to resolve account discrepancies.
2. Serves as Site Coordinator for P-Card processing. Collects each employee's monthly p-card statement with receipts. Assures that each charge is tax exempt and approved. Fills out p-card spreadsheet with vendor and account numbers for financial services.
3. Prepares millage reimbursement requests for approval by the Trails and Parks Millage Program coordinator by running line item and contract inquiries to verify the requested amount is accurate. Processes all millage related payments.
4. Accounts for all monies received by the department including revenue, donations and reimbursements.
5. Enters cash receipts for revenues, balances daily receipts and prepares deposits to take to bank. Runs accounting and bookkeeping reports as requested. Prepares journal entries to reclass revenue as needed.
6. Performs monthly bank reconciliations, balancing bank statement to general ledger. Identifies and performs corrective actions required to balance bank general ledger. Prepares journal entry to book bank fees and interest payments.
7. Prepares monthly cash transmittal to transfer parks account balance for treasurer's office.
8. Responsible for payroll tracking, processing and reporting. Verifies timecards for accuracy and resolves discrepancies regarding hours worked, accrual usage and pay rates. Processes PARs regarding new hires, terminations, wage changes and all other payroll data. Enters SAR in preparation of new employee.
9. Tracks and monitors accrual balances including but not limited to sick, vacation, FMLA and unpaid time off. Notifies managers when employee balances are misused or insufficient to cover requested time. Runs time and attendance reports as requested.
10. Prepares and maintains a seasonal personnel spreadsheet tracking status, wage, and basic information. Processes and maintains confidential information regarding Parks' employees.
11. Responds to questions regarding the payroll processes. Explains procedures as outlined in bargaining unit contracts, department policies and County-wide protocols.

12. Assists supervisor in selecting, interviewing and training new office employees. Acts as supervisor and assumes duties of Administrative Office Coordinator in their absence.
13. Works with the Director and Supervisor to review budget reports. Drafts contract list for preparation of annual budget request. Enters annual budget request in financial software.
14. Develops and prepares annual and monthly financial report for management and the park commission for the entire 208 fund, 228 fund and CIP projects. Oversees expenditures and advises management when accounts need attention. Works closely with Director to identify alternate funding sources. Prepares journal entries when expenditures need to be reclassified.
15. Tracks fund balance and estimates how operating budget may affect it throughout the year.
16. Responds to inquiries regarding department facilities, park reservations and day camp reservations. Takes reservations for facility rentals. Refers inquiries to appropriate staff as necessary. Maintains and updates related records.
17. Enters Park and Millage contracts into MUNIS. Updates the contract database for Parks and Millage contracts. Monitors the status of contracts and closes contracts.
18. Provides administrative and clerical assistance to other staff. Examples include, but are not limited to, data entry, creating correspondence, preparing reports, keeping records, proofreading documents, making copies, sending faxes and maintaining files.
19. Assists the Trails and Parks Millage Program Coordinator with clerical tasks as assigned.
20. Processes dog FOB's applications. Keeps records of FOB's sold at City of Lansing and Soldan's. Quarterly bills each facility, maintains a file on all FOBs sold. Reconciles animal control journal entry payments in general ledger to applications received.
21. Assists other office staff such as providing guidance and direction to full-time and seasonal staff as needed.
22. Compiles and submits grant reimbursement requests. This includes keeping detailed records of invoices throughout the entire length of each project and then uploading the necessary documents when the project is finished in order to receive the reimbursement. Assistance with tracking DNR grant funds throughout term of project.
23. Responsible for the administration of the Revenue Management System. Provides initial and on-going training and help for departmental users of the system. Responsible for making templates, creating profiles and running reports.
24. Provides technical support for the POS System, including: system functionality, hardware issues and general troubleshooting.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis
- Ability to maintain excellent customer service during stressful situations.

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

Employment Qualifications:

Education: A minimum of a Bachelor's Degree in Accounting, Bookkeeping, Business or related field is required

Experience: A minimum of 2 years of experience in a customer service, bookkeeping, payroll or accounts payable is required.

Other Requirements:

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

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, and pinching.
- This position's physical requirements require regular stamina in standing, walking, traversing, lifting, carrying, pushing, pulling, reaching, grasping, and handling.
- This position's physical requirements require continuous stamina in sitting, typing, enduring repetitive movements of the wrists, hands or fingers.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

**INGHAM COUNTY
JOB DESCRIPTION**

ADMINISTRATIVE OFFICE COORDINATOR, PARKS

General Summary:

Under the supervision of the Director of Parks, provides managerial and administrative tasks while assisting with the monitoring of departmental and Park Commission processes and projects. Responsible for supervising full-time and seasonal staff. Serves as the departmental communication liaison and prioritizes incoming request. Composes correspondence and reports for the Director's signature. Assists with ensuring appropriate actions and deadlines are met. Schedules meetings and helps manage administrative calendars. Compiles data into summary reports and documents. Processes confidential information and serves on interview panels for new employees. Reviews and maintains competitive vendor contracts.

Essential Functions:

1. Supervises and directs full-time and seasonal employees engaged in administrative support of all park operations. Participates in the employment process, schedules work, orients and trains and is responsible for employee discipline, as warranted. Advises and discusses performance problems of staff with Parks Director. Processes confidential paperwork for staff regarding personnel issues. Helps evaluate current processes and makes recommendations to update and improve policies and procedures.
2. Responsible for the administration of the Revenue Management System. Provide initial and on-going training and help for departmental users of the system. Responsible for making templates, taking reservations and running reports.
3. Oversees administrative budget and assists with the department's budget process. Monitors expenditures and advises management regarding funding allocations and works closely with the Parks Director to identify alternate funding sources. Provides financial analysis to the Department Head in preparation for strategic planning. Oversees and prepares journal entries to adjust the general ledger as needed.
4. Supervises and manages Special Events and Day Camps. Maintaining a working relationship with customers and/or vendors. Planning events aspects such as, but not limited to advertising, receiving and reviewing the registration or application, distributing information and policies, ensuring insurance level meets the requirements and issuing invoices and collecting payments in a timely manner. Post events to the Parks website.
5. Provides administrative support to the department and the Parks Commission including setting-up and composing correspondences, writing resolutions, processing reports, develops and prepares the annual report, surveys, Board of Commission and Park Commission packets, and other documents. Proofreads and edits documents. Upon approval from the Director submits resolution in a timely manner.
6. Assists in the coordination of preparation of grant applications. Collect, analyze and report data for use within grant applications and programs. Other grant administration tasks as assigned by Director of Parks or Deputy Director of Parks. Works with County legal to request contracts to be drafted. Assists in gathering information and responsible for writing the resolution to authorize contracts. Works with Budget to set up the accounts.
7. Responsible for data collection for grants, reports, charts, strategic planning and projects. Provides staff with preliminary background information as requested. Compiles large amounts of data into concise reports and charts. Monitors publication on topic related to departmental activity and composes summary updated for staff review.

8. Screens and prioritizes incoming visitors and telephone calls. Responds to general questions regarding departmental processes and projects. Handles initial complaints and problems. Serves as the Department Head's communication liaison to other Department Heads, vendors, the Controller's Office and the Board of Commissioners.
9. Responsible for the Parks Department website, adds, deletes and changes information as necessary. Works with the IT Department on the website. Trains and assist Park Managers on editing materials.
10. Schedules internal and external meetings. Assists with the meeting logistics regarding room, set-up, agendas, travel arrangements, amenities and audio-visual equipment. Records, transcribes and distributes meeting minutes. Works with the Department Head to follow-up on tasks assigned at meetings. Monitors work projects and deadlines. May attend meetings in-lieu of the Department Head or other staff when scheduling conflicts occur.
11. Performs various accounting functions. Verifies invoices and processes payments. Receipts payments and reconciles various statements. Responsible for tracking and checking out change funds to field staff and administrative staff. Tracks departmental expenditures.
12. Organizes and processes inventories for supplies, furnishings, brochures, forms, and equipment. Serves as the liaison for internal and external vendors. Maintains records and receipts on office purchases and warranties. Reviews service contracts. On behalf of the Department Head, responsible for securing services at the most competitive price.
13. Assists the Director of Parks and Deputy Director of Parks with various administrative functions such as purchasing, bid solicitation and the development of operating procedures.
14. Oversees all reservations of rentals such as livery operations, inflatables, shelters, cross country skiing, snow tubing hills, annual passes, park patron and gift certificates.
15. Accounts for all monies collected and maintains records such as equipment and material inventory, employee attendance, car counts, Soldan's Dog Park key fob sales.
16. Serve as the point-of-sale administrator for the administrative office. Responsible for maintenance and operation of the revenue management system including: training staff, maintaining sale item and rental inventory and user databases, generating financial reports and ability to trouble shoot and diagnose some hardware and software technical issues.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis
- Ability to maintain excellent customer service during stressful situations.

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

Employment Qualifications:

Education: A minimum of a Bachelor's Degree is required.

Experience: A minimum of 3 years of experience in an administrative support role is required.

Other Requirements:

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

Working Conditions:

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position is required to travel for meetings and appointments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, reach, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require regular stamina in sitting, standing, walking, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, carrying and pinching.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

**November 2021
MC 08**

**INGHAM COUNTY
JOB DESCRIPTION**

PARK MANAGER III

General Summary:

Under the supervision of the Director of Parks and Deputy Director of Parks, supervises and performs the work necessary to operate, maintain and improve the County Parks System. Has responsibility for the operation of one of three metropolitan parks, including water front safety, grounds maintenance, building and equipment repairs and upkeep, department-operated rental services, and other required duties. Supervises seasonal and full-time Parks employees as assigned. May serve as Supervising Winter Sports Manager for all tube/snow hill operations.

Essential Functions:

1. Responsible for the management of a metropolitan park complex. On a temporary basis, may be required to manage multiple park complexes.
2. Supervises seasonal and full-time employees engaged in park maintenance and operational activities. Schedules work, trains and is responsible for employee discipline, as warranted.
4. Participates in, and assigns maintenance and repair activities such as mowing, trimming, clearing of trees and brush, sign repair, aeration, fertilization, etc.
5. Performs and assigns maintenance and repair work on park buildings, structures and equipment, including roofing, painting, plumbing repairs, carpentry, and other general maintenance tasks.
6. Responsible for working with local police jurisdictions for the enforcement of park rules and regulations, as well as assistance with any investigations or training within the Ingham County Parks.
7. Takes lead in the enforcement and initial contact of enforcement of all park rules and regulations during the non-summer months.
8. Operates and maintains picnic shelters, including reservations. Oversees the operation of department-operated rentals such as paddle boats, livery operations, disc golf equipment, inflatable games, public boat launch, Community Band Shell, and food concessions.
9. Accounts for all monies collected and maintains other records such as equipment and material inventory, employee attendance, car counts, etc.
10. Serve as Coordinator for Community Band Shell, including scouting and researching talent groups, contracting stage talent, band coordination, solicit sponsorship funding, develop performance policies and guidelines, and develop marketing plan for entire concert series.
11. Research, prepare, write and submit grant proposals for Ingham County Parks Properties and Friends of Ingham County Parks for the purpose of expanding facilities and programs. Identify community resources and matching funds for networking and collaboration. Collect, analyze and report data for use within grant applications and programs. Other grant administration tasks as assigned by Director of Parks or Deputy Director of Parks.
12. Serve as an Environmental Stewardship Coordinator at one of the three parks. Responsible for overseeing stewardship efforts using best land management practices. Works with various vendors, consultants, volunteers, and community organizations in reaching stewardship goals. Securing funding to support

environmental mapping, treatments, removal, planning, and education for invasive plant removal and management.

13. Coordinate Special Events, including permitting, staffing, EMS/Law Enforcement, and traffic controls. Events include: community festivals, 5 K and marathon races, biathlon/triathlons, fund raising concerts, company picnics, and fishing tournaments.

14. Represent and serve as Liaison for Ingham County Parks to a variety of groups including: Lake Lansing Watershed Advisory Board, Lake Lansing Property Owners Association, Friends of Ingham County Parks' Stewardship and Band Shell Committees, Meridian Township Land Preservation Board, Community groups, clubs and organizations and various State of Michigan Departments.

15. Serve as the point-of-sale administrator at one of the three parks. Responsible for maintenance and operation of the revenue management system including: training staff, maintaining sale item and rental inventory and user databases, generating financial reports, and ability to trouble shoot and diagnose some hardware and software technical issues.

16. Act as the Day Camp Director overseeing the safe operations of the summer Nature Day Camp at Burchfield County Park. Responsible for hiring and training naturalist and assisting in creation and implementing educational programming. Maintains appropriate records, licensing, certifications, updates to policy and procedures, and any required State and County inspections.

17. Assists the Director of Parks and Deputy Director of Parks with various administrative functions such as purchasing, bid solicitation, and the development of operating procedures.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis
- Ability to maintain excellent customer service during stressful situations

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

Employment Qualifications:

Education: Bachelor's Degree in Parks & Recreation Administration or a related field or knowledge equivalent to that which normally would be acquired by completing a four-year college degree program or an equivalent combination of education and experience is required.

Experience: A minimum of three to five years of experience in parks operations, services or related field work is required.

Other Requirements:

Ability to obtain a State License as a Pesticide Applicator is required within six months of hire date. A valid Motor Vehicle Operator's License.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not

be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars, trucks, tractors, forklifts, cranes, hoists, bucket trucks, etc.
3. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
4. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
5. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
6. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
7. This position is exposed to noise levels which require shouting in order to be heard.
8. This position is exposed to vibrations and oscillating movements.
9. This position is required to travel for meetings and appointments.
10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

Physical Requirements:

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

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

January 12, 2021
MCF 11

**INGHAM COUNTY
JOB DESCRIPTION**

PARKS DEPUTY DIRECTOR

General Summary:

Under the supervision of the Director of Parks, supervises and performs the work necessary to operate, maintain and improve the County Parks System. Assists the Director of Parks with the planning and implementation of capital improvement projects and purchases. Has responsibility for the operation of one of three metropolitan parks, including water front safety, grounds maintenance, building and equipment repairs and upkeep, department-operated rental services, and other required duties. Supervises seasonal and full-time Parks employees as assigned. Serve as Supervising Winter Sports Manager for all tube/snow hill operations. Serves as the acting Director of Parks in their absence.

Essential Functions:

1. Serves as Acting Parks Director in the absence of the Parks Director.
2. Assisting the Parks Director with formulating the Parks Department annual budget, development and implementation of the Parks Master Plan including the Trails and Parks Comprehensive report.
3. Serves as internal and external Parks Department liaison to groups as assigned.
4. Attend Board of Commissioners, Parks Commission, Friend of Ingham County Parks meetings, and departmental events as requested.
5. Monitors capital improvement projects and purchases, while serving as liaison to the Ingham County Purchasing Department.
6. Assists the Parks Director in the supervision of all full time Parks staff.
7. Responsible for the management of a metropolitan park complex with assistance from Assistant Park Manager.
8. Serves as lead, with the assistance of other staff, on the park wide point of sale system.
9. Maintains frequent contact with all park staff, officials, and organizations, which have a significant impact on park operations and Master Plan implementation.
10. Supervises seasonal and full-time employees engaged in park maintenance and operational activities. Schedules work, trains and is responsible for employee discipline, as warranted.
11. Operates and supervises all snow making equipment; snowmaking is a 24/7 operation starting Mid-November to March, and facilities and staffing to provide and maintain snow and all facilities operations (magic carpet, tubes, etc.) of the tube/snow hill throughout the annual season.
12. Participates in, and assigns maintenance and repair activities such as mowing, trimming, clearing of trees and brush, sign repair, aeration, fertilization, etc.
13. Performs and assigns maintenance and repair work on park buildings, structures and equipment, including roofing, painting, plumbing repairs, carpentry, and other general maintenance tasks.

14. Assists park police in the enforcement of rules and regulations on during the summer months.
15. Takes lead in the enforcement and initial contact of enforcement of all park rules and regulations during the non-summer months.
16. Operates and maintains picnic shelters, including reservations. Oversees the operation of supervised plan areas and department-operated rentals such as boat rentals and food concessions.
17. Accounts for all monies collected and maintains other records such as equipment and material inventory, employee attendance, car counts, etc.
18. Assists the Director with the development of operating procedures.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis
- Ability to maintain excellent customer service during stressful situations.

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

Employment Qualifications:

Education: Bachelor's Degree in Parks & Recreation Administration or a related field or knowledge equivalent to that which normally would be acquired by completing a four-year college degree program or an equivalent combination of education and experience is required.

Experience: A minimum of three to five years of experience in parks operations, services or related field work is required.

Other Requirements:

A valid Motor Vehicle Operator's License.

Ability to obtain and maintain either Certified Park and Recreation Professional (CPRP) or Certified Park and Recreation Executive (CPRE) within 1 year of hire.

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

Working Conditions:

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.

2. This position operates a variety of vehicles including cars, trucks, tractors, forklifts, cranes, hoists, bucket trucks, etc.
3. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
4. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
5. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
6. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
7. This position is exposed to noise levels which require shouting in order to be heard.
8. This position is exposed to vibrations and oscillating movements.
9. This position is required to travel for meetings and appointments.
10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

Physical Requirements:

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

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE OF THE REORGANIZATION OF THE
INGHAM COUNTY PARKS DEPARTMENT**

WHEREAS, reorganization of the Parks Department has been identified as desirable in order to expand upon and enhance the efficient delivery and funding of services; and

WHEREAS, the Reorganization Procedure Policy is intended to provide the Board of Commissioners with careful analysis of workforce demands, financial resources, and the needs of County residents; and

WHEREAS, a reorganization started November 24, 2020 is proposed to consist of:

- 1) Reclassification of the current Account Clerk MC 4 position (\$42,932.73 - \$51,546.78) to a Financial & Account Clerk MC 6 (\$49,372.03 - \$59,276.88) position
- 2) Reclassification of the current Administrative Office Coordinator MC 7 (\$53,476.64 - \$64,208.34) position to an Administrative Office Coordinator MC 8 (\$58,250.57 - \$70,264.23), position
- 3) Reclassification of two (2) Park Manager II MC 10 (\$69,805.73 - \$83,808.51) to a Park Manager III MC 11 (\$75,387.20 - \$90,511,.37)
- 4) Reclassification of the Park Manager III MC 11 (\$75,387.20 - \$90,511,.37) position into Deputy Director MC 12 (\$80,939.25 - \$97,177.46); and

WHEREAS, employee recruitment and retention are of paramount importance in a tight job market and accurate job descriptions and reasonable compensation play a key factor in both; and

WHEREAS, the Human Resources Department was consulted and the job descriptions for various positions were updated and reprinted; and

WHEREAS, the Park Director has met with the Controller/Administrator and the Controller/Administrator is in agreement with the proposed reorganization; and

WHEREAS, the Parks Department has complied with the County's Reorganization Policy; and

WHEREAS, this proposed reorganization is in keeping with the Board of Commissioners' Strategic Plan's long-term goal of attracting and retaining exceptional employee and will not eliminate any positions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the proposed reorganization of the Ingham County Parks Department.

BE IT FURTHER RESOLVED, that this reorganization includes the following changes:

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
759014	Account Clerk	Move from MC 4 (\$42,932.73 - \$51,546.78) to MC 6 (\$49,372.03 - \$59,276.88) and update the current job description, and change the title to Financial & Account Clerk (50% millage funded position and 50% general funded)
759012	Administrative	Move from MC 7 (\$53,476.64 - \$64,208.34) to MC 8 (\$58,250.57 - \$70,264.23), update the Office Coordinator current job description
759002	Park Manager III	Move from MC 11 (\$75,387.20 - \$90,511,.37) to MC 12 (\$80,939.25 - \$97,177.46), update the current job description and change the title to Deputy Director
759008	Park Manager II	Move from MC 10 (\$69,805.73 - \$83,808.51) to MC 11 (\$75,387.20 - \$90,511,.37), update the current job description, and change the title to park Manager III
759009	Park Manager II	Move from MC 10 (\$69,805.73 - \$83,808.51) to MC 11 (\$75,387.20 - \$90,511,.37), update the current job description, and change the title to park Manager III

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

BE IT FURTHER RESOLVED, that each of the reclassifications made as a part of this reorganization above are effective the first full pay date following the date the reorganization request was submitted to the Human Resources Department.

Agenda Item 9

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: March 1, 2022

RE: Resolution to Authorize an Agreement with Graphic Sciences, Inc. for Storage, Retrieval, and Transport of Files for 55th District Court, Register of Deeds, Human Resources, and Financial Services

For the meeting agendas of: March 15 & 16

BACKGROUND

Currently files for 55th District Court, Register of Deeds, Human Resources, and Financial Services are stored at the Annex. The Annex Building is encompassed in the 2021 Capital Bond Project and will be demolished. Therefore the files currently stored at the Annex Building will need to be placed in safe and accessible location off site. Graphic Sciences, Inc. who is on the MiDeals Contract and per the Ingham County Purchasing Policy three quotes are not required, submitted proposal for the following:

55th District Court for a first-year cost of \$8,547
Register of Deeds for a first-year cost of \$233.24
Human Resources for a first-year cost of \$388.20
Financial Services for a first-year cost of \$283.36

Years two and three will be priced at the following; 55th District Court for \$4,872, Register of deeds for \$195.24, Human Resources \$298.20, and Financial Services for \$183.36 for file storage.

Additional fees for file retrieval, additional boxes of files for storage and destruction of files are outlined in the schedule of fees which is included in the proposal.

ALTERNATIVES

The alternative would be to put this on hold and not demo the Annex Building until other alternatives could be considered.

FINANCIAL IMPACT

Funds are available in the 2021 Capital Bond Project.

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 support an agreement with Graphic Sciences, Inc. for storage, retrieval, and transport of file for 55th District Court, Register of Deeds, Human Resources, and Financial Services.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH GRAPHIC SCIENCES, INC.,
FOR STORAGE, RETRIEVAL, AND TRANSPORT OF FILES FOR 55TH DISTRICT COURT,
REGISTER OF DEEDS, HUMAN RESOURCES, AND FINANCIAL SERVICES**

WHEREAS, the files for 55th District Court, Register of Deeds, Human Resources, and Financial Services are stored at the Annex; and

WHEREAS, the Annex Building will be demolished as part of the 2021 Capital Bond Project; and

WHEREAS, files need to be placed in a safe and assessable location off-site; and

WHEREAS, per the Ingham County Purchasing Policy, vendors on the MiDeals Contract do not require three quotes; and

WHEREAS, Graphic Sciences, Inc., is on the MiDeals Contract; and

WHEREAS, the Facilities Department recommends entering into an agreement with Graphic Sciences, Inc., for the storage, retrieval, and transport of files for 55th District Court for a first year cost of \$8,547, Register of Deeds for a first year cost of \$233.24, Human Resources for a first year cost of \$388.20, and Financial Services for a first year cost of \$283.36, plus any additional fees for file retrieval, additional boxes of files for storage, and destruction of files are outlined in the schedule of fees in the proposal; and

WHEREAS, years two and three will be priced at the following; 55th District Court for \$4,872, Register of Deeds for \$195.24, Human Resources \$298.20, and Financial Services for \$183.36 for file storage, plus any additional fees for file retrieval, additional boxes of files for storage, and destruction of files are outlined in the schedule of fees in the proposal; and

WHEREAS, funds are available in the 2021 Capital Bond Project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Graphic Sciences, Inc., 1551 East Lincoln Ave., Madison, Michigan 48071, for storage, retrieval, and transport of file for 55th District Court for a first year cost of \$8,547, Register of Deeds for a first year cost of \$233.24, Human Resources for a first year cost of \$388.20, and Financial Services for a first year cost of \$283.36, plus any additional fees for file retrieval, additional boxes of files for storage, and destruction of files are outlined in the schedule of fees in the proposal.

BE IT FURTHER RESOLVED, that years two and three will be priced at the following; 55th District Court for \$4,872, Register of Deeds for \$195.24, Human Resources \$298.20, and Financial Services for \$183.36 for file storage, plus any additional fees for file retrieval, additional boxes of files for storage, and destruction of files are outlined in the schedule of fees in the proposal.

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

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

TO: Board of Commissioners

FROM: Deb Fett, CIO

DATE: March 1, 2022

SUBJECT: Consulting Hours from Sentinel Technologies
For the meetings of March 15th, March 16th, and March 22nd

BACKGROUND

Ingham County has previously worked with Sentinel Technologies on other projects and also to provide us with on call hours for support. Innovation and Technology would like to use Sentinel to assist with a network configuration project to allow us to better secure our offline backup solution. This project has been a key factor in protecting Ingham County from ransomware and other malware.

ALTERNATIVES

We could continue with our current configuration which so far has been adequate but is not to the current best practices.

FINANCIAL IMPACT

The funding for the \$11,000 will come from the County's Network Consulting Fund #636-95800-802000. Sentinel Technologies quoted this under the Federal GSA Contract #GS-35-F-0511T.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of consulting hours from Sentinel Technologies.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE PURCHASE OF CONSULTING HOURS FROM
SENTINEL TECHNOLOGIES**

WHEREAS, Ingham County would like to further optimize our offline backup solution to better protect against malware and ransomware; and

WHEREAS, the Innovation and Technology Department has worked with Sentinel Technologies in the past and is pleased with their support, finding them to be a reasonable and efficient option for configuring said solution to meet our needs; and

WHEREAS, the requested amount is available in the 2022 budget; and

WHEREAS, Sentinel Technologies is a participant of the GSA Federal Acquisition Service which provides the best pricing available to Ingham County and is the vendor of choice for providing these services.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize purchasing support hours from Sentinel Technologies in the amount not to exceed \$11,000.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Network Fund Consulting account (636-25810-802000).

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

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

Agenda Item 11a

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: February 28, 2022

SUBJECT: Proposed Resolution to Authorize a Second-Party Agreement with the Michigan Department of Transportation (MDOT) and a Third-Party Agreement with the City of East Lansing in Relation to a Federally Funded Project on Haslett Road at Park Lake Road

For the meeting agendas on March 15, 16, and 22

BACKGROUND

The Ingham County Road Department has received federal Highway Safety Improvement Program (HSIP) funding for the Haslett Road and Park Lake Road intersection in Section 8 of Meridian Township. Three legs of the intersection are within the jurisdiction of the Ingham County Road Department and the fourth leg is within the East Lansing city limits. The scope of work includes hot mix asphalt pavement removal, cold milling and paving, excavation, subbase and aggregate base, storm sewer, concrete curb and gutter, sidewalk and sidewalk ramps, steel strain poles, signal cabinet and controller, aluminum pedestals, vehicle detection, and pavement markings. The project has been designed pursuant to applicable federal, state, and local design specifications.

We are to the point where the funds have been obligated for construction and contracts can be executed. The contractual responsibilities are as follows: the Michigan Department of Transportation (MDOT) will enter into a first party contract with the Contractor, which basically ensures that all the federal/state construction requirements and responsibilities are defined. A second party agreement between MDOT and Ingham County is required to define the Road Department’s responsibilities and obligations for the funding. A third-party agreement between the City of East Lansing and Ingham County is required to define the funding responsibilities for work occurring within each agency’s jurisdiction.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The HSIP funding pays for 90% of construction costs up to the capped amount of \$600,000. The remaining costs are the responsibility of the Local Agency. The City of East Lansing has jurisdiction of the west leg of Haslett Road, while the Ingham County Road Department has jurisdiction of the remaining three legs of the intersection. The Local Agency costs will be shared between the City of East Lansing and the Ingham County Road Department, based on actual costs within their respective jurisdictions.

For the MDOT agreement, the estimated construction funding responsibilities are as follows:

Highway Safety Improvement Program (HSIP):	\$ 600,000
Local Participation:	<u>\$ 368,000</u>
Total Project Cost =	\$ 968,000

For the MDOT agreement, the Road Department is responsible for the estimated local participation costs of \$368,000 shown above. However, the City of East Lansing and the Road Department will share the local participation costs based on the actual construction costs occurring within each agency's jurisdiction.

For the City of East Lansing agreement, the estimated construction funding responsibilities are as follows:

Local Participation (Road Department):	\$ 252,000
Local Participation (City of East Lansing):	<u>\$ 116,000</u>
Total Local Participation =	\$ 368,000

Additionally, due to the nature of construction and the higher than average bid results over the past year, a 20% contingency is being requested for this project, equating to a total project cost of \$1,162,000. Due to the capped HSIP funding, the local participation equates to \$562,000 of which \$177,000 is anticipated to be the City of East Lansing's share and \$385,000 is anticipated to be the Road Department's share. This has been included in the 2022 Road Fund Budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to enter into a second-party agreement with MDOT as described in Contract 22-5068, a third-party agreement with the City of East Lansing, plus the 20% requested contingency for additional construction costs.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A SECOND-PARTY AGREEMENT WITH
THE MICHIGAN DEPARTMENT OF TRANSPORTATION
AND A THIRD-PARTY AGREEMENT WITH THE CITY OF EAST LANSING
IN RELATION TO A FEDERALLY FUNDED PROJECT ON
HASLETT ROAD AT PARK LAKE ROAD**

WHEREAS, the Ingham County Road Department received federal Highway Safety Improvement Program (HSIP) funding for the Haslett Road and Park Lake Road intersection in Section 8 of Meridian Township; and

WHEREAS, three legs of the intersection are within the jurisdiction of the Road Department and the fourth leg is within the East Lansing city limits; and

WHEREAS, Michigan Department of Transportation (MDOT) Contract #22-5068 states the HSIP funding ratio is 90% of construction costs up to the capped amount of \$600,000 and the remaining local participation costs are the responsibility of the Road Department; and

WHEREAS, the local participation costs are to be shared between the City of East Lansing and the Road Department based on actual construction costs within their respective jurisdictions; and

WHEREAS, the estimated construction funding responsibilities for the project are as follows:

Highway Safety Improvement Program (HSIP):	\$ 600,000
Local Participation (Road Department):	\$ 252,000
Local Participation (City of East Lansing):	<u>\$ 116,000</u>
Total Estimated Project Cost:	\$ 968,000; and

WHEREAS, a contingency is being requested in the amount of 20% of the total estimated project costs to account for unexpected construction costs and bid results, totaling \$1,162,000; and

WHEREAS, the estimated construction funding responsibilities for the project, with a 20% contingency included, are as follows:

Highway Safety Improvement Program (HSIP):	\$ 600,000
Local Participation (Road Department):	\$ 385,000
Local Participation (City of East Lansing):	<u>\$ 177,000</u>
Total Budgeted Project Cost, Plus 20% Contingency:	\$1,162,000; and

WHEREAS, the Road Department's local participation costs detailed above have been included in the 2022 Road Fund Budget; and

WHEREAS, the project will be undertaken pursuant to a first-party contract between MDOT and the Contractor; and

WHEREAS, the County on behalf of the Road Department, in turn, must therefore enter into an associated second-party agreement with MDOT, consistent with state and federal funding requirements; and

WHEREAS, the County, on behalf of the Road Department, must also enter into an associated third-party agreement with the City of East Lansing to define the funding responsibilities for work occurring within each agency's jurisdiction.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Contract #22-5068 with the Michigan Department of Transportation for the Haslett Road at Park Lake Road project in Section 8 of Meridian Township, for an estimated project cost of \$968,000, consisting of a capped amount of \$600,000 in Highway Safety Improvement Program funds and \$368,000 in local participation costs.

BE IT FURTHER RESOLVED, that the project shall include a contingency in the amount of 20% of the estimated project costs, equating to a total budgeted project cost of \$1,162,000 of which the Road Department's funding responsibility shall be \$385,000, which has been included in the 2022 Road Budget.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a third-party agreement, on behalf of the Road Department, with the City of East Lansing for the Haslett Road at Park Lake Road project in Section 8 of Meridian Township, for the total budgeted project cost of \$1,162,000, which includes a 20% contingency, consisting of an estimated funding responsibility for the City of East Lansing in the amount of \$177,000 and an estimated funding responsibility for the Road Department in the amount of \$385,000.

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 11b

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: February 28, 2022

SUBJECT: Proposed Resolution to Amend a Second-Party Agreement with MEDC and a Third-Party Agreement with the City of Lansing for the Forest Road and Collins Road Infrastructure Improvements Project

For the Meeting Agendas of March 15, 16, and 22

BACKGROUND

McLaren of Greater Lansing consolidated its two locations in Lansing (Greenlawn Campus and Pennsylvania Campus) into one location at the southwest corner of Collins Road and Forest Road in Lansing. Construction of the medical campus has been completed and the Grand Opening is scheduled for March 2022.

The Michigan Economic Development Corporation (MEDC) allocated \$1.7 million from the fiscal year 2021 state appropriations bill to construct a center turn lane on Forest Road in front of the McLaren campus and a roundabout at the intersection of Forest Road and Collins Road. Based on the way the appropriations bill was written, Ingham County was the recipient of the funding, instead of the City of Lansing.

Since these portions of Forest Road and Collins Road are under the jurisdiction of the City of Lansing, Ingham County entered into separate agreements with MEDC and the City of Lansing, per Board Resolution #21-191.

Recently, the City of Lansing requested an extension of the MEDC agreement end date to March 21, 2022 and to adjust the eligible activities associated with the funding source to include engineering expenses. This request requires an agreement amendment with both the MEDC and the City of Lansing

ALTERNATIVES

N/A

FINANCIAL IMPACT

Minimal financial impact will be realized by the Road Department. The third-party agreement includes a flat \$5,000 fee to cover expenses incurred by the Road Department on behalf of the City of Lansing to administer the project with the MEDC.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to amend the second-party agreement with the MEDC and the 3rd party agreement with the City of Lansing for the Forest Road and Collins Road intersection project.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

WHEREAS, improvements were necessary to accommodate the new hospital, which included the addition of a center turn lane on Forest Road and a roundabout at the intersection of Forest Road and Collins Road; and

WHEREAS, the improvements were for roadways under the jurisdiction of the City of Lansing; and

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

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

WHEREAS, per Resolution #21-191, Ingham County entered into an agreement with the MEDC to receive these funds and with the City of Lansing to allow the City to administer the construction project and to establish financial responsibilities; and

WHEREAS, the City of Lansing requested an extension of the funding agreement end date to March 21, 2022 and to adjust the eligible activities associated with the funding source to include engineering expenses, requiring amendments to both agreements authorized under Resolution #21-191.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the agreement titled "CASE-328546" with the Michigan Economic Development Corporation to revise the end date of the agreement from December 31, 2021 to March 31, 2022 and to revise the eligible activities listed in Exhibit A to include engineering expenses.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the third-party agreement with the City of Lansing to revise the end date of the agreement from December 31, 2021 to March 31, 2022.

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 11c

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: March 1, 2022

SUBJECT: Proposed Resolution to Authorize a First-Party Agreement with E.T. MacKenzie Company and a Second-Party Agreement with the Lansing Board of Water and Light for the Kalamazoo Street Project

For the meeting agendas on March 15, 16, and 22

BACKGROUND

The Ingham County Road Department and the Lansing Board of Water and Light (BWL) coordinated a project to perform watermain and road improvements on Kalamazoo Street from Mifflin Avenue to the Red Cedar River in Section 14 of Lansing Township. The scope of work includes 0.4 miles of hot mix asphalt pavement resurfacing and watermain reconstruction, including pavement removal, storm sewer, aggregate base, concrete curb and gutter, sidewalk, Americans with Disabilities Act (ADA) sidewalk ramp construction, pavement markings and turf restoration. The project has been designed pursuant to applicable state and local design specifications. This project is fully funded by the Road Department and the BWL.

The Purchasing Department solicited and received bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #9-22. Per the provided Memo of Performance, the Purchasing Department received three responsive bids out of 73 invited vendors. The bids were reviewed by the Purchasing Department, Road Department, and the BWL, with all parties in agreement that the low bidders' proposal met all necessary qualifications, specifications, and requirements. The as-checked low bidder was E.T. MacKenzie Company for a total contract cost of \$1,932,842.54.

Two agreements are necessary for Ingham County to execute on behalf of the Road Department. The first-party agreement will be with Ingham County and the Contractor, which basically ensures that all the construction requirements and responsibilities are defined. A second-party agreement between Ingham County and BWL is required to define the funding responsibilities for work occurring within each agency's jurisdiction.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The as-checked low bidder was E.T. MacKenzie Company for a total contract cost of \$1,932,842.54. A 20% contingency is being requested for this project, to account for any unanticipated costs that may be encountered throughout construction, equating to a total construction budget of \$2,319,411.05. The construction costs are to be shared between the Road Department and the BWL based on actual construction costs within their respective jurisdictions and scopes of work.

For the second party agreement with BWL, the construction funding responsibilities are as follows:

Road Department (bid prices):	\$ 1,032,872.08
Road Department (20% contingency):	\$ 206,574.42
BWL (bid prices):	\$ 899,970.46
BWL (20% contingency):	<u>\$ 179,994.09</u>
Total Project Cost =	\$ 2,319,411.05

The Road Department's share of the project has been included in the 2022 Road Fund Budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to enter into a first party agreement with E.T. MacKenzie Company and a second party agreement with the Lansing Board of Water and Light, plus the 20% requested contingency for additional construction costs.

Agenda Item 11c

TO: Kelly Jones, Managing Director of Road Department, Road Department
CC: Dan Troia, Assistant Director of Engineering
FROM: James Hudgins, Director of Purchasing
DATE: February 23, 2022
RE: Memorandum of Performance for RFP No. 9-22 Kalamazoo Street Water Main & HMA Pavement Reconstruction

Per your request, the Purchasing Department sought proposals from Michigan Department of Transportation (MDOT) and Lansing Board of Water and Light (LBWL) pre-qualified contractors for the purpose of entering into a contract for water main and HMA pavement reconstruction, along with aggregate base, concrete curb and gutter, sidewalk and ADA sidewalk ramp construction, pavement markings and restoration for Kalamazoo Street from Mifflin Street to Clippert Street.

The project includes water main reconstruction on behalf of LBWL, therefore the water main reconstruction portion of this bid must be completed by a LBWL approved contractor/subcontractor.

The scope of work includes, but is not limited to, providing materials in compliance with the Michigan Department of Transportation 2012 Standard Specifications for Construction except as otherwise specified, together with, necessary machinery, tools, apparatus and labor to complete the project.

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	73	17

A summary of the vendors' costs.

Vendor Name	Bid Bond	Forms	Project Total
Fessler Bowman	Yes	No - Unresponsive	-
E.T. MacKenzie	Yes	Yes	\$1,932,842.54
Rieth-Riley Construction Co.	Yes	Yes	\$2,076,134.16
C & D Hughes Inc.	Yes	Yes	\$2,348,877.40

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.

INGHAM COUNTY PURCHASING DEPARTMENT

RECORD OF BID/PROPOSAL OPENING

OPENING STAMP: 2/23/22 @ 11 AM

PACKET #9-22 Kalamazoo Street Water Main & HMA Pavement Reconstruction

Attendees

None, electronic submissions only

Vendor Name	Bid Bond	Add's (3)	Forms	Project Total	Time Stamp
Fessler Bowman	Yes	Yes	No - Unresponsive	-	2/25/22 @ 10:07 AM
Rieth-Riley Construction Co.	Yes	Yes	Yes	\$2,076,134.16	2/25/22 @ 10:21 AM
C & D Hughes Inc.	Yes	Yes	Yes	\$2,348,877.40	2/25/22 @ 10:07 AM
E.T. MacKenzie	Yes	Yes	Yes	\$1,927,880.73 Calculation error; Should be: \$1,932,842.54	2/25/22 @ 10:51 AM

Recorder: Julie Buckmaster

Witness: James Hudgins

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A FIRST-PARTY AGREEMENT WITH
E.T. MACKENZIE COMPANY
AND A SECOND-PARTY AGREEMENT WITH
THE LANSING BOARD OF WATER AND LIGHT
FOR THE KALAMAZOO STREET PROJECT**

WHEREAS, the Ingham County Road Department and the Lansing Board of Water and Light (BWL) have coordinated a project to perform watermain and road improvements on Kalamazoo Street from Mifflin Avenue to the Red Cedar River in Section 14 of Lansing Township; and

WHEREAS, the construction costs are to be shared between the Road Department and the BWL based on actual construction costs within their respective jurisdictions and scope of work; and

WHEREAS, the Ingham County Purchasing Department solicited and received bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #9-22; receiving three bids; and

WHEREAS, the bids were reviewed by the Purchasing Department, Road Department, and the BWL, with all parties in agreement that the low bidders' proposal met all necessary qualifications, specifications, and requirements; and

WHEREAS, the costs for the Road Department's portion of the project is included in the 2022 Road Fund Budget; and

WHEREAS, the County, on behalf of the Road Department, will enter into a first-party agreement with E.T. MacKenzie Company for \$1,932,842.54, which ensures that all the construction requirements and responsibilities are defined; and

WHEREAS, the County, on behalf of the Road Department, must also enter into an associated second-party agreement with the Lansing Board of Water and Light to define the funding responsibilities for work occurring within each agency's jurisdiction and scope of work; and

WHEREAS, a 20% contingency is being requested for this project to account for any unanticipated costs that may be encountered throughout construction, equating to a total construction budget of \$2,319,411.05; and

WHEREAS, for the second-party agreement with BWL, the construction funding responsibilities are as follows:

Road Department (bid prices):	\$ 1,032,872.08
Road Department (20% contingency):	\$ 206,574.42
BWL (bid prices):	\$ 899,970.46
BWL (20% contingency):	<u>\$ 179,994.09</u>
Total Project Budget (with 20% contingency) =	\$ 2,319,411.05

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a first-party agreement, on behalf of the Road Department, with E.T. MacKenzie Company, 4248 W. Saginaw Hwy, Grand Ledge, MI 48837 for the Kalamazoo Street project from Mifflin Avenue to the Red Cedar River in Section 14 of Lansing Township, for a project cost of \$1,932,842.54.

BE IT FURTHER RESOLVED, that the project shall include a contingency in the amount of 20% of the as-bid project costs to account for any unanticipated costs that may be encountered throughout construction, equating to a total budgeted project cost of \$2,319,411.05.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a second-party agreement, on behalf of the Road Department, with the Lansing Board of Water and Light for the Kalamazoo Street project from Mifflin Avenue to the Red Cedar River in Section 14 of Lansing Township, for the total budgeted project cost of \$2,319,411.05, which includes a 20% contingency, consisting of an estimated funding responsibility for the Lansing Board of Water and Light in the amount of \$1,079,964.55 and an estimated funding responsibility for the Road Department in the amount of \$1,239,446.50, which has been included in the 2022 Road Fund Budget.

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.

**CITY OF LANSING
NOTICE OF PUBLIC HEARING**

The Lansing City Council will hold a public hearing on Monday, February 28, 2022, at 7:00 p.m. in the Tony Benavides City of Lansing Council Chambers, Tenth Floor, Lansing City Hall, 124 West Michigan Ave. Lansing, MI 48933, for the purpose stated below:

To afford an opportunity for all residents, taxpayers of the City of Lansing, other interested persons and ad valorem taxing units to appear and be heard on the approval of Brownfield Plan #80 – Pleasant Grove & Holmes Mixed-Use Development Project pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, Public Act 381 of 1996, as amended, for property commonly referred to as 2130 W. Holmes Road located in the City of Lansing, but more particularly described as:

COMMENCING AT THE SOUTHWEST CORNER OF SECTION 29, THENCE EAST 283 FEET, NORTH 214.5 FEET, EAST 267 FEET, NORTH 247.5 FEET, WEST 550 FEET TO THE WEST SECTION LINE, SOUTH 462 FEET TO BEGINNING, SECTION 26, TOWN 4 NORTH, RANGE 2 WEST
Tax Parcel No. 33-01-01-29-305-122

Approval of this Brownfield Plan will enable the Lansing Brownfield Redevelopment Authority to capture incremental tax increases which result from the redevelopment of the property to pay for costs associated therewith. Further information regarding this issue, including maps, plats, and a description of the brownfield plan will be available for public inspection and may be obtained from Kris Klein – Director of Economic Development, Lansing Economic Area Partnership, 1000 South Washington, Suite 201, Lansing, MI 48910, (517) 702-3387.

For more information, please call 517-483-4177. If you are interested in this matter, please attend the public hearing or send a representative. Written comments will be accepted between 8 a.m. and 5 p.m. on City business days if received before 5 p.m., on the day of the Public Hearing at the City Clerk's Office, Ninth Floor, City Hall, 124 West Michigan Ave., Lansing, MI 48933 or email city.clerk@lansingmi.gov.

Chris Swope, Lansing City Clerk
www.lansingmi.gov/Clerk
www.facebook.com/LansingClerkSwope