

CHAIRPERSON
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VICE-CHAIRPERSON
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

FINANCE COMMITTEE
THOMAS MORGAN, CHAIR
MARK GREBNER
TODD TENNIS
RYAN SEBOLT
MARK POLSDOFER
ROBERT PEÑA
MYLES JOHNSON
RANDY MAIVILLE

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, APRIL 19, 2023 AT 6:30 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 [April 5, 2023](#) Minutes
Additions to the Agenda
Limited Public Comment

1. Drain Commissioner
 - a. Resolution to Authorize an Agreement for the Construction of Part of the [Gardens Drain](#) by the Ingham County Road Department while Constructing Its Project on Cedar Street from Holbrook Drive to College Road
 - b. Resolution Pledging Full Faith and Credit to 2023 [Drainage District Notes](#)
2. Community Mental Health – Resolution to Authorize an Extension to the Lease Agreement with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties for the [House of Commons](#) Facility
3. Circuit Court – Juvenile Division – Resolution to Accept the 2023 [Risk Avoidance Program Grant](#) from the Michigan Municipal Risk Management Authority
4. 55th District Court – Resolution to Authorize the Addition of a 0.5 FTE [Court Officer](#) Position in the 55th District Court
5. Probate Court – Resolution to Approve Project Change Request No. 22876 with [i3-Imagesoft, LLC](#) for the Ingham County Probate Court Imaging Project
6. Building Authority – Resolution to Approve Additional Funding Authorization for the Ingham County [Justice Complex](#)
7. Parks Department
 - a. Resolution to Accept the [Holt-Mason Trail Connection Grant](#) from Representative Elissa Slotkin’s Community Project Funding Program
 - b. Resolution to Authorize an Amendment to [Onondaga Township](#) Trails and Parks Millage Agreement TR094

8. Health Department
 - a. Resolution to [Amend Resolution #22-495](#) with Michigan Department of Health and Human Services for the Child and Adolescent Health Center Program
 - b. Resolution to Authorize [Amendment #3](#) to the 2022-2023 Emerging Threats Master Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement
 - c. Resolution to Authorize [Amendment #3](#) to the 2022-2023 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Master Agreement

9. Facilities Department – Resolution to Authorize an Agreement with [Wolverine Building Group](#) for the Historical Mason Courthouse Clock Tower and Tunnel Restoration and Repairs and to Authorize an Agreement with RedGuard Fire & Security for the Fire Panel Replacement at the Veterans Memorial Courthouse and Grady Porter Building

10. Road Department
 - a. Resolution to Authorize an Engineering Design Services Contract with [DLZ Michigan, Inc.](#) for the Columbia Road and Eifert Road Intersection Project
 - b. Resolution to Authorize an Engineering Consultant Services Agreement with [RS Engineering, LLC](#) for Bridge Design Services of the Waldo Road Bridge Over Deer Creek Drain (SN 3918) and Hoxie Road Bridge Over Wolf Creek (SN 3907)
 - c. Resolution to Authorize an Engineering Consultant Services Agreement with [C2AE](#) for the Lake Lansing Road Project

11. Controller/Administrator
 - a. Resolution to [Reorganize](#) Financial Services and Controller’s Office
 - b. County Services [County Fees](#) (*Discussion*)

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
April 5, 2023
Draft Minutes

Members Present: Morgan, Grebner, Tennis, Sebolt, Polsdofer, Peña, Johnson, and Maiville.

Members Absent: None.

Others Present: Michael Townsend, Gregg Todd, William Fowler, Belinda Fitzpatrick, Kaitlyn Hetfield, and others.

The meeting was called to order by Chairperson Morgan at 6:30 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual Public participation was offered via Zoom at <https://ingham.zoom.us/j/89160266022>.

Approval of the March 22, 2023 Minutes

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. JOHNSON, TO APPROVE THE MINUTES OF THE MARCH 22, 2023 FINANCE COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

None.

Limited Public Comment

None.

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

1. Drain Commissioner – Resolution to Authorize an Agreement for the Replacement of the Red Cedar Manor Drain in the Meridian Road at M-43 Signal Project
2. Homeland Security and Emergency Management
 - a. Resolution to Authorize an Equipment Purchase Agreement with Empire Drone Company, LLC to Purchase a Drone LRAD Speaker and Searchlight Payload Equipment
 - b. Resolution to Authorize an Equipment Purchase Agreement with Unmanned Vehicle Technologies to Purchase a Drone Night Vision Camera
 - c. Resolution to Authorize a Contract with Four Star Strategies, LLC to Provide School Active Violence Prevention and Response Training
 - d. Resolution to Authorize a Contract with Ascenttra Inc. to Provide Advanced Exercise Design Emergency Management Training

3. Parks Department
 - a. Resolution to Authorize a Contract with Anderson – Fischer & Associates, Inc. for Improvements to the Parking Lot at McNamara Canoe Landing
 - b. Resolution to Authorize the Transfer of Funds between Millage CIP Items and to Allocate Additional Funds for the Purchase of Approved 2023 CIP Items 23P06 and 23P08
 - c. Resolution to Authorize a Contract with KJP Roofing and Sheet Metal for Reroofing Services at Burchfield County Park
4. Health Department – Resolution to Authorize an Agreement with IdenTrust Inc.
5. Purchasing Department
 - a. Resolution to Authorize an Agreement with Extend Your Reach, Inc. for Countywide Full-Service Mailing Services
 - b. Resolution to Approve the Disposal of County-Owned Surplus
6. Facilities Department – Resolution to Authorize a Purchase Order to Seelye Group Ltd., to Replace the Carpet in Courtroom 8 and Judge’s Suite at the Veterans Memorial Courthouse
7. Road Department
 - a. Resolution to Authorize Agreements with Aurelius, Leslie, Locke, Onondaga, Wheatfield, and Williamstown Townships for the 2023 Local Road Program
 - b. Resolution to Authorize a Second-Party Agreement with the Michigan Department of Transportation and a Third-Party Agreement with the City of East Lansing for the Lake Lansing Road Project from Abbot Road to Hagadorn Road
 - c. Resolution to Authorize As-Needed Electrical Services for the Ingham County Road Department
 - d. Resolution to Authorize As-Needed HVAC Services for the Ingham County Road Department
 - e. Resolution to Authorize a Contract for 2023-2025 As-Needed Real Estate Services
 - f. Resolution to Authorize a Second Party Agreement with the Michigan Department of Transportation and a Third-Party Agreement with Delhi Township for a Federally Funded Project on Cedar Street from Holbrook Drive to College Road
9. Controller/Administrator
 - a. Resolution Authorizing Entry of Participation Agreements in Partial Settlement of the National Prescription Opiate Litigation and Entry of State Local Government Intrastate Agreement Concerning Allocation of Settlement Proceeds
 - b. Resolution to Approve an Agreement with Maner Costerisan for Accounting Services

THE MOTION CARRIED UNANIMOUSLY.

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

8. Equalization/Tax Mapping – Resolution to Adopt the 2023 County Equalization Report as Submitted with the Accompanying Statements

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

Commissioner Maiville stated he knew that William Fowler, Ingham County Equalization and Tax Mapping Director, was imminently retiring. He asked if there was anything Mr. Fowler wanted to say in regard to the resolution, how this year was shaping up, and what the numbers were looking like for 2024.

Mr. Fowler stated the County was still experiencing an influx of value due to the COVID-19 pandemic. He further stated the market was very active during that period, homes were being bought and sold without even a visit and the market reflected that.

Mr. Fowler stated page eight of the Equalization report indicated a market change from 2022 to 2023 and the Proposed County Equalized Values reflected 50% of the market values of the townships and cities within the County. He further stated, overall, that was a projection of the 9% increase in value in that time period.

Mr. Fowler stated the benefit during that time period was the inflation rate was at 7.9% and under current provisions, individual taxable values could be increased at the rate of inflation but was not to exceed 5%. He further stated this was the first year since the adoption of taxable value that the County had hit the ceiling of 5% for individual properties, except for those that sold which became uncapped.

Mr. Fowler stated on page 16 of the report, the total taxable value was an increase of just under 6.2% over last year. He further reminded those present that those were preliminary numbers that had gone through board review at the local level.

Mr. Fowler stated anyone that had appeared before the local board review or those with commercial or industrial properties may appeal directly to the tribunal for relief. He further stated this was where they stood as they went into session next week for the adoption of the 2023 Equalization Report.

Commissioner Maiville stated with his experience on a local township board, he believed September was the cut-off for the studies for the following year. He asked if Mr. Fowler had any indication of where this was going for 2024.

Mr. Fowler stated at that particular point, the sales information that would be used for calendar year 2023 for equalized values in 2024, those sales would go through the end of March of 2023 and would look at a two year period from April 1, 2021 through March 31, 2023. He further

stated whatever adjustments were made to the first 12 months of the sales by the local units would be reflected and would pick up new values.

Mr. Fowler stated he anticipated having a lively market as far as the number of sales. He further stated the market tended to soften during the school year but, with June coming, he anticipated a more active market coming.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

Commissioner Peña stated the Allen Neighborhood Center would be hosting a housing seminar that was offered by the Ingham County Treasurer's Office on April 12, 2023. He further stated the seminar would be targeting the elderly community to help them keep their homes.

Public Comment

Belinda Fitzpatrick, Ingham County Resident, stated she wanted to bring to the attention of the Commissioners that the over \$9,000 that was posted for the bond for her chickens had not been returned. She further stated the main block had been that the Prosecuting Attorney only wanted to return \$2,000 of the \$9,000.

Ms. Fitzpatrick stated her mother was paying almost \$250 a month on the interest on the bond money paid and it was causing a financial hardship. She further stated she needed the money in order to make repairs to property in the Detroit area they wished to sell.

Ms. Fitzpatrick stated Animal Control decided they wanted to make a plan. She further stated the reason she was acquitted was because the obvious perjury by the Animal Control Officer and not because of the technicality.

Ms. Fitzpatrick stated she was waiting on her lawyer to file a motion to 30th Circuit Court Judge James Jamo, but it had gotten complicated. She further stated it had been malicious prosecution from the start.

Ms. Fitzpatrick stated her chickens were well taken care of. She further stated she had spoken to a Veterinarian at Michigan State University (MSU) about a chicken that passed away at eight years old and the Veterinarian told her if the chicken lived to be eight years old, she was doing very well.

Ms. Fitzpatrick stated she wanted to talk about Bolt v. City of Lansing. She further stated she would have thought that James Smiertka, Lansing City Attorney, would have been familiar with that case since he litigated it.

Ms. Fitzpatrick explained why there had been issues with the Bolt v. City of Lansing case. She further stated Ingham County was going to be sued big time.

Adjournment

The meeting was adjourned at 6:41 p.m.

**APRIL 19, 2023 FINANCE AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

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

- 1a. Drain Commissioner** – *Resolution to Authorize an Agreement for the Construction of Part of the Gardens Drain by the Ingham County Road Department while Constructing Its Project on Cedar Street from Holbrook Drive to College Road*

This resolution authorizes an agreement between the Drain Commissioner and the County (Road Department) for the Road Department to construct the Gardens Drain as part of the Cedar Street Road Department Project. The Gardens Drain Drainage District will be responsible for the cost of the drain construction.

See memo for details.

- 1b. Drain Commissioner** – *Resolution Pledging Full Faith and Credit to 2023 Drainage District Notes*

This resolution provides the full faith and credit of the County for the 2023 Drainage District notes, which have historically been borrowed from local banks, without the full faith and credit of the County. The recent failures of Silicon Valley Bank and Signature Bank have resulted in banks being unwilling to purchase these notes without the full faith and credit of the County being pledged as backup security for the payment of the notes. As the notes are paid for either through the bond issuance for a full project or maintenance assessments, there is no financial impact to the County.

See memo for details.

- 2. Community Mental Health** – *Resolution to Authorize an Extension to the Lease Agreement with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties for the House of Commons Facility*

This resolution authorizes an extension of the current House of Commons 20-year lease for an additional 20 years. The House of Commons, operated by the Community Mental Health Authority, is a 40-bed residential treatment program designed to help men with drug and alcohol problems establish and maintain a drug-free and crime-free lifestyle. The length of stay is variable, based upon individual need and has been a well-respected leader in substance use disorder treatment for more than 50 years.

See memo for details.

- 3. Circuit Court, Juvenile Division** – *Resolution to Accept the 2023 Risk Avoidance Program Grant from the Michigan Municipal Risk Management Authority*

This resolution approves the acceptance of a 2023 RAP grant from Michigan Municipal Risk Management Authority in the amount of \$41,037.36, which is 50% of the cost to install security fencing and cameras at the Ingham County Family Center to reduce reoccurring vandalism. The 50% County match is available in the 2023 Digital Camera CIP project.

See memo for details.

4. **55th District Court** – *Resolution to Authorize the Addition of a 0.5 FTE Court Officer Position in the 55th District Court*

This resolution authorizes an additional 0.5 FTE Court Officer for the 55th District Court. The new Justice Complex layout, with courts on two floors instead of one, has created a need for additional court security. The additional cost associated with this position is \$43,660.

See memo for details.

5. **Probate Court** – *Resolution to Approve Project Change Request No. 22876 with i3-Imagesoft, LLC for the Ingham County Probate Court Imaging Project*

This resolution approves a project change request for the Probate Court to upgrade their electronic document management system (EDMS) with 3i-ImageSoft to match the system currently utilized by the 30th Circuit Court’s Juvenile Division. The additional cost of \$27,490 is available in the Probate Court’s Imaging/Scanning CIP.

See memo for details.

6. **Building Authority** – *Resolution to Approve Additional Funding Authorization for the Ingham County Justice Complex*

This resolution approves additional funding authorization for the Justice Complex project. The project is projected to be over budget by \$3,310,315 with the main drivers being:

- Sanitary auger system to reduce solids/trash going into municipal system \$1,150,000
- Allowances for abatement/unstable soils in Package 6 \$499,000
- Misc. project additions (maintenance pole bar, technology, shooting range, etc.) \$661,315
- TOTAL \$2,310,315

We are also requesting a \$500,000 contingency for any unforeseen issues that could be uncovered during Package 6 (existing jail demo and parking lot construction). There are adequate funds available in the Justice Millage fund balance (\$2,695,171) and project revenue (\$818,129 due to interest earned on bond proceeds and additional transfers in).

See memo for details.

7a. **Parks Department** - *Resolution to Accept the Holt-Mason Trail Connection Grant from Representative Elissa Slotkin’s Community Project Funding Program*

This resolution accepts the Holt-Mason Trail Connection grant from Representative Elissa Slotkin’s Community Project Funding program in the amount of \$2,750,000.

7b. **Parks Department** - *Resolution to Authorize an Amendment to Onondaga Township Trails and Parks Millage Agreement TR094*

This resolution authorizes an Amendment to Agreement TR094 Baldwin Park ADA Kayak Launch & Bridge Enhancement with Onondaga Township for additional funding in the amount not to exceed \$448,369.42 from the Trails and Parks Millage fund balance.

8a. Health Department - Resolution to Amend Resolution #22-495 with Michigan Department of Health and Human Services for the Child and Adolescent Health Center Program

This resolution amends Resolution #22-495 to accept additional funding from the Michigan Department of Health and Human Services' (MDHHS) Child and Adolescent Health Center (CAHC) program, effective March 1, 2023 through September 30, 2023 in an amount not to exceed \$90,000. These funds will be used for promoting the health of children, adolescents, and their families by providing important primary, preventative, and early intervention health care services.

8b. Health Department - Resolution to Authorize Amendment #3 to the 2022-2023 Emerging Threats Master Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement

This resolution accepts additional funding from the Michigan Department of Health and Human Services in an amount not to exceed \$341,134 effective October 1, 2022 through September 30, 2023. The financial impact of this agreement will increase the FY 2023 grant agreement from \$1,726,315 to \$2,067,449, for an increase of \$341,134. The revised resolution makes the following specific change to the budget:

COVID Immunization: increase of \$219,523 from 174,973 to \$394,496
COVID Workforce Development: increase of \$105,479 from \$179,751 to \$285,230
American Rescue Plan-NFP: increase of \$13,000 from \$28,672 to \$41,672
U4U Tuberculosis Services: increase of \$3,132 from \$2,777 to \$5,909

8c. Health Department - Resolution to Authorize Amendment #3 to the 2022-2023 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Master Agreement

This resolution authorizes a revised 2022 – 2023 Agreement with the Michigan Department of Health and Human Services (MDHHS) for the delivery of public health services under the Master Agreement Process effective October 1, 2022 through September 30, 2023. The total amount of the Master Agreement funding shall increase from \$6,919,914 to \$7,496,438 an increase of \$576,524.

The increase consists of the following specific change to program budget:

Public Health Emergency Preparedness (PHEP) 7/01 – 9/30: increase of \$37,773 from \$0 to \$37,773
Nurse Family Partnership: increase of \$522,800 from \$588,300 to \$1,111,100
Oral Health Kindergarten Assessment: increase of \$13,951 from \$67,273 to \$81,224
Regional Perinatal Care System: increase of \$2,000 from \$155,000 to \$157,000

9. Facilities Department – Resolution to Authorize an Agreement with Wolverine Building Group for the Historical Mason Courthouse Clock Tower and Tunnel Restoration and Repairs and to Authorize an Agreement with RedGuard Fire & Security for the Fire Panel Replacement at the Veterans Memorial Courthouse and Grady Porter Building

This resolution approves agreements with Wolverine Building Group for the Mason Courthouse Tower and Tunnel restoration and RedGuard Fire & Security for the fire panel replacement at VMC/GPB. These projects were bid together as part of the 2021 Bond project.

Wolverine Building Group submitted a bid of \$2,701,426 for the courthouse tower and tunnel restoration and RedGuard submitted a bid of \$449,875 for the fire panel replacement. Facilities is requesting \$220,591.07 in contingency for a total of \$3,381,892.07. The bond currently has a balance of \$3,037,928.74 and Facilities has identified \$343,963.07 in current CIPs to close to make up the difference.

See memo for details.

10a. Road Department – Resolution to Authorize an Engineering Design Services Contract with DLZ Michigan, Inc. for the Columbia Road and Eifert Road Intersection Project

This resolution authorizes an engineering design contract with DLZ Michigan, Inc. for the design and engineering services of a proposed roundabout at Columbia Road and Eifert Road. The roundabout is funded at 90% by HSIP funds for construction and 50% for design/engineering. Total cost, including a 30% contingency is \$81,000 with 50% from HSIP funds and 50% funded through the 2024 Road Fund budget.

See memo for details.

10b. Road Department – Resolution to Authorize an Engineering Consultant Services Agreement with RS Engineering, LLC for Bridge Design Services of the Waldo Road Bridge Over Deer Creek Drain (SN 3918) and Hoxie Road Bridge Over Wolf Creek (SN 3907)

This resolution authorizes an agreement with RS Engineering, LLC for bridge design services for the Waldo Road Bridge and Hoxie Road Bridge. Both bridges have received Local Bridge Program (LBP) funding from the state, which provides funding for 95% of eligible construction costs, with the Road Department being responsible for the 5% funding match, design engineering, construction engineering, and right of way costs.

RS Engineering, LLC provided a fee proposal of \$74,902.58 to perform engineering design services, with the Road Department requests an additional 20% contingency. The total cost with contingency included is \$90,000. The cost for the engineering design services and right of way expenses are included in the Road Fund Budget.

See memo for details.

10c. Road Department – Resolution to Authorize an Engineering Consultant Services Agreement with C2AE for the Lake Lansing Road Project

This resolution authorizes an agreement with C2AE for engineering inspection services for the Lake Lansing Road resurfacing project (between Abbot and Hagadorn Roads). The project is funded by HSIP funds but construction engineering/inspection is funded wholly by the County.

C2AE provided a fee proposal of \$121,455.22 to perform construction inspection services for the project, and the Road Department requests an additional 20% contingency. The total cost with contingency included is \$146,000. The cost for the construction inspection services is included in the 2023 Road Fund Budget

See memo for details.

11a. Controller's Office – Resolution to Reorganize Financial Services and Controller's Office

This resolution authorizes the reorganization of the Financial Services and Controller's Office by combining the current Financial Services and Budget Offices into the Department of Finance and Budget and by transferring the vacant Deputy Controller position into the Budget Office as a Budget Analyst. Financial impacts are:

• Financial Services Director (MC 14) to Director of Finance & Budget (MC 16)	\$28,995
• Budget Director (MC 14 – redline) to Budget Manager (MC 13)	(\$12,532)
• Financial Services Deputy Director (MC12 – redline) to Finance Manager(MC13)	\$20,945
• Budget Analyst (MC 10) to Senior Budget Analyst (MC 11)	\$10,440
• Deputy Controller (MC 17) to Budget Analyst (MC 9)	<u>(\$99,014)</u>
Net Wage/Benefit Impact	(\$51,166)

Savings from the reorganization will be utilized to contract with a PR/Media consultant to help with promoting County initiatives.

See memo for details.

PRESENTATION/DISCUSSION/OTHER ITEM:

11b. Controller's Office – County Services County Fees (*Discussion*)

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

FROM: Patrick E. Lindemann, Ingham County Drain Commissioner

DATE: April 4, 2023

SUBJECT: Proposed Resolution to Authorize an Agreement for the Construction of Part of the Gardens Drain by the Ingham County Road Department while Constructing its Project on Cedar Street from Holbrook Drive to College Road

For the Meeting Agendas of April 18 and 19

BACKGROUND

The Ingham County Road Department (ICRD) and Delhi Charter Township have coordinated a joint project on Cedar Street from Holbrook Drive to College Road in Delhi Charter Township, including a 4-to-3 lane conversion, concrete pavement recycling, earthwork, asphalt paving, traffic signal replacement, storm sewer installation, and pavement markings. The Board of Commissioners is considering approval of the associated MDOT Contract #23-5060 at its County Services Committee and Finance Committee meetings of April 4th and 5th, and, if approved, at its Board of Commissioners meeting on April 11th.

As part of this joint project, it is necessary that ICRD portion of the Gardens Drain storm sewer within the Cedar Street right-of-way and on certain private property in which the Gardens Drain Drainage District has obtained a drainage easement, which, upon construction, will be under the jurisdiction of the Ingham County Drain Commissioner (ICDC), on behalf of the Gardens Drain Drainage District. The Gardens Drain Drainage District will be responsible for all work and costs associated with the construction of the storm sewer detailed in the as-bid construction plans and specifications. Once the project is complete, the Gardens Drain Drainage District will be responsible for the operation and maintenance of this constructed portion of the Gardens Drain. Therefore, it is necessary for an agreement to be authorized to define the roles and responsibilities of the ICRD and the ICDC. The agreement requires final review and approval by counsel for the ICRD.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Gardens Drain Drainage District will be responsible for the costs of the construction of the storm sewer. The construction of the storm sewer is part of the Gardens Drain petition project. The project was petitioned in October 2020 and determined necessary by a Board of Determination in February 2021. Pursuant to the Michigan Drain Code, Public Act 40 of 1956, as amended, Ingham County is liable for a special assessment on the Gardens Drain petition project for benefits to county roads. The amount of the assessment is determined after the entire project is bid and apportioned. The coordination of the construction of the storm sewer with the ICRD road project will result in direct financial savings to the County and its taxpayers as the cost of the overall petitioned project will be reduced through the reduction or elimination of duplicative efforts.

Future costs associated with the operation and maintenance of the Gardens Drain will be the responsibility of the Gardens Drain Drainage District.

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to authorize an agreement for the construction of the Gardens Drain located within the limits of the Project on Cedar Street from Holbrook Drive to College Road.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT FOR THE
CONSTRUCTION OF PART OF THE GARDENS DRAIN BY THE INGHAM COUNTY ROAD
DEPARTMENT WHILE CONSTRUCTING ITS PROJECT ON CEDAR STREET FROM
HOLBROOK DRIVE TO COLLEGE ROAD**

WHEREAS, the Road Department received federal Highway Infrastructure Program (HIP) COVID funds and Surface Transportation Program (STP) funds to reconstruct Cedar Street from approximately 300ft northwest of Holbrook Drive to approximately 1500ft southeast of College Road in Sections 23, 24, 25, and 36 of Delhi Township; and

WHEREAS, Delhi Township received Ingham County Trails and Parks Millage funds to construct a non-motorized trail along Cedar Street from the Holbrook Road roundabout to College Road; and

WHEREAS, the Road Department coordinated the road reconstruction project with the Delhi Township non-motorized trail project in an effort to reduce project costs and limit the overall impact to the community; and

WHEREAS, upon the authorization of a pending Ingham County Board resolution, the County on behalf of the Road Department, is intending to enter into Contract #23-5060 with the Michigan Department of Transportation (MDOT) for the Project on Cedar Street from Holbrook Drive to College Road; and

WHEREAS, as part of the Project on Cedar Street from Holbrook Drive to College Road, it is necessary for the Road Department to construct a portion of the Gardens Drain storm sewer within the Cedar Street right-of-way and on certain private property in which the Gardens Drain Drainage District has obtained a drainage easement, which, upon construction, will be under the jurisdiction of the Ingham County Drain Commissioner, on behalf of the Gardens Drain Drainage District; and

WHEREAS, the Gardens Drain Drainage District has agreed to pay all costs associated with the construction of the Gardens Drain in accordance with the as-bid plans and specifications prepared jointly by the Road Department and the Ingham County Drain Commissioner; and

WHEREAS, upon completion of the Project on Cedar Street from Holbrook Drive to College Road, the Gardens Drain Drainage District will be responsible for all future costs associated with the operation and maintenance of the Gardens Drain; and

WHEREAS, the County on behalf of the Road Department, must enter into an agreement with the Ingham County Drain Commissioner on behalf of the Gardens Drain Drainage District, to define roles and responsibilities for the construction of the storm sewer included in the project on Cedar Street from Holbrook Drive to College Road.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with the Gardens Drain Drainage District by and through the Ingham County Drain Commissioner to construct the portion of the storm sewer for the Gardens Drain included in the Project on

Cedar Street from Holbrook Drive to College Road, located in in Sections 23, 24, 25, and 36 of Delhi Township.

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 1b

TO: Board of Commissioners County Services and Finance Committees

FROM: Patrick E. Lindemann, Drain Commissioner

DATE: April 4, 2023

SUBJECT: Full Faith and Credit Resolution in Support of County Drain Notes
For meeting agendas of April 18 and April 19

BACKGROUND

Ingham County (the “County”) has hundreds of legally established drainage districts under Act 40, Public Acts of Michigan, 1956, as amended (the “Drain Code”). When petitions are filed and a project is found necessary by a board of determination, the drainage district is required to proceed to design, acquire, and construct a project as petitioned (a “Petition Project”). Once construction bids are received by the drainage district for the project, the drainage district often issues a bond for the long term financing of the project. Prior to the issuance of the bonds, however, the drainage districts must expend funds for the design of the Petition Projects and other preliminary expenses. In addition, the Drain Code requires that drainage districts undertake regular inspection, repair and maintenance of the drains under their jurisdiction (the “Maintenance Projects”).

Section 434 of the Drain Code gives drainage districts the power to borrow funds through the issuance of notes by which the proceeds may be used to pay the preliminary costs of a Petition Project, such as engineering fees, legal expenses and the costs of acquiring property and easements. These notes would ultimately be paid from the proceeds of bonds issued for the Petition Project. In addition, Section 434 of the Drain Code gives the drainage districts the power to borrow funds to pay the costs of the Maintenance Projects. These notes are ultimately paid from funds raised by the levy of maintenance assessments by the drainage districts against benefitted properties and public corporations in the drainage districts for the maintenance of the drains. Under Section 434, a county board of commissioners, by a two-thirds vote, may pledge the full faith and credit of the County to the payment of the principal of and interest on notes issued for Petition Projects and Maintenance Projects and other legal purposes of the drainage districts (together, the “Projects”). This pledge provides backup security to the holders of the notes.

While in the past it has been common for drainage districts to issue notes without the full faith and credit of the County, the recent failures of Silicon Valley Bank and Signature Bank have resulted in banks being unwilling to purchase these notes without the full faith and credit of the County being pledged as backup security for the payment of the notes (e.g., a note without the County’s full faith and credit pledge are illiquid should the bank need to sell it in the secondary market). The current situation in the banking sector makes it necessary to obtain the full faith and credit of the County in order for drainage districts to continue to implement Petition Projects and Maintenance Projects.

In order to continue to pay the preliminary costs of the Petition Projects and to implement the Maintenance Projects in 2023, the drainage districts will need to issue notes for these expenses. The Drain Office estimates that the drainage districts will need to issue notes in the approximate amount of \$15,000,000 in 2023. These notes will be paid from the proceeds of bonds (which have historically had the County’s full faith and credit pledged) that will be issued for the permanent financing of the Petition Projects and from special assessments levied for the Maintenance Projects.

ALTERNATIVES

The drainage districts are legally obligated to undertake the Petition Projects and the Maintenance Projects. If the County does not adopt the resolution pledging full faith and credit, the placement agent for the drainage districts reasonably believes that there is a high likelihood that the drainage districts will not be able to find a purchaser for their notes. If that were to happen, the drainage districts would not have the necessary funds to design and construct the Petition Projects and to implement the Maintenance Projects, and this critical work may not be able to proceed, exposing the drainage districts (and possibly the County) to liability and or default.

As an alternative to pledging its full faith and credit, Ingham County could loan the funds needed for the Projects to the drainage districts from available funds of the County. This could be accomplished by the County increasing funding for the Revolving Drain Fund (Fund 802). The additional funds added to Fund 802 would be loaned to the drainage districts with interest at a rate determined by the County. This approach was taken by the County previously, but is not currently being used by the County. The County could also provide funds to the drainage district by acquiring their notes directly, instead of the drainage districts selling them to a bank. This is authorized by Section 434 of the Drain Code with specifically authorizes drainage districts to borrow money from a public corporation such as the County.

FINANCIAL IMPACT

Based on analysis provided in Other Considerations below, the drainage districts have the ability to issue bonds for the Petition Projects in an amount sufficient to pay the principal of and interest on notes of the drainage districts, and in the event the Petition Projects do not move forward to completion there is significant value in the drainage districts which is sufficient to support the payment of assessments for the drainage districts' notes. Furthermore, the drainage districts also have the legal power to levy special assessments for the inspection, repair and maintenance of the drains against benefitted properties and public corporations. Therefore, the likelihood the County would have to make payment on the notes as a result of the full faith and credit pledge is remote. In the worst case scenario, were the County to have to make a payment on a note, the payment would likely be recouped by special assessments levied to cover the principal of and interest on the note in a relatively short period of time.

STRATEGIC PLANNING IMPACT

The County's strategic plan calls for the provision of quality roads and drains in the County and these Projects further the goal of providing quality drains.

OTHER CONSIDERATIONS

The Drain Code provides significant powers to drainage districts and counties to assure that funds are available to pay notes issued by drainage districts.

a) The Drain Code provides drainage districts with the power to specially assess the costs of drain projects against benefitted properties and public corporations. Section 275 of the Drain Code further provides the drainage districts with the power to issue bonds for their Petition Projects in anticipation of these special assessments. Notes issued by drainage districts for interim costs of a Petition Project are intended to be paid from the proceeds of bonds issued to provide the permanent financing for the project. Since the drainage districts have broad powers to issue bonds for Petition Projects, there is sufficient power under the Drain Code to issue the bonds needed to pay for the costs of Petition Projects, including the payment of notes for preliminary costs.

b) In rare circumstances, a Petition Project for which notes have been issued to pay for preliminary expenses does not move forward and bonds are not issued for the Petition Project. In such circumstances, Section 306 of the Drain Code provides the County Board of Commissioners with the power to authorize the drain commissioner to assess the amount of the preliminary expenditures to the drainage district. This power gives the County and the Drain Commissioner the ability to raise the funds needed to pay an interim note in such circumstances.

c) Section 196 of the Drain Code provides the drain commissioner with the power to levy special assessments for the inspection, repair and maintenance of the drains under the drain commissioner's jurisdiction. This power provides the source of revenue to the drainage districts to fund the costs of Maintenance Projects, including the payment of the principal of and interest on the notes of the drainage districts.

d) The County has never made a payment pursuant to a resolution pledging full faith and credit for drainage district debt issued by a drainage district during my 30-year tenure as drain commissioner.

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

RECOMMENDATIONS

Based on the information presented, I respectfully recommend approval of the attached Resolution Pledging Full Faith and Credit to 2023 Drainage District Notes.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION PLEDGING FULL FAITH AND CREDIT TO
2023 DRAINAGE DISTRICT NOTES

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the County on _____, 2023, at _____ p.m., local time.

PRESENT: Commissioners _____

ABSENT: Commissioners _____

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

WHEREAS, pursuant to petitions filed with the Drain Commissioner of the County of Ingham, State of Michigan (the “Drain Commissioner”), proceedings have been taken under the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the “Act”) to establish drainage districts in the County of Ingham (the “County”); and

WHEREAS, in certain drainage districts petitions have been filed with the Drain Commissioner for the making of certain improvements to the drains located in the drainage districts (the “Petition Projects”), which are being undertaken by the drainage district having jurisdiction over the drain; and

WHEREAS, the drainage districts are obligated to inspect, repair, and maintain the drains under their jurisdiction (the “Maintenance Projects”); and

WHEREAS, the Petition Projects and the Maintenance Projects (together, the “Projects”) are necessary for the protection of the public health; and

WHEREAS, in order to provide funds to pay preliminary costs of the Petition Projects, to pay a portion of the costs of the Maintenance Projects, and to refinance notes previously issued to provide funds to pay costs of the Projects, it is necessary for the drainage districts to issue notes from time to time pursuant to Section 434 of the Act; and

WHEREAS, the principal of and interest on notes issued for Petition Projects will be payable from bonds to be issued by the drainage districts constructing the Petition Projects to provide the permanent financing for the Petition Projects (the “Bonds”); and

WHEREAS, the principal of and interest on notes issued for Maintenance Projects will be payable from special assessments levied against benefitted properties and public corporations for the maintenance of the drains; and

WHEREAS, the Drain Commissioner, in consultation with professionals engaged by the drainage districts, has analyzed the Petition Projects and informed the County that the drainage districts' ability to issue the Bonds and their ability to levy special assessments for the payment of interim costs of the Petition Projects provide the drainage districts with sufficient powers to raise funds to pay the principal of and interest on notes issued for Petition Projects; and

WHEREAS, the Drain Commissioner, in consultation with professionals engaged by the drainage districts, has analyzed the Maintenance Projects and informed the County that the drainage districts' ability to levy special assessments for the payment of the costs of the Maintenance Projects provide the drainage districts with sufficient powers to raise funds to pay the principal of and interest on notes issued for Maintenance Projects; and

WHEREAS, the Drain Commissioner deems it advisable and necessary to request that this Ingham County Board of Commissioners (the "Board") adopt a resolution pledging the limited tax full faith and credit of the County on notes that may be issued by drainage districts in calendar year 2023; and

WHEREAS, the Board may, by resolution adopted by a majority vote of two-thirds of the members of the Board, pledge the full faith and credit of the County for the prompt payment of the principal of and interest on notes issued pursuant to Section 434 of the Act; and

WHEREAS, the Drain Commissioner has informed the County that the pledge of the full faith and credit of the County to the notes is necessary to enable the drainage districts to continue to design, acquire and construct the Petition Projects and to pay the costs of the Maintenance Projects; and

WHEREAS, the Drain Commissioner recommends that the Board adopt a resolution to pledge the full faith and credit of the County for the prompt payment of the principal of and interest on notes issued in calendar year 2023 in an amount not to exceed \$15,000,000.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The County pledges its full faith and credit for the prompt payment of the principal of and interest on any notes issued by County drainage districts pursuant to Section 434 of the Act in calendar year 2023 in the aggregate principal amount of not to exceed \$15,000,000, and on notes issued thereafter to refinance these notes (the "Notes"). In the event that Bonds are not issued on or before the date on which the principal of and interest on the Notes are due or in the event that moneys are not available to the drainage districts on the date the principal of and interest on Notes are due, the County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Notes when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Notes when due. The ability of the County to levy taxes to pay the principal of and interest on the Notes shall be subject to constitutional and statutory limitations on the taxing power of the County. The Notes may be issued in one or more Note issues.

2. In the event that, pursuant to said pledge of full faith and credit, the County advances County funds to pay any part of the principal of and interest due on a Note, the County shall take all actions and proceedings and pursue all remedies permitted or authorized by law for the reimbursement of such sums so paid.

3. The Chairperson of the Board, the County Controller/Administrator, the County Clerk, the County Treasurer, the County Finance Director, and any other official of the County, or any one or more of them, are authorized and directed to take all actions necessary or desirable for the issuance of the Notes and to execute any documents or certificates necessary to complete the issuance of the Notes, including, but not limited to, any applications including the Michigan Department of Treasury, Application for State Treasurer's Approval to Issue Long-Term Securities, any waivers, certificates, receipts, orders, agreements, instruments, and any certificates or other documents relating to federal or state securities laws, rules, or regulations and to sign such documents and give any approvals necessary therefor.

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

YEAS: Commissioners _____

NAYS: Commissioners _____

ABSTAIN: Commissioners _____

COUNTY SERVICES:

Yeas: _____

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

FINANCE:

Yeas: _____

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

RESOLUTION DECLARED ADOPTED.

Barb Byrum, Clerk
County of Ingham

CERTIFICATION

I, Barb Byrum, the duly qualified and acting Clerk of Ingham County, Michigan (the "County") do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on _____, 2023, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976, as amended.

Date: _____, 2023

Barb Byrum, Clerk
County of Ingham

Agenda Item 2

To: Law & Courts, Human Services and Finance Committees

From: Jared Cypher, Deputy Controller

Date: April 5, 2023

Subject: Lease Agreement with CMH for the House of Commons Facility
For the meeting agendas of April 13, April 17, and April 19

BACKGROUND

Ingham County Board of Commissioners Resolution #99-236 authorized the lease of the Library Services Building to CMH for the purpose of operating an expanded House of Commons. The House of Commons is a 40-bed residential treatment program designed to help men with drug and alcohol problems establish and maintain a drug free and crime free lifestyle, the length of stay is variable, based upon individual need, and it has been a well-respected leader in substance use disorder treatment for more than 50 years.

The lease agreement was for a time period of 20 years, and has expired and continued on a month to month basis.

ALTERNATIVES

The Facility is in need of renovation and CMH has the opportunity to apply for grant funds to cover the majority of the costs. If the lease is not formally extended, CMH may not be successful with this grant opportunity.

FINANCIAL IMPACT

The lease agreement will continue the current annual rental rate of \$1.

OTHER CONSIDERATIONS

CMH could consider alternative locations, but the proximity to the Justice Complex makes this facility ideally located.

RECOMMENDATION

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN EXTENSION TO THE LEASE AGREEMENT WITH THE
COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON, AND INGHAM
COUNTIES FOR THE HOUSE OF COMMONS FACILITY**

WHEREAS, Ingham County Board of Commissioners Resolution #99-236 authorized the lease of the Library Services Building to Community Mental Health Authority of Clinton, Eaton, and Ingham (CMH) for the purpose of operating an expanded House of Commons at that site for a maximum of 40 beds; and

WHEREAS, the House of Commons is a 40-bed residential treatment program designed to help men with drug and alcohol problems establish and maintain a drug free and crime free lifestyle, the length of stay is variable, based upon individual need, and it has been a well-respected leader in substance use disorder treatment for more than 50 years; and

WHEREAS, the lease agreement was for a time period of 20 years; and

WHEREAS, the lease agreement has expired and continued on a month to month basis; and

WHEREAS, it is necessary to extend the lease agreement for another 20-year period.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an extension of the lease agreement with CMH for the House of Commons Facility.

BE IT FURTHER RESOLVED, the extension shall be for a period of 20 years, effective the date of execution.

BE IT FURTHER RESOLVED, that all other terms and conditions of Resolution #99-236 remain in effect.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary documents consistent with this resolution after review and approval as to form by the County Attorney.

Agenda Item 3

TO: Board of Commissioners Law & Courts and Finance Committees

FROM: Sara Deprez, Juvenile Programs Director

DATE: March 10, 2023

SUBJECT: Resolution to accept RAP grant

For the meeting agenda of: March 30, 2023 – Law and Court and April 5, 2023 – Finance

BACKGROUND

The Juvenile Division operates a day treatment program and an evening report program for court adjudicated youth. These programs are operated at the Ingham County Family Center, located at 1601 West Holmes, Lansing, MI 48910. The building is open to the public from 7:30 a.m. to 8 p.m.

Recently, the vehicles used for these two programs and the facility have been the target of vandalism. There is a maintenance truck on site that has been vandalized on three occasions: January 29, 2021 (catalytic converter stolen), June 4, 2022 (gas tank damaged), and September 27, 2022 (catalytic converter stolen). These incidences cost \$4,452.40 in repairs. In addition to the maintenance truck, there are several 10-passenger vans onsite that are used for transporting clients to and from the programs. On November 13, 2022, two of these vans were vandalized when someone drilled into the gas tank. The repair cost for new gas tanks was \$2,797.82. In addition to the repair cost, the vans were out of use for over a week, which impacts the ability to transport youth to the day treatment program.

After the numerous incidents of property loss and vehicle damage at the Ingham County Family Center, an application was made for a Risk Avoidance Program (RAP) grant specifically for digital cameras and security, which are offered quarterly by Michigan Municipal Risk Management Authority (MMRMA). This grant provides 50% funding up to \$100,000 in aggregate maximum funding per member for security and related equipment or systems.

During the FY23 budget cycle, the Juvenile Division requested Juvenile Justice Millage (JJM) funds to update and upgrade the surveillance cameras as a Capital Improvement Project (CIP). The CIP was approved in the amount of \$45,548 and would be used as the 50% match.

ALTERNATIVES

The alternative would be to not accept the grant, which will mean either not completing needed security enhancements to the Ingham County Family Center or requesting additional JJM funds so the project could be completed. If the grant is not accepted and we are unable to purchase a fence to protect our fleet vehicles, we are more likely to experience further theft and vandalism.

FINANCIAL IMPACT

Accepting the grant will have a positive financial impact as we will be utilizing funds from MMRMA as opposed to JJM or County general fund monies. The 50% in-kind match has already been approved by the Board in the 2023 budget as a CIP. Accepting this grant at this time will allow the County to maximize these funds to include more security enhancements.

STRATEGIC PLANNING IMPACT

This project fits with the Ingham County Goals of: (A) Service to Residents - provide easy access to quality, cost effective services that promote well-being and quality of life for the residents of Ingham County as equipment purchased will reduce the likelihood of future instances when fleet vehicles are unavailable to transport youth due to theft and vandalism (C) Finance – Maintain and enhance County fiscal health to ensure delivery of services as it utilizes available grant monies awarded to Ingham County.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to accept the grant awarded to Ingham County from MMRMA.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE 2023 RISK AVOIDANCE PROGRAM GRANT FROM THE MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY

WHEREAS, the Juvenile Division of the Circuit Court applied for, and have been approved to receive, a Risk Avoidance Program (RAP) grant from the Michigan Municipal Risk Management Authority (MMRMA); and

WHEREAS, the Ingham County Family Center, located at 1601 W. Holmes, Lansing, MI, has been the target of multiple theft and property damage to the vehicles located onsite; and

WHEREAS, the purpose of the RAP grant is to utilize approved funding from MMRMA to reduce or avoid such property losses at the Ingham County Family Center by purchasing a chain link fence for the facility's fleet vehicles and new digital surveillance cameras; and

WHEREAS, the estimated cost of the fence is \$36,500 and the cameras are \$45,574.72, for a total of \$82,074.72; and

WHEREAS, the grant requires a 50% in-kind match with a maximum award amount to be approved of \$100,000 per application; and

WHEREAS, the Juvenile Division was approved for the total amount requested, \$41,037.36, which is 50% of the total estimated cost of the security upgrades; and

WHEREAS, during the budget process for fiscal year 2023, the Juvenile Division requested, and was approved for, a Capital Improvement Project (CIP) for updating and replacing up to 14 digital cameras at the Ingham County Family Center in the amount of \$45,548, which accounts for the 50% in-kind match.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves acceptance of the 2023 Risk Avoidance Program (RAP) grant from the Michigan Municipal Risk Management Authority (MMRMA) for an amount of to \$41,037.36, with Ingham County's match requirement coming from the Juvenile Justice Millage and extends its appreciation for the opportunity to participate in the Risk Avoidance Program.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary 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 on behalf of the County after approval as to form by the County.

Agenda Item 4

TO: Law & Courts Committee
County Services Committee
Finance Committee

FROM: Michael J. Dillon, Court Administrator

DATE: April 3, 2023

SUBJECT: Addition of 0.5 FTE Court Officer Position

The 55th District Court has been operational in the new Ingham County Justice Complex for almost two months. In many aspects, the design of the building has significantly enhanced our security measures. However, moving from a compact one-story structure to a more spacious two-story building has created an issue with adequate security coverage. In other words, our current court officer staffing level is not sufficient for the size and layout of the building.

Unlike the former courthouses, with the judges' courtrooms and the magistrate's courtroom on different floors, our court officers are now responsible for providing security coverage on two levels. Additionally, the court officers must monitor non-courtroom activity on two floors, including the court lobby, hallways, and four holding cells. Currently, we have 3.0 FTEs assigned to the court security division: a court security coordinator (CSC) and two court officers. The court security coordinator is responsible for the administration of all security operations. In addition, the CSC is available to provide extra security for high-profile/high-risk cases and, when available, fills in when a court officer is on leave. Judge Allen and Judge Hillman each have a court officer assigned to their courtrooms.

Court officers frequently leave the courtroom for the transportation of inmates. Unlike the circuit court, no deputy sheriff is assigned to the court to maintain custody and control of a jail inmate(s). In the district court, the court officer is responsible for the custody, control, and transportation of inmates. In addition, court files are delivered to the clerk's office for processing by the court officers after each hearing. These responsibilities mean that the court officers will be absent from the courtroom while court is in session, leaving the courtroom unsecured.

At times, a probation officer or district court clerk will notify the court officers when an individual is in the courthouse and has a warrant for arrest. Instead of calling for a law enforcement officer to be taken off the road to arrest and lodge the defendant in jail, our court officers will take custody of the wanted person and place them in a court-holding cell. The court officer is responsible for monitoring the wanted person until a law enforcement agency picks up the person or advises the person can be released.

Court officers must be present when a probation officer evaluates a jail inmate being considered for in-patient residential placement. For the safety and security of the probation officer, the court officer will position themselves outside the room where the assessment is being conducted. If a court officer is not available, the evaluation must be rescheduled. Rescheduling the evaluation creates additional work for the parties and, more importantly, could mean the loss of an open bed at the treatment facility, thus, delaying treatment for the inmate.

When a judge/magistrate remands a defendant to the custody of the sheriff, and the defendant becomes resistant, the defendant may have to be taken into custody by force. When force is required, a court officer will call for assistance via our court radio system. Seconds matter when an assistance call is made. If a court officer has custody of an inmate, the court officer will have to secure the inmate before responding. Hence, the time to assist will be delayed. When an assistance call is made, and a court officer leaves the courtroom while court is in session, the courtroom is left unsecured.

On Wednesdays, Sobriety Court and Mental Health Court are in session. Individuals who have violated the terms of the program may be sentenced to jail. Although the sentence may be brief, it is still a period of incarceration, which can cause some, especially mental health court participants, to become agitated and combative. Again, all available court officers are required to respond when summoned.

FISCAL IMPACT

The cost of adding a 0.5 FTE court officer position is \$43,360. The cost increase results from increasing a part-time position (137035) to a full-time position. Wages and fringes were calculated using the highest pay step for the court officer position. Ingham County’s Budget Office provided the financial data.

	Full-time UAW E LEVEL 1	Full-time UAW E LEVEL 5	Part time UAW E LEVEL 1	Part time UAW E LEVEL 5
SALARY	\$39,407	\$46,972	\$19,704	\$23,486
FRINGES	\$38,966	\$41,887	\$20,258	\$21,713
TOTAL	\$78,373	\$88,859	\$39,961	\$45,199
				\$88,859
				<u>\$45,199</u>
			Total Costs	\$43,660

Adding an additional 0.5 FTE will create a safer environment for our court officers, district court staff, and the people we serve. The addition would provide necessary assistance in courtrooms, would not cause courtrooms to be unsecured, would assist with inmate transportation, and would provide for the additional monitoring of activity within the court complex.

The 55th District Court respectfully requests the addition of a 0.5 FTE court officer position.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE ADDITION OF A 0.5 FTE COURT OFFICER POSITION
IN THE 55th DISTRICT COURT**

WHEREAS, we live in a time where threats against judges and staff and acts of violence in courthouses and courtrooms are occurring throughout the country with greater frequency than ever before; and

WHEREAS, the Ingham County Board of Commissioners is committed to providing a safe workplace for the public and its employees, customers, and contractors; and

WHEREAS, the 55th District Court is committed to enhancing security measures as set forth as a goal in its strategic plan; and

WHEREAS, as of January 31, 2023, the Court moved into the new Ingham County Justice Complex; and

WHEREAS, in the Ingham County Justice Complex, Court operations now take place on two floors and in a much bigger footprint than the former 55th District Court building; and

WHEREAS, although the design of the Ingham County Justice Complex has significantly enhanced Court security measures, based on current staffing levels, the more spacious, two-story building has created issues regarding adequate security coverage for the Court; and

WHEREAS, the 55th District Court is requesting an additional 0.5 FTE Court Officer position to increase security; and

WHEREAS, the Ingham County Budget Office has calculated an increased cost of \$43,660 for this position, with funding to come from the general fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approve adding a 0.5 FTE Court Officer position in the 55th District Court.

BE IT FURTHER RESOLVED, that 55th District Court position number 137035 (Court Officer) is changed from a part-time position to a full-time position.

BE IT FURTHER RESOLVED, that the position change shall be effective immediately.

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

Agenda Item 5

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

FROM: Ryan J. Buck
Court Administrator/Probate Register
Ingham County Probate Court

DATE: April 4, 2023

SUBJECT: Resolution to Approve Project Change Request No. 22876 with i3-Imagesoft, LLC for the Ingham County Probate Court Imaging Project

BACKGROUND

OnBase is an electronic document management system (“EDMS”) by the vendor, i3-Imagesoft, LLC (“ImageSoft”). In 2011, the Probate Court began implementation of its solution to store its court records in a digital medium instead of paper. Since that time, other County-affiliated courts, offices, and departments have implemented OnBase solutions to varying degrees. The most recent implementation was by the 30th Circuit Court’s Juvenile Division.¹

In 2022, the Probate Court desired to contract with ImageSoft to enhance its OnBase solution by adding a digital workflow solution. To that end, the Board of Commissioners approved Resolution #22-85 to authorize ImageSoft’s Statement of Work No. 21771.

Below, please find a basic overview of the project:

Current State: Paper-Based Workflow	Future State: Digital Workflow
Court staff generates an order on Microsoft Word for the Judge to sign	Same
Staff prints the order	No printing necessary
Staff physically routes the order to the Judge, which requires a physical handoff	Staff routes the order to the Judge’s OnBase work queue (i.e., digital inbox) No physical handoff required Judge may access their work queue from wherever they can VPN into the County network
Judge physically signs the order	Judge signs the order electronically Judge can perform this task from wherever they can VPN into the County network

¹ This is relevant because in addition to their Probate Dockets, both Probate Judges serve as Circuit Court Family Division Judges and are assigned juvenile cases. Additionally, the Circuit Court Judges who are assigned to the Family Division may be assigned Probate Guardianship cases consistent with the One Family, One Judge concept.

The signed order is physically routed back to the appropriate staff, which requires another physical handoff	The signed order is digitally routed to the appropriate staff's OnBase work queue
Staff scans the paper into OnBase and then the digital image becomes the official court record	No scanning required as the official court record already exists in OnBase
Staff set the paper "copy" up for long-term storage	No paper copy to store

Through the course of the project, the Probate Court found that it needed to change its implementation plan. This change resulted in Project Change Request ("PCR") No. 22702 that was approved by the Board of Commissioners in Resolution #22-538. The PCR was necessary because of technical issues associated with installation, training hardware/software, and loss of testing and training time.

When the 30th Circuit Court's Juvenile Division implemented its OnBase solution, the Probate Court identified additional needs and changed needs with respect to its digital workflow solution. A few examples of these additional/changed needs include:

- Adding an OnBase work queue for the Judge's Judicial Assistant
- Unifying the method by which the Judges sign orders, so it is the same as the Juvenile Division's method
- New opportunity to test
- New opportunity to train on the altered solution

The changes identified above were reduced into PCR No. 22876, and the instant resolution, if approved, would authorize PCR No. 22876.

ALTERNATIVES

The Board of Commissioners may decide to disapprove the resolution. In this scenario, the overarching project would remain incomplete and the Probate Court would only be able to utilize OnBase to store its court records digitally.

FINANCIAL IMPACT

If approved, the financial impact would be an expense not to exceed \$37,490.

Existing funds within the Probate Court's Imaging Capital Improvement Project ("CIP") line item would fund this resolution.

STRATEGIC PLANNING IMPACT

This resolution supports the Ingham County Strategic Plan, specifically:

- Strategic Issue Area: "Service to Residents" (specifically Strategy 1. Strive to make facilities and services user-friendly)
- Strategic Issue Area: "Information Technology" (specifically the Main Goal: "To 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.")

This resolution will allow Judges and Court staff to process cases more expeditiously and efficiently. In turn, residents, litigants, and attorneys will be able to access justice more expeditiously and efficiently.

- Strategic Issue Area: “Service to Residents” (specifically Strategy 2. Connect and collaborate with local government networks to learn about innovations and new cost effective service delivery models)

This resolution is the product of collaboration with the 30th Circuit Court’s Juvenile Division and their implementation of their OnBase solution. Opportunities have been identified to align the Probate Court’s OnBase with the Juvenile Division’s OnBase. This is noteworthy because the Probate Court’s Judges are also assigned Juvenile Division cases and the Circuit Court Family Division Judges may be assigned Probate Guardianship cases. In other words, this resolution will foster uniformity, which in the long-run will be more cost effective.

OTHER CONSIDERATIONS

None at this time.

RECOMMENDATION

On behalf of the Ingham County Probate Court, I respectfully recommend approval.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE PROJECT CHANGE REQUEST NO. 22876
WITH i3-IMAGESOFT, LLC FOR THE INGHAM COUNTY PROBATE COURT
IMAGING PROJECT**

WHEREAS, Ingham County and the Probate Court have contracted with i3-ImageSoft, LLC (“ImageSoft”) to enhance the Court’s existing OnBase electronic document management system (“EDMS”) by approving ImageSoft’s Statement of Work No. 21771 via Resolution #22-85; and

WHEREAS, the goals of the enhancement included designing and implementing a digital workflow solution, training Judges and Court personnel in its operation, and creating more uniformity within the Court’s processes and with the Court’s partners such as the 30th Circuit Court; and

WHEREAS, while the Probate Court has been implementing the its project, the 30th Circuit Court’s Juvenile Division has implemented its own OnBase EDMS with workflow and their implementation has demonstrated a better path forward for the Probate Court project; and

WHEREAS, the Probate Court has worked with ImageSoft to revise the previously approved Statement of Work No. 21771, the outcome of which is designated as Project Change Request No. 22876, for which, if approved, would result in an additional fee not to exceed \$37,490; and

WHEREAS, sufficient funding exists in the Probate Court’s budget to allow for Project Change Request No. 22876.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves ImageSoft’s Project Change Request 22876 in an amount not to exceed \$37,490.

BE IT FURTHER RESOLVED, that the Probate Court’s Imaging/Scanning Capital Improvement Project (CIP) line item 636-25870-932050 Project Code PC shall fund the cost of this Project Change Request.

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

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

Agenda Item 6

TO: Board of Commissioners Law and Courts and Finance Committees
FROM: Gregg Todd, Controller
DATE: April 5, 2023
SUBJECT: **Resolution to Approve Additional Funding Authorization for the Ingham County Justice Complex**
For the meeting agendas of April 13 and 19, 2023

BACKGROUND

The Ingham County Justice Complex project has an approved budget of \$79,000,000. Current project completion forecasts have the final project cost at \$81,310,315 (\$2,310,315 over budget). The main drivers behind these cost overruns are the following:

- Sanitary auger system to reduce solids/trash going into municipal system \$1,150,000
- Allowances for abatement/unstable soils in Package 6 \$499,000
- Misc. project additions (maintenance pole bar, technology, shooting range, etc.) \$661,315
- TOTAL \$2,310,315

Given the continued uncertainty of what could be uncovered during Package 6 (existing jail demo and parking lot construction) we are also recommending an additional \$500,000 in contingency funds for a total in excess of budget of \$2,810,315.

Tom Shanley, Kramer Management Project Director will be in attendance to discuss in further detail the project overages.

ALTERNATIVES

N/A.

FINANCIAL IMPACT

Project revenue exceeded the \$79,000,000 project by \$818,129 due to interest earned on bond proceeds and additional transfers in. In addition, the Justice Millage Fund had a 2022 year end fund balance of \$2,695,171.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend the approval the resolution.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE ADDITIONAL FUNDING AUTHORIZATION FOR THE
INGHAM COUNTY JUSTICE COMPLEX**

WHEREAS, on August 7, 2018 the electorate of Ingham County approved the Justice Millage to build a new Ingham County Justice Complex (ICJC); and

WHEREAS, Resolution #18-391 authorized the construction of the ICJC with a projected cost to construct, equip, and finance (fees and borrowing costs) not to exceed of \$101,673,278; and

WHEREAS, Resolution #18-391 authorized the Ingham County Building Authority to act as the owner's representative for the project; and

WHEREAS, the ICJC is currently projected to exceed the \$79,000,000 budget by \$2,310,315 due to increased cost for the final phase of the project (demolition of existing jail and parking lot construction), the addition of an auger sanitary disposal unit, and non-budgeted project additions; and

WHEREAS, an additional \$500,000 in contingency funds is also requested in case unforeseen costs arise during the final phase of the project; and

WHEREAS, there is funding available in the existing project revenue of \$818,129 (bond interest proceeds and transfers in) and Justice Millage fund balance of \$2,695,171 to cover the \$2,310,315 projected overage plus the \$500,000 requested contingency; and

WHEREAS, the projected cost overage, combined with the financing and borrowing costs of the construction bond will exceed the authorization amount approved in Resolution #18-391 requiring additional Board of Commissioners approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Building Authority to utilize an amount not to exceed of \$2,810,215 (projected overage of \$2,310,315 plus \$500,000 contingency) from existing project revenue and the Justice Millage fund balance to complete the ICJC project.

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

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary documents consistent with this resolution and upon approval as to form by the County Attorney.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: April 4, 2023
SUBJECT: Accept Grant for the Holt-Mason Trail Connection
For the meeting agenda of April 17, 2023 Human Services and April 19, 2023 Finance

BACKGROUND

The Ingham County Trails & Parks Comprehensive Report identified construction of the Holt to Mason trail as the second highest priority new trail in the County. The final phase of the project is a 1.5 mile section of trail that will go along Cedar and Howell Roads from College Road to Kearns Road, and includes a safe pedestrian crossing over US 127. This trail will provide a highly sought-after safe route between Holt and Mason, and will also provide an alternative transportation route as this section goes right next to DART Container, a large employer in Ingham County. Ingham County Board of Commissioners Resolution #20-564 authorized a commitment of \$1,250,000 from the Trails and Parks Millage Fund Balance for the final phase of the Holt to Mason trail project, and directed staff to pursue additional match funding. The Parks Department submitted an application for \$2,750,000 to Representative Elissa Slotkin’s Community Project Funding program for the Holt-Mason Trail Connection. This resolution authorizes the acceptance of the grant as Ingham County Parks successfully received the \$2,750,000 grant.

An initial meeting was held with MDOT staff, and it was determined that a Phase II Feasibility Study would be required for this project. The Phase I Feasibility Study was completed in 2014, and since that time, federal standards have changed substantially which make it necessary to obtain a Phase II Feasibility Study. Ingham County Board of Commissioners Resolution #21-102 authorized a contract with Spicer Group, Inc. to provide a feasibility study, and the study is nearing completion. After the study is adopted, staff will work with the Purchasing Department to solicit an RFP for the design of this project. The project timeline would be dependent on the approvals from the Michigan Department of Transportation and Federal Highway Administration.

ALTERNATIVES

The alternative is to not accept the grant.

FINANCIAL IMPACT

Ingham County Board of Commissioners Resolution #20-564 authorized a commitment of \$1,250,000 from the Trails and Parks Millage Fund Balance. The Holt-Mason Trail Connection grant request was funded at \$2,750,000 in the Transportation, Housing and Urban Development, and related agencies (THUD) appropriations bill. This resolution accepts the \$2,750,000 grant.

We are in communication with MDOT staff about the Phase II Feasibility Study, and the potential that additional dollars may be needed to complete this project. Once the Phase II Feasibility Study is complete, we will evaluate if we need to apply for Michigan Department of Transportation TAP (Transportation Alternatives Program) funding for additional dollars that might be needed to complete this project.

The current trails and parks millage cash on hand as of April 3, 2023 is \$9,362,717.92.

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) - Work to improve accessibility for visitors of all ages and abilities and 1(h)- Enhance existing trails and blueways, and develop new multi-use trails and blueways, that connect parks with recreational, residential, cultural and business centers throughout Ingham County.

OTHER CONSIDERATIONS

The Ingham County Parks Commission supported this resolution at their April 10, 2023 meeting.

RECOMMENDATION

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE HOLT-MASON TRAIL CONNECTION GRANT FROM REPRESENTATIVE ELISSA SLOTKIN'S COMMUNITY PROJECT FUNDING PROGRAM

WHEREAS, the Ingham County Trails & Parks Comprehensive Report identified construction of the Holt to Mason trail as the second highest priority new trail in the County; and

WHEREAS, Ingham County Board of Commissioners Resolution #20-564 authorized a commitment of \$1,250,000 from the Trails and Parks Millage Fund Balance for the final phase of the Holt to Mason trail that will go from College Road to Kearns Road including a safe pedestrian crossing over US 127, and directed staff to pursue additional match funding; and

WHEREAS, the Parks Department submitted an application for \$2,750,000 to Representative Elissa Slotkin's Community Project Funding program; and

WHEREAS, the Holt-Mason Trail Connection grant request was funded at \$2,750,000 in the Transportation, Housing and Urban Development, and related agencies (THUD) appropriations bill.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners does hereby accept the Holt-Mason Trail Connection grant from Representative Elissa Slotkin's Community Project Funding program through the Federal Highway Administration (FHWA) in the amount of \$2,750,000.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners does hereby agree to provide \$1,250,000 dollars to match the grant previously authorized by Resolution #20-564.

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

BE IT FURTHER RESOLVED, that the 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: April 4, 2023
SUBJECT: Amendment to Onondaga Township Agreement TR094
For the meeting agenda of April 17, 2023 Human Services and April 19, 2023 Finance

BACKGROUND

Ingham County Board of Commissioners Resolution #20-562 authorized entering into a contract with Onondaga Township for Agreement TR094 Baldwin Park ADA Kayak Launch & Bridge Enhancement. Onondaga Township is requesting an amendment to Agreement TR094 for additional funding in the amount of \$448,369.42 in order to complete the project as detailed in Exhibit A.

ALTERNATIVES

The Park Commission approved this approach at their April 10, 2023 meeting.

FINANCIAL IMPACT

The current trails and parks millage cash on hand as of April 3, 2023 is \$9,362,717.92. The financial impact from this request will be an additional \$448,369.42 from the Trails and Parks Millage Fund balance.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) - Maintain and improve existing parkland, facilities and features, 1(g) - Work to improve accessibility for visitors of all ages and abilities and 1(h) - Enhance existing trails and blueways, and develop new multi-use trails and blueways, that connect parks with recreational, residential, cultural and business centers throughout Ingham County.

OTHER CONSIDERATIONS

See attached letter from Onondaga Township– Exhibit A.

RECOMMENDATION

At the direction of the Finance committee and their wishes to spend down the Trails and Parks Cash on hand fund balance, and on the information presented, I respectfully recommend approval of the attached Resolution authorizing an amendment to the Agreement with Onondaga Township.

Exhibit A

April 3, 2023

Ingham county Parks Commission and Board of Commissioners
Attention: Tim Morgan and Nicole Wallace
PO Box 178
Mason, MI 48854

RE: Onondaga Baldwin Park Improvements – Additional Funding Request

Tim and Nicole

On behalf of the Township of Onondaga we respectfully request additional grant funding to allow our Baldwin Park improvements project to be completed. Our premier park in the Township along the banks of the Grand River, this proposed project will provide a barrier free kayak launch onto the Grand River including a dedicated drop-off area, specialty dock, a pedestrian bridge to restroom facilities, along with stormwater control improvements.

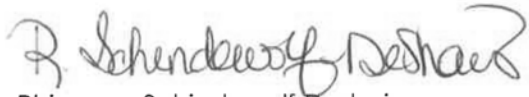
The original grant was awarded in 2020 in the amount of \$150,826.32. The amount was based on contractor's estimates and anticipated engineering fees. However, during the engineering process – the development of the detailed drawings and permitting to enable the bidding and construction of the project - it was found that regulatory permit requirements and other needed construction items greatly increased the anticipated costs. These costs included EGLE floodplain permitting and stormwater requirements, a wetland review/delineation, and County requirements for the loading/unloading driveways and stormwater controls. Compounding this at the first attempt at bidding out the project last year was amid substantial inflationary pressures and contractor availability. Only 1 bid was received last year and for an amount about 5 times the original grant amount (!). It was determined that this amount was not feasible, the bid rejected, and the project was postponed.

The Township was awarded a grant extension earlier this year and the project was rebid recently. This time we received 3 qualified bids for construction, with a low base bid of \$576,295.74. This bid was submitted by Laux Construction 1018 Hogsback Road, Mason MI 48854. The Bid Form also included 3 Deduct Alternates and a 'voluntary' contractor Deduct Alternate. Alternate #1: Tree Removal – essentially switches the responsibility from the contractor to the Township – for a deduct of \$9,802.13; Alternate #2: Landscape Planting – removes the proposed new plantings along the stormwater swale /'ravine' – for a deduct of \$10,841.76; Alternate #3: Concrete Wall Finish – base bid for the finishing of the stormwater forebay walls calls for a 'formliner' finish so that they resemble natural stone or similar, the alternate eliminates this for a plain concrete finish – this deduct is for \$13,069.50. The 'voluntary' alternate is for a alternative bridge manufacturer and a deduct of \$10,000. All the deducts taken together will reduce the total construction bid price by \$43,713.39 to \$532,582.35. In addition to the construction bids, we also have engineering fees for the re-bidding and for construction survey staking. This totals \$22,900.00.

Although this construction bid price is still substantially more than the original grant award it is several hundred thousand dollars less than last year's single bid and given the additional regulatory costs and continued inflation, we feel this cost is what is required today to construct the project. We therefore respectfully request additional grant funding in the range of \$404,656.03 to 448,369.42 – the lower request if all construction bid deducts are applied to the construction contract.

We appreciate your consideration in this matter. We feel that this project will not only be a great benefit to Onondaga Township but by also providing needed recreational access to the Grand River it will benefit the County as a whole with increased popular recreational opportunities.

Respectfully submitted,

A handwritten signature in cursive script, reading "R. Schindewolf-Deshais".

Rhiannon Schindewolf-Deshais
Onondaga Township Parks Committee Chair

BIDDER OPENING – March 28, 2023

Onondaga - Baldwin Park Kayak Launch and Bridge Project

BIDDER	BID SECURITY	ADDMS	BASE BID	ALT #1	ALT#2	ALT#3	NOTES
E.T. MacKenzie Company ✓	✓	✓	784,333.20	-19,000.00	-20,300.00	-4,500	NO COMPANY'S ON BIDDING.
Grand River Construction, Inc. ✓	✓	✓	1,099,117.50	-16,000.00	-15,841.00	-5,005.00	PREVIOUS
Laux Construction ✓	✓	✓	570,215.74	-9802.13	-10,891.26	-13,069.50	ALT 3 3/12/2023 -10,000
Iron Horse Construction							

BY: *[Signature]*

WITNESS *[Signature]*

21-065 does bidding coordination bidder list-Onondaga-Baldwin Park Kayak Launch and Bridge Project

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO ONONDAGA TOWNSHIP
TRAILS AND PARKS MILLAGE AGREEMENT TR094**

WHEREAS, Board of Commissioners Resolution #20-562 authorized entering into a contract with Onondaga Township for Agreement TR094 Baldwin Park ADA Kayak Launch & Bridge Enhancement; and

WHEREAS, Onondaga Township is requesting an amendment to Agreement TR094 for additional funding in the amount not to exceed \$448,369.42 in order to complete the project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an Amendment to Agreement TR094 Baldwin Park ADA Kayak Launch & Bridge Enhancement with Onondaga Township for additional funding in the amount not to exceed \$448,369.42 from the Trails and Parks Millage fund balance.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$448,369.42 from the Trails and Parks Millage fund balance into line item 228-62800-967000-TR094.

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 and Finance Committees

FROM: Adenike Shoyinka, MD MPH, Medical Health Officer

DATE: March 29, 2023

SUBJECT: Authorization to Amend Resolution #22-495

For the meeting agendas of April 17 and April 19, 2023

BACKGROUND

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to amend Resolution #22-495 to accept additional funding from the Michigan Department of Health and Human Services' (MDHHS) Child and Adolescent Health Center (CAHC) program, effective March 1, 2023 through September 30, 2023 in an amount not to exceed \$90,000. These funds will be used for promoting the health of children, adolescents, and their families by providing important primary, preventative, and early intervention health care services.

ALTERNATIVES

We are unaware of any other funding that would allow the ability to expand programs within the health centers to meet CHC patient needs.

FINANCIAL IMPACT

This amendment will result in a positive revenue impact of \$90,000.

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 authorize amending Resolution #22-495 with MDHHS's CAHC program, effective March 1, 2023 through September 30, 2023 in an amount not to exceed \$90,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #22-495 WITH MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE CHILD AND ADOLESCENT HEALTH CENTER PROGRAM

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to amend Resolution #22-495 to accept additional funding from the Michigan Department of Health and Human Services' (MDHHS) Child and Adolescent Health Center (CAHC) program, effective March 1, 2023 through September 30, 2023 in an amount not to exceed \$90,000; and

WHEREAS, these funds will be used for promoting the health of children, adolescents, and their families by providing important primary, preventative, and early intervention health care services; and

WHEREAS, the funding will support continued operations of ICHD's CHC school-based and school-linked health centers; and

WHEREAS, with additional CAHC funding, award amounts will not to exceed \$675,000 and will be divided as follows: Eastern Community Health Center - \$225,000, Sexton Community Health Center - \$225,000, Willow Community Health Center - \$225,000; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Health Officer recommend that the Ingham County Board of Commissioners accept the additional funding from MDHHS, effective March 1, 2023 through September 30, 2023 in an amount not to exceed \$90,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting additional funding from MDHHS, effective March 1, 2023 through September 30, 2023 in an amount not to exceed \$90,000.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Dr. Adenike Shoyinka, MD MPH, Medical Health Officer
DATE: March 28th, 2023
SUBJECT: FY 23 State of Michigan Emerging Threats Comprehensive Agreement – Amendment # 3
For the meeting agendas of April 17, 2023 and April 19, 2023

BACKGROUND

Ingham County Health Department (ICHD) wishes to accept additional funding from the Michigan Department of Health and Human Services in an amount not to exceed \$341,134 effective October 1, 2022 through September 30, 2023. ICHD currently receives funding from MDHHS via the Comprehensive Agreement. The agreement for the delivery of public health services under the Comprehensive Agreement is the principal mechanism for clarifying the roles and responsibilities of the state and local governments. The Board of Commissioners (BOC) approved the 2022-2023 Emerging Threats Comprehensive Agreement through Resolution #22-397, Amendment #1 through Resolution #22-562 and Amendment #2 through Resolution #23-056.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The financial impact of this agreement will increase the FY '23 grant agreement from \$1,726,315 to \$2,067,449, for an increase of \$341,134. The revised resolution makes the following specific change to the budget:

COVID Immunization: increase of \$219,523 from 174,973 to \$394,496
COVID Workforce Development: increase of \$105,479 from \$179,751 to \$285,230
American Rescue Plan-NFP: increase of \$13,000 from \$28,672 to \$41,672
U4U Tuberculosis Services: increase of \$3,132 from \$2,777 to \$5,909

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 approval of the attached resolution to support this Emerging Threats agreement with Michigan Department of Health & Human Services (MDHSS) effective October 1, 2022 through September 30, 2023.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #3 TO THE 2022-2023 EMERGING THREATS MASTER AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE DELIVERY OF PUBLIC HEALTH SERVICES UNDER THE COMPREHENSIVE AGREEMENT

WHEREAS, Ingham County Health Department (IChD) wishes to accept additional funding from the Michigan Department of Health and Human Services (MDHHS) in an amount not to exceed \$341,134 effective October 1, 2022 through September 30, 2023; and

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

WHEREAS, MDHHS and local health departments enter into contracts to clarify the role and responsibilities of each party in protecting public health; and

WHEREAS, MDHHS and Ingham County entered into a 2022 – 2023 Emerging Threats Agreement authorized through Resolution #22-397, Amendment #1 in Resolution #22-562 and Amendment #2 in Resolution #23-056; and

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

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize accepting additional funding from the MDHHS in an amount not to exceed \$341,134, effective October 1, 2022 through September 30, 2023.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a revised 2022 – 2023 Emerging Threats Agreement with the MDHHS in an amount not to exceed \$341,134, effective October 1, 2022 through September 30, 2023.

BE IT FURTHER RESOLVED, that the period of the agreement shall be October 1, 2022 through September 30, 2023.

BE IT FURTHER RESOLVED, that the scope of services included in this agreement shall include Emerging Threats in Ingham County.

BE IT FURTHER RESOLVED, that the total amount of the Emerging Threats Comprehensive Agreement shall increase from \$1,726,315 to \$2,067,449, an increase of \$341,134.

BE IT FURTHER RESOLVED, that the increase in funds consist of the following specific change to program budgets:

COVID Immunization: increase of \$219,523 from \$174,973 to \$394,496
COVID Workforce Development: increase of \$105,479 from \$179,751 to \$285,230
American Rescue Plan-NFP: increase of \$13,000 from \$28,672 to \$41,672
U4U Tuberculosis Services: increase of \$3,132 from \$2,777 to \$5,909

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2023 Budget in order to implement this resolution.

BE IT FURTHER RESOLVED, that the Medical Health Officer, Dr. Adenike Shoyinka, MD., or her designee, is authorized to submit the 2022-2023 Emerging Threats Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Dr. Adenike Shoyinka, MD MPH, Medical Health Officer
DATE: March 30th, 2023
SUBJECT: FY 23 State of Michigan Master Agreement Amendment # 3
For the meeting agendas of April 17, 2023 and April 19, 2023

BACKGROUND

Ingham County Health Department (ICHD) wishes to amend the Master Agreement with Michigan Department of Health and Human Services (MDHHS) by accepting additional funding effective October 1, 2022 through September 30, 2023 in an amount not to exceed . ICHD currently receives funding from MDHHS via the Master Agreement. The Master Agreement is the annual process whereby MDHHS transmits State & Federal Funds to ICHD to support public health programs. The Board of Commissioners (BOC) approved the 2022-2023 Master Agreement through Resolution #22-358, Amendment #1 through Resolution #22-563, and Amendment #2 through Resolution #23-081.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The financial impact of this increased support will increase the FY '23 grant agreement from \$6,919,914 to \$7,496,438 and increase of \$576,524. The revised resolution makes the following specific changes to the budget:

- Public Health Emergency Preparedness (PHEP) 7/01 – 9/30: increase of \$37,773 from \$0 to \$37,773
- Nurse Family Partnership: increase of \$522,800 from \$588,300 to \$1,111,100
- Oral Health Kindergarten Assessment: increase of \$13,951 from \$67,273 to \$81,224
- Regional Perinatal Care System: increase of \$2,000 from \$155,000 to \$157,000

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support this agreement with Michigan Department of Health & Human Services (MDHSS) effective October 1, 2022 through September 30, 2023.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #3 TO THE 2022-2023 AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE DELIVERY OF PUBLIC HEALTH SERVICES UNDER THE MASTER AGREEMENT

WHEREAS, Ingham County Health Department (ICHD) wishes to amend the Master Agreement with Michigan Department of Health and Human Services (MDHHS) by accepting additional funding effective October 1, 2022 through September 30, 2023 in an amount not to exceed \$576,524; and

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

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

WHEREAS, MDHHS and ICHD have entered into a 2022-2023 Master Agreement authorized in Resolution #22-358, Amendment #1 in Resolution #22-563, and Amendment #2 in Resolution #23-081; and

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

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the revised agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a revised 2022 – 2023 Agreement with the MDHHS for the delivery of public health services under the Master Agreement Process effective October 1, 2022 through September 30, 2023.

BE IT FURTHER RESOLVED, that the total amount of the Master Agreement funding shall increase from \$6,919,914 to \$7,496,438 an increase of \$576,524.

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

Public Health Emergency Preparedness (PHEP) 7/01 – 9/30: increase of \$37,773 from \$0 to \$37,773
Nurse Family Partnership: increase of \$522,800 from \$588,300 to \$1,111,100
Oral Health Kindergarten Assessment: increase of \$13,951 from \$67,273 to \$81,224
Regional Perinatal Care System: increase of \$2,000 from \$155,000 to \$157,000

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2023 Budget in order to implement this resolution.

BE IT FURTHER RESOLVED, that the Medical Health Officer, Dr. Adenike Shoyinka, MD, or her designee, is authorized to submit the 2022 -2023 Master Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

Agenda Item 9

TO: Board of Commissioners, County Services & Finance Committees

FROM: Glenn Canning, Facilities Director

DATE: April 11, 2023

RE: Resolution to Authorize an Agreement with Wolverine Building Group for the Historical Mason Courthouse Clock Tower and Tunnel Restoration and Repairs and to Authorize an Agreement with RedGuard Fire & Security for the Fire panel Replacement at the Veterans Memorial Courthouse and Grady Porter Building

For the meeting agendas of: April 18 & 19

BACKGROUND

The Historical Mason Courthouse Clock Tower has deteriorated due to age and water damage to the structure. To preserve the historical structure the clock tower needs to be repaired and restored.

The tunnel that runs between the Historical Mason Courthouse and Hilliard Building that supplies the heating, cooling, fire system, and technology system lines to the Historical Mason Courthouse is leaking risking damage to the technology and building systems. The tunnel needs to be repaired and waterproofed to ensure the Mason Historical Courthouse will continue to operate and the life safety systems are operational.

The scope of work will also include the restoration of the entry doors and improvements to the fan coils at the Historical Mason Courthouse. The scope of work at the Hilliard Building file room and election room includes the humidification and dehumidification system and replacing the current wet fire suppression system with a dry chemical system to preserve the files and documents.

Wolverine Building Company submitted the lowest responsive and responsible proposal of \$2,701,426 for the repairs and restoration on the Historical Mason Courthouse and the repairs and waterproofing to the tunnel that connects the Historical Mason Courthouse and Hilliard Building.

The fire panel at the Veterans Memorial Courthouse and Grady Porter Building that controls the fire alarm and suppression is failing, outdated and in constant repair, the system needs to be replaced for the life safety of all who are in the buildings. RedGuard Fire & Security submitted the responsive and responsible proposal of \$449,875 to replace the fire panel and all associated devices.

We are requesting a contingency of \$220,591.07 for any uncovered conditions for a total not to exceed amount of \$3,381,892.07 for the repairs and restoration to the Historical Mason Courthouse clock tower, the repairs and waterproofing of the tunnel and the replacement fire panel at the Veterans Memorial Courthouse and Grady Porter Building.

ALTERNATIVES

The alternative would be to not approve the restoration and repair to the clock tower, risking structural integrity of the building and the safety of the staff and public in the building.

The alternative would be to not approve the repairs and waterproofing of the tunnel which will risk the functionality of life safety systems putting the staff and public in the building at risk.

The alternative would be to not approve the replacement of the fire panel which will risk the potential for the system to fail putting the life safety of all who are in the buildings.

FINANCIAL IMPACT

The funds come from a bond which has a balance of \$3,037,928.74, the funding falls short by \$343,963.33. To compensate for the shortfall we are closing out and cancelling projects and returning the funds back to the General Fund which will be used to cover the shortfall.

Project	Beginning Balance	Current Balance	Requested Funds	Remaining Balance
Bond	\$3,037,928.74	\$3,037,928.74	\$3,037,928.74	\$0
General Fund			\$343,963.07	

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 Wolverine Building Group to restore and repair the Historical Mason Courthouse clock tower and tunnel and support an agreement with RedGuard Fire & Security to replace the fire panel at the Veterans Memorial Courthouse and Grady Porter Building.

Agenda Item 9

TO: Glenn Canning, Facilities Director
FROM: James Hudgins, Director of Purchasing
DATE: March 28, 2023
RE: Memorandum of Performance for RFP No. 2-23 Ingham County Courthouse and Hilliard Building Improvements

Per your request, the Purchasing Department sought proposals from qualified and experienced general contractors to enter into a contract for the purpose of making improvements to the Ingham County Courthouse and Hilliard Building, per the project manual and specifications prepared by the County Consultant’s Studio Intrigue Architects, LLC.

The scope of work includes, but is not limited to, the following:

1. Ingham County Courthouse – Making improvements to the clock tower, tunnel between the Courthouse and Hilliard Building, entry doors, and the fan coil units.
2. Hilliard Building – Providing and installing a new humidification and dehumidification system and replacing the current fire sprinkler suppression system with a dry chemical fire suppression system in the file Storage Room and Elections Room located within the Hilliard Building.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	71	13
Vendors attending pre-bid/proposal meeting	12	7
Vendors responding	2	2

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

Vendor Name	Local Preference	Base Bid	Alternate #1 Ocular Window Dormer Replacement	Total
Wolverine Building Group	Yes, Lansing MI	\$2,433,529.00	\$267,897.00	\$2,701,426.00
Moore Trospen Construction Co.	Yes, Holt MI	\$2,683,700.00	\$499,000.00	\$3,182,700.00

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.

Agenda Item 9

TO: Glenn Canning, Facilities Director
FROM: James Hudgins, Director of Purchasing
DATE: March 24, 2023
RE: Memorandum of Performance for RFP No. 4-23 Fire Panel Upgrade

Per your request, the Purchasing Department sought proposals from qualified, experienced, and licensed contractors to enter into a contract for the purpose of providing a fire panel upgrade at the Veteran’s Memorial Courthouse/Grady Porter Building.

The general scope of work includes, but is not limited to, making the fire panel upgrade with all associated devices according to plans and specifications developed by the County’s Consultant, Studio Intrigue Architects, LLC.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	74	18
Vendors attending pre-bid/proposal meeting	5	2
Vendors responding	1	0
Vendors unresponsive – received after deadline	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 Pref	Total Cost
RedGuard Fire & Security	No, Plymouth MI	\$449,875.00
Boynton Fire Safety Service LLC	Non-responsive - received after deadline	

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH WOLVERINE BUILDING GROUP FOR THE HISTORICAL MASON COURTHOUSE CLOCK TOWER AND TUNNEL RESTORATION AND REPAIRS AND TO AUTHORIZE AN AGREEMENT WITH REDGUARD FIRE & SECURITY FOR THE FIRE PANEL REPLACEMENT AT THE VETERANS MEMORIAL COURTHOUSE AND GRADY PORTER BUILDING

WHEREAS, the Historical Mason Courthouse clock tower has deteriorated due to age and water damage to the structure; and

WHEREAS, to preserve the historical structure the clock tower needs to be repaired and restored; and

WHEREAS, the tunnel that runs between the Historical Mason Courthouse and Hilliard Building that supplies the heating, cooling, fire system, and technology system lines to the Historical Mason Courthouse is leaking risking damage to the technology and building systems; and

WHEREAS, the tunnel needs to be repaired and waterproofed to ensure the Mason Historical Courthouse will continue to operate and the life safety systems are operational; and

WHEREAS, the scope of work will also include the restoration of the entry doors and improvements to the fan coils at the Historical Mason Courthouse, the scope of work at the Hilliard Building file room and election room includes the humidification and dehumidification system and replacing the current wet fire suppression system with a dry chemical system to preserve the files and documents; and

WHEREAS, the Facilities Department recommends an agreement with Wolverine Building Group, who submitted the lowest responsive and responsible proposal of \$2,701,426 for the repairs and restoration on the Historical Mason Courthouse, the repairs and waterproofing to the tunnel that connects the Historical Mason Courthouse and Hilliard Building and the work listed in the scope of work; and

WHEREAS, the fire panel at the Veterans Memorial Courthouse and Grady Porter Building that controls the fire alarm and suppression is failing, outdated, and in constant repair; and

WHEREAS, the fire panel needs to be replaced for the life safety of all who are in the Veterans Memorial Courthouse and Grady Porter Building; and

WHEREAS, the Facilities Department recommends an agreement with RedGuard Fire & Security who submitted the responsive and responsible proposal of \$449,875 to replace the fire panel at the Veterans Memorial Courthouse and Grady Porter Building; and

WHEREAS, funds are available in the 2021 Bond Fund which has a balance of \$3,037,928.74, the funding falls short by \$343,963.33, to compensate for the shortfall we are closing out and cancelling projects and returning the funds back to the General Fund which will be used to cover the shortfall; and

WHEREAS, the Facilities Department is requesting a contingency of \$220,591.07 for any uncovered conditions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Wolverine Building Group, 117 E. Allegan St. Suite 100, Lansing, Michigan 48933, for the repairs and restoration on the Historical Mason Courthouse, the repairs and waterproofing to the tunnel that connects the Historical Mason Courthouse and Hilliard Building and work listed in the scope of work for an amount not to exceed \$2,872,017.07, which includes a contingency of \$170,591.07.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with RedGuard Fire & Security, 45150 Polaris Ct., Plymouth, Michigan, 48170 to replace the fire panel at the Veterans Memorial Courthouse and Grady Porter Building for an amount not to exceed \$499,875 which includes a contingency of \$50,000.

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, County Services Committee and Finance Committee

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: April 4, 2023

RE: Proposed Resolution to Authorize an Engineering Design Services Contract with DLZ Michigan, Inc. for the Columbia Road and Eifert Road Intersection Project

For the April 18, 19 and 25 meeting agendas

BACKGROUND

The Ingham County Road Department (ICRD) has been awarded Highway Safety Improvement Program (HSIP) funds to construct a roundabout at the intersection of Columbia Road and Eifert Road in Sections 3,4, 9, and 10 of Aurelius Township. The HSIP provides federal funding for 90% of the construction costs up to the capped amount of \$750,000 and 50% of the design engineering costs up to the capped amount of \$73,000. The Road Department is responsible for the 10% construction match, 50% design engineering match, 100% of the construction engineering, 100% of the right of way costs and any overages exceeding the capped funding amounts.

Unfortunately, ICRD staffing is such that many times during the engineering design phase of projects, we don't have the staff, equipment, or expertise to perform all project related data collection, design or document preparation required to meet funding deadlines. Therefore, we must rely on engineering design consultants to perform the work when needed.

In 2019, the Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced engineering design firms to provide services on an as-needed basis. ICRD staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed labor rates and overall value to the county. Five consultants were selected and approved by the County Board of Commissioners (Resolution #19-299). In 2021, the Ingham County Board of Commissioners extended the retention of the previously selected consultants for as-needed engineering design services through 2023 (Resolution #21-609).

Pursuant to Board Resolutions #19-299 and #21-609, the Purchasing Department issued a Request For Quote (RFQ #30-23) to the as-needed consultants for engineering design services on the Columbia Road and Eifert Road Intersection Project. Two of the consultants provided service proposals, with the fees as detailed below:

DLZ Michigan, Inc.	\$ 62,314.01
RS Engineering, LLC	\$ 46,603.43

Upon staff review and recommendation, DLZ Michigan has a significant understanding of the scope of work on this project and is a highly experienced roundabout design consultant. While DLZ did not have the lowest cost proposal, their vast experience with roundabouts makes them the most qualified consultant at the most economical cost. RS Engineering, who had the lowest fee proposal, has minimal roundabout experience, resulting in a higher risk for complications during the design process. Therefore, DLZ was selected as the consultant who provided the most competitive proposal and design fee of \$62,314.01, making them the most advantageous consultant for the County on this project.

ALTERNATIVES

None. Current Road Department staff do not have the required experience to design roundabouts.

FINANCIAL IMPACT

DLZ Michigan, Inc. provided a fee proposal of \$62,314.01 to perform engineering design services for the Columbia Road and Eifert Road Intersection Project. In addition to this fee, the Road Department requests an additional 30% contingency for unidentified costs during the scoping process, such as roundabout lighting design services, additional permitting requirements, or right-of-way acquisition that may become necessary throughout the design process to achieve a successful construction project. The total contract cost with the contingency included is \$81,000.00. This design fee equates to 10.8% of the estimated construction costs for the Columbia Road and Eifert Road Intersection Project, which aligns with the anticipated budget range for these types of services.

The HSIP funding includes a 50% match for design engineering services up to a capped amount of \$73,000. Therefore, the 50% match responsibility of the ICRD for the DLZ contract, including the contingency, is \$40,500. The cost for the engineering design services and right-of-way expenses are included in the Road Fund Budget. The cost for the 10% local match for construction costs and 100% of the construction engineering services will be included in the 2024 Road Fund Budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I respectfully recommend the Board of Commissioners adopt the attached resolution and accept the service proposal from DLZ Michigan, Inc. for the Columbia Road and Eifert Road Intersection Project.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN ENGINEERING DESIGN SERVICES CONTRACT WITH
DLZ MICHIGAN, INC. FOR THE
COLUMBIA ROAD AND EIFERT ROAD INTERSECTION PROJECT**

WHEREAS, the Ingham County Road Department received Highway Safety Improvement Program funding to construct a roundabout at the intersection of Columbia Road and Eifert Road in Sections 3,4, 9, and 10 of Aurelius Township; and

WHEREAS, the Highway Safety Improvement Program provides funding for 90% of the construction costs up to the capped amount of \$750,000 and 50% of the design engineering costs up to the capped amount of \$73,000, with the Road Department being responsible for the 10% construction match, 50% design engineering match, 100% of the construction engineering, 100% of the right of way costs and any overages exceeding the capped funding amounts; and

WHEREAS, the Road Department funding responsibility associated with the design engineering costs and right of way expenses are included in the 2023 Road Fund Budget; and

WHEREAS, the Road Department funding responsibility associated with the local match to the Highway Safety Improvement Program and construction engineering costs will be included in the 2024 Road Fund Budget; and

WHEREAS, the Ingham County Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced engineering design firms to provide services on an as-needed basis, subsequently approved by the Ingham County Board of Commissioners in Resolution #19-299 and extended through 2023 in Resolution #21-609; and

WHEREAS, pursuant to Board Resolutions #19-299 and #21-609, the Purchasing Department solicited detailed scope of services proposals (RFQ #30-23) from the as-needed consultants for the Columbia Road and Eifert Road Intersection Project; and

WHEREAS, Road Department staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed labor rates and overall value to the county; and

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

WHEREAS, the Road Department recommends that the Board of Commissioners authorize an engineering design services contract with DLZ Michigan, Inc. to provide professional engineering services on the Columbia Road and Eifert Road Project; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize a 30% contingency for unidentified costs during the scoping process, such as roundabout lighting design services, additional permitting requirements, or right-of-way acquisition that may become necessary throughout the design process to achieve a successful construction project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an engineering design services contract for the Columbia Road and Eifert Road Intersection Project with DLZ Michigan, Inc. located at 1425 Keystone Ave, Lansing, MI 48911, for the not to exceed fee of \$81,000.00, which includes a 30% contingency.

BE IT FURTHER RESOLVED, 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 10b

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

FROM: Neal Galehouse, Director of Engineering
Road Department

DATE: April 4, 2023

SUBJECT: Proposed Resolution to Authorize an Engineering Consultant Services Agreement with RS Engineering, LLC for Bridge Design Services of the Waldo Road Bridge over Deer Creek Drain (SN 3918) and Hoxie Road Bridge over Wolf Creek (SN 3907)

For the Meeting Agendas of April 18, 19 and 25

BACKGROUND

The Road Department has received Local Bridge Program (LBP) funding to perform preventative maintenance work on the Waldo Road Bridge over Deer Creek Drain (SN 3918) in Wheatfield Township and Hoxie Road Bridge over Wolf Creek (SN 3907) in Locke Township.

The Local Bridge Program provides funding for 95% of eligible construction costs, with the Road Department being responsible for the 5% funding match, design engineering, construction engineering, and right of way costs. The costs associated with design engineering for this project are included in the Road Fund budget.

The Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced engineering design firms to provide services on an as-needed basis, subsequently approved by the Ingham County Board of Commissioners in Resolution #21-609.

Pursuant to that resolution, the Purchasing Department solicited detailed scope of services proposals from the as-needed consultants for the Waldo Road Bridge and Hoxie Road Bridge Project under RFQ #31-23. The Purchasing Department received one proposal from RS Engineering, LLC located at 6709 Centurion Drive, Suite 300, Lansing, MI 48917. Road Department staff reviewed the proposal for adherence to county purchasing requirements, experience, expertise, proposed fees, and overall value to the county.

ALTERNATIVES

N/A

FINANCIAL IMPACT

RS Engineering, LLC provided a fee proposal of \$74,902.58 to perform engineering design services for the Waldo Road Bridge (SN 3918) and Hoxie Road Bridge (SN 3907). In addition to this fee, the Road Department requests an additional 20% contingency for unidentified costs during the scoping process, such as additional repairs, that may become necessary to achieve a successful construction project. The total cost with contingency included is \$90,000. The cost for the engineering design services and right of way expenses are included in the Road Fund Budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I respectfully recommend the Board of Commissioners adopt the attached resolution and accept the service proposal from RS Engineering, LLC for the Waldo Road Bridge (SN 3918) and Hoxie Road Bridge (SN 3907) project.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN ENGINEERING CONSULTANT SERVICES AGREEMENT
WITH RS ENGINEERING, LLC FOR BRIDGE DESIGN SERVICES OF THE
WALDO ROAD BRIDGE OVER DEER CREEK DRAIN (SN 3918) AND
HOXIE ROAD BRIDGE OVER WOLF CREEK (SN 3907)**

WHEREAS, the Road Department has received Local Bridge Program (LBP) funding to perform preventative maintenance work on the Waldo Road Bridge over Deer Creek Drain (SN 3918) in Wheatfield Township and Hoxie Road Bridge over Wolf Creek (SN 3907) in Locke Township; and

WHEREAS, the Local Bridge Program provides funding for 95% of eligible construction costs, with the Road Department being responsible for the 5% funding match, design engineering, construction engineering, and right of way costs; and

WHEREAS, costs associated with design engineering and right of way expenses for this project are included in the Road Fund budget; and

WHEREAS, the Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced construction inspection firms to provide services on an as-needed basis, which was authorized by the Board of Commissioners in Resolution #21-609; and

WHEREAS, pursuant to Resolution #21-609, the Purchasing Department solicited detailed scope of services proposals (RFQ #31-23) from the as-needed consultants for the Waldo Road Bridge (SN 3918) and Hoxie Road Bridge (SN 3907) project; and

WHEREAS, Road Department staff reviewed the submitted proposal for adherence to county purchasing requirements, experience, expertise, proposed labor rates, and overall value to the county; and

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

WHEREAS, the Road Department recommends that the Board of Commissioners authorize entering into an engineering consultant services agreement with RS Engineering, LLC to provide design services for the Waldo Road Bridge and Hoxie Road Bridge project; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize a 20% contingency for currently unidentified costs during the scoping process, such as additional repairs, that may become necessary to achieve a successful construction project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an engineering consulting services agreement for design services of the Waldo Road Bridge over Deer Creek Drain (SN 3918) and Hoxie Road Bridge over Wolf Creek (SN 3907) project with RS Engineering, LLC

located at 6709 Centurion Drive, Suite 300, Lansing, MI 48917 for the not to exceed fee of \$90,000, which includes a 20% contingency.

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.

TO: Board of Commissioners, County Services and Finance Committees

FROM: Neal Galehouse, Director of Engineering
Road Department

DATE: April 4, 2023

SUBJECT: Proposed Resolution to Authorize an Engineering Consultant Services Agreement with C2AE for the Lake Lansing Road Project

For the Meeting Agendas of April 18, 19 and 25

BACKGROUND

The Road Department has received state Highway Safety Improvement Program (HSIP) funding to resurface Lake Lansing Road between Abbot Road and Hagadorn Road, which will include the reconstruction of the intersection at Lake Lansing Road, Towar Avenue, and Birch Row Drive. The reconstructed intersection will be signalized across Lake Lansing Road in a manner that will facilitate safe pedestrian movement between the Albert White Park in the City of East Lansing and the Towar Gardens neighborhood.

The Road Department is currently experiencing significant staffing shortages and is unable to perform the required construction inspection services for this project. The Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced construction inspection firms to provide services on an as-needed basis, subsequently approved by the Board of Commissioners in Resolution #22-168.

Pursuant to that resolution, the Purchasing Department solicited detailed scope of services proposals from the as-needed consultants for the Lake Lansing Road project under RFQ #97-23. The Purchasing Department received one proposal from C2AE located at 106 West Allegan Street, Suite 500, Lansing, MI 48933. Road Department staff reviewed the proposal for adherence to county purchasing requirements, experience, expertise, proposed fees, and overall value to the county.

ALTERNATIVES

N/A

FINANCIAL IMPACT

C2AE provided a fee proposal of \$121,455.22 to perform construction inspection services for the Lake Lansing Road project. In addition to this fee, the Road Department requests an additional 20% contingency for unidentified costs that, due to the nature of construction, may arise during the course of the project. The total cost with contingency included is \$146,000. The cost for the construction inspection services is included in the 2023 Road Fund Budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I respectfully recommend the Board of Commissioners adopt the attached resolution and accept the service proposal from C2AE to provide construction inspection services for the Lake Lansing Road project.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN ENGINEERING CONSULTANT SERVICES AGREEMENT
WITH C2AE FOR THE LAKE LANSING ROAD PROJECT**

WHEREAS, the Road Department received state Highway Safety Improvement Program (HSIP) funding to resurface Lake Lansing between Abbot Road and Hagadorn Road, which will include the reconstruction of the intersection at Lake Lansing Road, Towar Avenue, and Birch Row Drive; and

WHEREAS, the Road Department is currently experiencing significant staffing shortages and is unable to perform the required construction inspection services for this project; and

WHEREAS, the Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced construction inspection firms to provide services on an as-needed basis, subsequently approved by the Ingham County Board of Commissioners in Resolution #22-168; and

WHEREAS, pursuant to Resolution #22-168, the Purchasing Department solicited detailed scope of services proposals (RFQ #97-23) from the as-needed consultants for the Lake Lansing Road Project; and

WHEREAS, Road Department staff reviewed the submitted proposal for adherence to county purchasing requirements, experience, expertise, proposed labor rates, and overall value to the county; and

WHEREAS, costs associated with construction inspection services for this project are included in the 2023 Road Fund Budget; and

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

WHEREAS, the Road Department recommends that the Board of Commissioners authorize entering into an engineering consultant services agreement with C2AE to provide construction inspection services for the Lake Lansing Road project; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize a 20% contingency for currently unidentified costs that, due to the nature of construction, may arise during the course of the project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an engineering consultant services agreement to provide construction inspection services for the Lake Lansing Road project with C2AE located at 106 West Allegan Street, Suite 500, Lansing, MI 48933 for the not to exceed fee of \$146,000, which includes a 20% contingency.

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.

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: April 6, 2023
SUBJECT: Resolution to Reorganize Financial Services and Controller's Office
For the meeting agendas of April 18, 19

BACKGROUND

We have had two leadership vacancies recently that provide us the opportunity to suggest a reorganization of the Controller's Office and Financial Services Department to create greater efficiencies; the retirement of Teri Morton as Deputy Controller and the resignation of Tori Meyer as Financial Services Director. The proposal is as follows with the financial impacts at top step of the grade:

- Financial Services Director (MC 14) to Director of Finance & Budget (MC 16) \$28,995
- Budget Director (MC 14 – redline) to Budget Manager (MC 13) (\$12,532)
- Financial Services Deputy Director (MC12 – redline) to Finance Manager(MC13) \$20,945
- Budget Analyst (MC 10) to Senior Budget Analyst (MC 11) \$10,440
- Deputy Controller (MC 17) to Budget Analyst (MC 9) (\$99,014)
- Net Wage/Benefit Impact** **(\$51,166)**

The combination of the Budget Office and Office of Financial Services into a more traditional governmental office as the Department of Finance & Budget, provides two main benefits, 1) it streamlines the relationship between the two offices, which can provide for a better deployment of information and resources and 2) it will help with recruiting more experienced leadership at the higher grade. With this combination the current Budget Director position and Deputy Director of Financial Services position will be redlined at the current positions' titles and grade levels until the incumbents separate from employment with the County. At that time, the position(s) will become Finance and Budget Manager positions.

The reclassification of the Deputy Controller to a Budget Analyst would provide additional help in the currently understaffed Budget Office. The current Deputy Controller responsibilities (Law and Courts and budget oversight) would fall to the Controller, reducing the administrative overhead of the Controller's Office. The reclassification of the current Budget Analyst to Senior Budget Analyst is reflective of additional duties and responsibilities the position would take on.

The net savings from the reorganization will be utilized to either contract with a public relations firm or hire a part-time PIO to promote County initiatives.

ALTERNATIVES

The Board of Commissioners could decline to approve the proposed reorganization.

FINANCIAL IMPACT

Changes will be budget neutral.

RECOMMENDATION

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

	<u>MCF 9 Step 1</u>	<u>MCF 9 Step 5</u>	<u>MCF 10 Step 1</u>	<u>MCF 10 Step 5</u>	<u>MCF 11 Step 1</u>	<u>MCF 11 Step 5</u>
Wages	\$65,107	\$78,170	\$71,202	\$85,485	\$76,895	\$92,322
Unemployment	326	391	356	427	384	462
FICA	4,981	5,980	5,447	6,540	5,882	7,063
Health	19,002	19,002	19,002	19,002	19,002	19,002
Dental	936	936	936	936	936	936
Vision	135	135	135	135	135	135
Retirement	20,086	24,116	21,966	26,372	23,722	28,481
Retirement	1,628	1,954	1,780	2,137	1,922	2,308
Future Retiree Health	2,930	3,518	3,204	3,847	3,460	4,154
Life	144	144	144	144	144	144
Work Comp	2,246	2,697	2,456	2,949	2,653	3,185
Disability	85	102	93	111	100	120
Current Retiree Health	3,585	3,585	3,585	3,585	3,585	3,585
Liability	888	1,067	971	1,166	1,049	1,260
Separation	1,139	1,368	1,246	1,496	1,346	1,616
Total Cost	\$123,216	\$143,164	\$132,523	\$154,332	\$141,216	\$164,772
	<u>MCF 13 Step 1</u>	<u>MCF 13 Step 5</u>	<u>MCF 14 Step 1</u>	<u>MCF 14 Step 5</u>		
Wages	\$88,319	\$106,039	\$95,155	\$114,246		
Unemployment	442	530	476	571		
FICA	6,756	8,112	7,279	8,740		
Health	19,002	19,002	19,002	19,002		
Dental	936	936	936	936		
Vision	135	135	135	135		
Retirement	27,246	32,713	29,355	35,245		
Retirement	2,208	2,651	2,379	2,856		
Future Retiree Health	3,974	4,772	4,282	5,141		
Life	144	144	144	144		
Work Comp	3,047	3,658	3,283	3,941		
Disability	115	138	124	149		
Current Retiree Health	3,585	3,585	3,585	3,585		
Liability	1,205	1,447	1,298	1,559		
Separation	1,546	1,856	1,665	1,999		
Total Cost	\$158,660	\$185,717	\$169,098	\$198,250		
	<u>MCF 16 Step 1</u>	<u>MCF 16 Step 5</u>	<u>MCF 17 Step 1</u>	<u>MCF 17 Step 5</u>		
Wages	\$110,968	\$133,235	\$119,116	\$143,015		
Unemployment	555	666	596	715		
FICA	8,489	10,193	9,112	10,941		
Health	19,002	19,002	19,002	19,002		
Dental	936	936	936	936		
Vision	135	135	135	135		
Retirement	34,234	41,103	36,747	44,120		
Retirement	2,774	3,331	2,978	3,575		
Future Retiree Health	4,994	5,996	5,360	6,436		
Life	144	144	144	144		
Work Comp	3,828	4,597	4,110	4,934		
Disability	144	173	155	186		
Current Retiree Health	3,585	3,585	3,585	3,585		
Liability	1,514	1,818	1,625	1,951		
Separation	1,942	2,332	2,085	2,503		
Total Cost	\$193,244	\$227,245	\$205,686	\$242,178		

Agenda Item 11a

TO: Gregg Todd, Controller/Administrator

FROM: Beth Bliesener, Human Resources Specialist
Imelda Maloney, Human Resources Analyst
Joan Clous, Human Resources Specialist

DATE: March 22, 2023

RE: Memo of Analysis for the reorganization of Controller's Office – Financial Services
Reorganization

Regarding the reorganization of the Controller's Office – Financial Services Reorganization, Human Resources can confirm the following information:

1. HR has updated the Financial Services Director to convert the position to a newly created position of Director of Budget and Finance, HR has determined the newly created job description to be a MC Level 16 (\$110,968.13 - \$133,235.36).
2. HR has created a new job description titled Budget Manager and the newly created Budget Manager job description has been determined to be classified at a MC 13 (\$88,319.23 - \$106,038.68).
3. HR has created a new job description titled Finance Manager and the newly created Finance Manger description has been determined to be classified at a MC 13 (\$88,319.23 - \$106,038.68).
4. HR and Budget have created a new job description titled Senior Budget Analyst and the newly created Senior Budget Analyst has been determined to be classified at a MC 11 (\$76,894.94 - \$92,321.60).
5. HR and Budget have updated the Budget Analyst to reflect the duties that it will now be performing, the new classification for the Budget Analyst has been determined to be a MC 9 (\$65,107.04 - \$78,170.42).

Please use this memo as acknowledgement of Human Resources' participation and analysis of your reorganization proposal. You are now ready to move forward as a discussion item and contact budget for a budget analysis.

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

**INGHAM COUNTY
JOB DESCRIPTION**

FINANCE & BUDGET DIRECTOR

General Summary:

Under the direction of the Ingham County Board of Commissioners, serves at the pleasure of the County Controller/Administrator to oversee the accounting, payables, payroll, grant, budgeting and insurance reporting functions of the County. Recommends related policies and is responsible for preparation of County financial statements, County budgets and various financial analysis projects.

Essential Functions:

1. Coordinate budget process among Commissioners, departments, and Controller's office to facilitate interaction, accurate information and timeliness and assistance in the preparation of budget proposals at all stages of the process.
2. Develops recommended annual budget calendar and format of County budget process; provides budget entities with budget information and forms.
3. Monitors revenues and expenses to conform to budget and recommend to the Controller necessary changes and corrections to the current year's appropriations.
4. Monitors operating and capital budgets to conform to budget policy and makes recommendations to the County Controller/Administrator regarding necessary changes and corrections to the current year's appropriations in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) guidelines and requirements.
5. Develops, recommends and implements goals, objectives, policies, procedures and work standards for the budgetary and financial operations of the County.
6. Directs the preparation and administration of the annual budget, including planning and analysis, process development, policy formation and review, formulating, presentation, approval, publication and implementation, and the review of all board action requests submitted to the Board of Commissioners.
7. Supervises all staff of the department either directly or indirectly through subordinate supervisors, including interviewing and selecting of job applicants, training, overseeing work, participating in disciplinary decisions and actions, and establishing and evaluating appropriate performance standards in accordance with County objectives.
8. Coordinates the provision of information to auditors and answers both broad and specific questions. Directs the development and implementation of systems and procedural changes in response to issues identified by auditors.
9. Monitors changes in state and federal statutes, regulations and rules impacting accounting standards and practices and financial reporting requirements and implements changes in accounting processes to comply with those changes.
10. Develops and administers financial policies for the Board of Commissioners and all county departments and agencies.
11. Manages accounting policies for all county operating funds, special purpose construction and operating grant funds, trust funds, capital improvement funds and other funds which are deposited with the Ingham County Treasurer.
12. Supervises grant recording of expenditures and revenues and financial reporting thereof.
13. Manages and directs special financial analysis such as the internally prepared cost allocation plan and internal audits.
14. Manages the general ledger, payroll and accounts payable processing. Oversees testing, implementation and modifications of the related software.

15. Ensures completion of required IRS payroll reports, as well as retirement, deferred compensation, and flexible benefit plan reports and payments.
16. Manages the reconciliation of all cash and bank accounts (maintained by the Treasurer's office) to the County's general ledger system.
17. May attend Budget and Finance Committee meetings.
18. Manages and provides guidance for the Annual Single Audit and all follow-up issues with Federal Departments.
19. Ensures the safekeeping of the Ingham County financial data input into the computer system.
20. Ensures completion of required reports in a timely manner, such as but not limited to, 1099's, W-2s and 1095 forms.
21. Provides accounting expertise and assistance to County component units and departments.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

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

Employment Qualifications:

Education: A minimum of a Bachelor's Degree in accounting or relevant field is required. A CPA is preferred.

Experience: A minimum of seven (7) years of related experience is required, three (3) years of which must have been in a supervisory capacity.

Other Requirements:

- none

(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)

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Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is required to travel for meetings and appointments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, climb, balance, 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 walking, climbing, twisting, bending, stooping/crouching, squatting, kneeling, lifting, carrying, pushing, reaching, grasping, and pinching.
- This position's physical requirements require regular stamina in sitting, standing, typing, 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.)

MC 16
March 2023

**INGHAM COUNTY
JOB DESCRIPTION**

FINANCE MANAGER

General Summary:

Under the general direction of the Finance & Budget Director, performs highly responsible administrative and supervisory duties which include direct responsibility for the planning, organizing and monitoring of the accounting, payables, payroll, grant, and insurance reporting functions of the County and performs related duties as required.

Essential Functions:

1. Supervises subordinate staff;
2. Plans, organizes and directs the County's accounting system;
3. Formulates policies to ensure accuracy and efficiency of the day-to-day accounting operations;
4. Consults with federal, state and local accountants and auditors on proper accounting procedures;
5. Prepares detailed financial statements and related reports in accordance with prescribed standards;
6. Oversees and monitors the development and administration of the County's operating and capital budget to ensure compliance with required municipal accounting principles and practices;
7. Oversees the day-to-day operation of the department and acts as a resource person answering non-routine questions and providing routine authorizations.
8. Coordinates the provision of information to auditors and answers both broad and specific questions.
9. Monitors changes in state and federal statutes, regulations and rules impacting accounting standards and practices and financial reporting requirements and implements changes in accounting processes to comply with those changes.
10. Supervises grant recording of expenditures and revenues and financial reporting thereof.
11. Manages special financial analysis such as the internally prepared cost allocation plan and internal audits.
12. Manages the general ledger, payroll and accounts payable processing.
13. Ensures completion of required IRS payroll reports, as well as retirement, deferred compensation, and flexible benefit plan reports and payments.
14. Manages the reconciliation of all cash and bank accounts (maintained by the Treasurer's office) to the County's general ledger system.
15. May attend Budget and Finance Committee meetings in the absence of the Finance & Budget Director.
16. Provides accounting expertise and assistance to County component units and departments.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

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

Employment Qualifications:

Education: A minimum of a Bachelor's Degree in accounting or relevant field is required.

Experience: A minimum of five (5) years of related experience is required, two (2) years of which must have been in a supervisory capacity.

Other Requirements:

- none

(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)

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Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is required to travel for meetings and appointments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, climb, balance, 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 walking, climbing, twisting, bending, stooping/crouching, squatting, kneeling, lifting, carrying, pushing, reaching, grasping, and pinching.
- This position's physical requirements require regular stamina in sitting, standing, typing, 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.)

**INGHAM COUNTY
JOB DESCRIPTION**

SENIOR BUDGET ANALYST

General Summary:

Under the supervision of the Budget Director, assists with the coordination, preparation and administration of the annual budget. Analyzes budget proposals and policies, assists departments with budget guidelines, and carries out special projects, including surveys, evaluations, planning, and statistical analysis. Provides technical assistance to departments with regard to budget problems and projects and grant applications.

Essential Functions:

1. Assists in budget preparation, include reviewing and analyzing historical budget information, analyzing budget proposals and assisting assigned departments with the budget process. Assist the Budget Director in collecting, assembling and analyzing data needed for budget preparation.
2. Balances and monitor the budget status report on a monthly basis for assigned departments. Reviews internally generated reports for accuracy and problems and troubleshoots differences and proposes recommendations for solutions.
3. Analyzes, estimates costs, benefits and feasibility of proposed policies and programs. Assists departments and the Budget Director in budget planning.
4. Assists departments in the development of strategic plans and performance measures. Coordinates with Deputy Controller in updating and serving as the custodian of the County Strategic Plan. Assists in developing performance measures by setting meetings, explaining the process for developing goals and objectives, and assists with linkage to overall County Strategic Plan. Assist the Deputy Controller in developing and presenting the County Strategic Plan to the Board of Directors.
5. Conducts surveys and evaluations as needed. Conducts research on issues such as revenue opportunities and losses, legislative changes and other issues, and presents findings to the Budget Director. Prepares written reports related to these areas, varying in length from one to several pages.
6. Represents and fulfills the Budget Director's responsibilities in their absences; attends various internal and external meetings and provides updates as needed; answers department' policy and procedural questions and leads staff.
7. Serves as trainer for assigned modules for all department users on systems; includes writing and maintaining user's manual, training users on site, telephone assistance, keeping current through systems training, testing new system updates, and attendance at systems Training meetings.
8. Analyze and develops all county fees based on the Consumer Price Index and comparables; presents findings to Controller for implementation; coordinate with Department Heads in the implementation of new fees.

9. Monitors the county's yearly reoccurring contracts and present to the Board of Commissioners as one large contract. Work with all departments and following the criteria set by the Board of Commissioners using the Consumer Price Index.
10. Monitors Board Budgetary actions and prepares and enters budget adjustments to the integrated financial system. Also performs various budget status reconciliations.
11. Provides technical assistance to other county departments. Resolves budgeting and fiscal software questions and performs other projects or tasks as requested.
12. Maintains and updates funding account information and positions in Position Control in Financial systems; creates new position passed by the Board of Commissioners.
13. Assists departments in grant applications, primarily in the projection of wage and fringe rates. Sets up grant budgets. Amends budgets when required by changes in grants.
14. Provides work direction and trains the Budget Analyst and part-time budget intern(s).
15. Assist in the preparation of personnel projection, costing every position in Ingham County Budget. Reviewing, analyzing, projecting, and making recommendations for increase/decrease effecting all employee benefits.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

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

Employment Qualifications:

A Bachelor's Degree and 6 years of related experience is required

Other Requirements: None

(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:

- 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 regular stamina in standing, walking, lifting, and carrying
- This position's physical requirements require continuous stamina in sitting, reaching, grasping, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs light work requiring the ability to exert 20 pounds or less 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,
- 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.)

***March 2023
MC 11***

**INGHAM COUNTY
JOB DESCRIPTION**

BUDGET ANALYST

General Summary:

Under the supervision of the Budget Director, assists with the coordination, preparation and administration of the annual budget. Analyzes budget proposals and policies, assists departments with budget guidelines, and carries out special projects, including surveys, evaluations, planning, and statistical analysis. Provides technical assistance to departments with regard to budget problems and projects and grant applications.

Essential Functions:

1. Assists in budget preparation, include reviewing and analyzing historical budget information, analyzing budget proposals and assisting assigned departments with the budget process. Assist the Senior Budget Analyst in collecting, assembling and analyzing data needed for budget preparation.
2. Balances and monitor the budget status report on a monthly basis for assigned departments. Reviews internally generated reports for accuracy and problems and troubleshoots differences.
3. Estimates costs, benefits and feasibility of proposed policies and programs. Assists departments and the Budget Director in budget planning.
4. Assists departments in the development of strategic plans and performance measures. Assists in updating and serving as the custodian of the County Strategic Plan. Assists in developing performance measures by setting meetings, explaining the process for developing goals and objectives, and assists with linkage to overall County Strategic Plan.
5. Conducts surveys and evaluations as needed. Conducts research on issues such as revenue opportunities and losses, legislative changes and other issues, and presents findings to the Budget Director. Prepares written reports related to these areas, varying in length from one to several pages.
6. Serves as trainer for assigned modules for all department users on systems; includes writing and maintaining user's manual, training users on site, telephone assistance, keeping current through systems training, testing new system updates, and attendance at systems Training meetings.
7. Assist in developing all county fees based on the Consumer Price Index and comparables; presents findings to Controller for implementation; coordinate with Department Heads in the implementation of new fees.
8. Monitors the county's yearly reoccurring contracts and present to the Board of Commissioners as one large contract. Work with all departments and following the criteria set by the Board of Commissioners using the Consumer Price Index.
9. Prepares and enters budget adjustments to the integrated financial system. Also performs various budget status reconciliations.
10. Provides technical assistance to other county departments. Resolves budgeting and fiscal software questions and performs other projects or tasks as requested.
11. Maintains and updates funding account information and positions in Position Control in systems; creates new position passed by the Board of Commissioners.
12. Assists departments in grant applications, primarily in the projection of wage and fringe rates. Sets up grant budgets. Amends budgets when required by changes in grants.
13. Leads and trains part-time budget intern(s).

Other Functions:

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

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

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

Employment Qualifications:

An Associate's Degree and 3 years of related experience is required

Other Requirements: None

(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:

- 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.
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- This position's physical requirements require continuous stamina in sitting, reaching, grasping, typing and enduring repetitive movements of the wrists, hands or fingers.
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- 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,
- 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**

BUDGET MANAGER

General Summary:

Under the general direction of the Finance & Budget Director, performs highly responsible administrative and supervisory duties which include direct responsibility for the planning, organizing and monitoring of the budget, oversees the budget process, and performs related duties as required.

Essential Functions:

1. Provides day-to-day supervision of subordinate staff, including a Senior Budget Analyst and other Analysts.
2. Manages the development and administration of the County's operating and capital budget to ensure compliance with required municipal accounting principles and practices.
3. Under the direction of the Finance & Budget Director, prepares and administers the annual budget, including planning and analysis, process development, policy formation and review, formulating, presentation, approval, publication and implementation.
4. Oversees the day-to-day operation of the department and acts as a resource person answering non-routine questions and providing routine authorizations.
5. Serves as ERP Software Coordinator. Duties include coordinating, implementing and maintaining a training structure to fully utilize the ERP software system throughout Ingham County, scheduling training with vendor to assure full use of training per contract.
6. Monitors changes in state and federal statutes, regulations and rules impacting budgeting standards.
7. Monitoring the budget status/ledger reports and revenues thereof.
8. In conjunction with the Insurance Coordinator, monitors self-insurance funds and recommends necessary adjustments in rates.
9. Assists project directors and various budgeting entities for submission of accurate and viable budget proposals.
10. May attend Budget and Finance Committee meetings in the absence of the Finance & Budget Director.
11. Provides budgeting expertise and assistance to County component units and departments.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

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

Employment Qualifications:

Education: A minimum of a Bachelor's Degree in Public or Business Administration, Finance or related field is required.

Experience: A minimum of five (5) years of related experience is required, two (2) years of which must have been in a supervisory capacity.

Other Requirements:

- none

(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).

(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.
2. This position is required to travel for meetings and appointments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, climb, balance, 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 walking, climbing, twisting, bending, stooping/crouching, squatting, kneeling, lifting, carrying, pushing, reaching, grasping, and pinching.
- This position's physical requirements require regular stamina in sitting, standing, typing, 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.)

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO REORGANIZE FINANCIAL SERVICES AND CONTROLLER'S OFFICE

WHEREAS, two recent leadership vacancies in Financial Services and the Controller's Office have provided an opportunity to reorganize both offices; and

WHEREAS, the leadership vacancy (Director) in Financial Services will provide the opportunity to combine Financial Services with the Budget Office creating the Department of Finance and Budget; and

WHEREAS, the leadership vacancy (Deputy Controller) in the Controller's Office will provide the opportunity to utilize the position to provide additional budget staff in the Department of Finance and Budget; and

WHEREAS, the reorganization will consist of the following personnel changes:

- Financial Services Director (MC 14) to Director of Finance & Budget (MC 16)
- Budget Director (MC 14 – redline) to Budget Manager (MC 13)
- Financial Services Deputy Director (MC12 – redline) to Finance Manager(MC13)
- Budget Analyst (MC 10) to Senior Budget Analyst (MC 11)
- Deputy Controller (MC 17) to Budget Analyst (MC 9); and

WHEREAS, the existing Budget Director position and Financial Services Deputy Director position will be redlined at the current position titles and grades until the incumbents separate from employment with the County; and

WHEREAS, the annual savings generated from this reorganization will be \$51,116; and

WHEREAS, the savings will be utilized to hire a part-time Public Information Officer or contract for public relations services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the reorganization of Financial Services and the Budget Office into the Department of Finance and Budget and the reorganization of the Controller's Office by converting a Deputy Controller to a Budget Analyst.

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

<u>Position #</u>	<u>Position Title</u>	<u>Action</u>
223005	Deputy Controller MC 17	Convert to Budget Analyst MC 9
201001	Financial Services Director MC 14	Convert to Director of Finance & Budget MC 16
212001	Budget Director MC 14	Redline until vacant – Convert to Budget Manager MC 13
201002	Deputy Director Financial Services MC 12	Redline until vacant – Convert to Finance Manager MC 13
212002	Budget Analyst MC 10	Move to Senior Budget Analyst MC 11

BE IT FURTHER RESOLVED, that the estimated \$51,116 in annual savings generated from the reorganization will be utilized to hire a part-time Public Information Officer or contract for public relations services.

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

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.

TO: County Services and Finance Committees
FROM: Jill Bauer, Budget Analyst
DATE: April 10, 2023
SUBJECT: 2024 Update of County Fees for County Services Departments

When the Board of Commissioners adopted Resolution #02-155, setting various fees for county services, the Controller's Office was directed to annually review the fees and to recommend adjustments. We have completed our review for fiscal year 2024 for the County Services Committee consistent with the standing directive and offer a few adjustments for your consideration. This information will appear as a discussion item on the current round of County Services and Finance meetings. We anticipate presentation of a resolution at the next round of meetings to recommend increases to certain fees.

Attached spreadsheets provide details of recommended fee adjustments to be effective on January 1, 2024.

The first attachment (Attachment A) offers analysis of proposed fees for 2024. The annual average United States' consumer price index was used to do the calculation. This rate of 7.9% was also used by the State of Michigan for the inflation rate multiplier.

The following information is included for each fee:

1. Location of Service
2. Fee Description
3. The 2023 cost as calculated in last year's fee update process.
4. The 2024 cost, which was calculated by multiplying the 2023 cost by the consumer price index.
5. As identified by the Board of Commissioners, the target percent was determined by the percentage of cost to be recovered by the fee for service. The target percent for each fee was initially passed by Resolution #02-155. For other fees added after the passage of Resolution #02-155, in most cases, it was assumed that the fee as passed is charged at the appropriate cost with a target recovery of 100%.
6. The 2024 calculated fee is based on the 2023 cost multiplied by the target percent.
7. Although many fees have be proposed to remain unchanged in 2024, the initial proposed fees were determined by rounding down the calculated fee to the full dollar amount and, in the case of some larger fees, rounded to the lower \$5 or \$10 increments. In some cases, the cost multiplied by the target percent is much greater than the current fee, so only an incremental increase was proposed in anticipation of further upward adjustments over several years. Fees that are proposed to increase are presented in **bold type**.
8. Units. This variable was used to calculate anticipated revenue generated by a proposed fee. Initial information was provided in the Maximus study, and in some cases has been updated by the departments.

9. Department/Controller Recommendation. Department heads agreed with the initial proposed fees in most cases. In some situations, the fees that were proposed have been changed by the department heads and they have provided supporting information which is included and referenced below. In all cases, the Budget Office agreed with recommendations of the department head as follows:
- a. Clerk's Office has a memo that I have attached below with Clerk Byrum's fee recommendations. SEE ATTACHED MEMO.
 - b. The Drain Office has agreed to fee increases as proposed.
 - c. Equalization Department has agreed to all the fee increases proposed. The Township fees are set individually be those municipalities so the County doesn't have control over those.
 - d. Register of Deeds has agreed to some fees as proposed, however they have some they don't want to increase as much. SEE ATTACHED MEMO FROM ROD.
 - e. Treasurer agrees with proposed increases except for the Tax Service Fee. This \$4 fee is for manually looking up a delinquent tax request. It has been years since this has actually been charged. Essentially, we use this a way to encourage people to use the online lookup through BS&A.
10. Additional revenue is projected from the department head/Controller recommended increase in fees multiplied by the units.

A summary of proposed fee increases for 2024 is presented in the attached spreadsheet (Attachment B). The spreadsheet simply lists the 2023 fee, department head and Controller recommendations, and projected revenue for each fee where an increase was proposed. **Fees that are highlighted are the ones that are different than what the budget office suggested.**

Fee increases recommended by the Controller/Budget Office would generate approximately \$141,834 in additional revenue in 2024.

Please do not hesitate to contact me if you have any questions regarding this information.

Attachments

Register of Deeds

The attached spreadsheet has been updated to include our proposed fee increases, as well as adding the fee for Monarch, our image streaming service, which had recently been added as a way for us to sell bulk images to customers. Prior to the addition of Monarch, the sale of bulk images had been facilitated by a manual upload and transmission of the requested documents through an FTP site. The change makes the process much more secure and efficient.

The ROD Office had been charging the fee of \$0.34/image since the early 2000s, at the very least. With the switch to the Monarch service, we are charged \$0.04/image by Fidlar Technologies for administering the service on our behalf. The current fee is outdated. After consulting other counties, we felt increasing this fee to \$0.54/image is fair and in line with other counties.

In 2022, the Board of Commissioners had approved a three (3) year extension of our software service agreement with Fidlar Technologies. The extension included an increase to the fees paid by the County to Fidlar Technologies for each Laredo package offered. The attached spreadsheet includes the amount charged to the County for each package for 2023 and the revenue to the general fund on each of those packages based on the current fees charged to our customers/subscribers. The fees proposed puts the revenue amounts per subscription back in line with the fees charged to us and charged by us to our customers/subscribers in 2020 – 2022. We feel that charging the proposed fees could cause many subscribers to cancel their subscriptions. This could result in a loss in revenue to the general fund.

Please let me know if I missed anything, or if anything needs further explanation.

As always, thank you so much for all of help and direction with the process.

Trish

Trisha Gerring | Pronouns: she/her/hers
Chief Deputy Register of Deeds to Derrick Quinney
Ingham County, Michigan
341 S. Jefferson Street, 2nd Floor
Mason MI 48854
Phone: (517)676-7294
Email: tgerring@ingham.org

TO: Jill Bauer, Ingham County Budget Office
FROM: Chief Deputy County Clerk Scott Hendrickson
DATE: March 28, 2023
SUBJECT: County Clerk 2024 Fee Recommendations

BACKGROUND

Clerk Byrum’s fee schedule is taken up with the County Services fees on their three year rotation. That schedule is set to address those fees in the 2024 budget year.

Clerk Byrum has considered the fee increases proposed by the Budget office and agrees with some but not with others. The attached spreadsheet indicates Clerk Byrum’s recommendations for her fees. Each alteration from the Budget Office’s recommendation is delineated below, per the request of the Budget Office.

RECOMMENDATIONS

Certified Copy – 1st Copy

The previous fee for the first copy of vital record was \$30.00 and Clerk Byrum recommends that that fee remain in place for 2024. At this time, the State of Michigan offers certified copies for \$34.00 and the County Clerk’s office is able, by statute to charge up to the State rate. By setting a lower price point, it incentivizes those seeking records to do business with the County. If the state decides to increase their rate, which would require legislative action, Clerk Byrum may choose to reconsider this rate.

State Only Records 1st/Senior Citizen – 1st and Add’l Copies

Currently, Clerk Byrum charges \$30.00 for State Only Records and \$10.00 for additional copies. Clerk Byrum intends to leave the first copy as-is per the same logic above, but will charge \$15.00 for additional copies.

Certified Copy Senior Citizen State Only

This fee is legacy and no longer applies per changes in State Statute and internal procedure.

Certified Copy – Add’l Copies

Currently, the fee for each copy after the first is \$10.00, and Clerk Byrum recommends increasing that to \$15.00. In addition to the 7.9% inflation rate, requests for multiple records take additional staff time to process and personnel costs have also increased in the past 3 years.

Expedited Svc – Copies of Vital Records

As above, the cost of staff time is increased and the expedited service is more time and labor intensive than a traditional request. Postal rates have also increased over the last several years and the expedited postage is no different. Clerk Byrum recommends \$45.00 for expedited service at this time.

Marriage Solemnize

This is a fee directly related to Clerk Byrum’s time to solemnize marriages through ceremonies. Clerk Byrum will not be increasing her rate for that service at this time.

Notarization of Documents – County Residents/Non-County Residents

Clerk Byrum believes that the fees charged in the 2021 Fee Schedule are adequate for Notarization of documents. The Budget Office's proposed fee increase for non-County residents would violate state statute.

Marriage Witness Fee

Providing witnesses for the marriage ceremonies is a service that Clerk Byrum provides that takes staff time away from assisting other customers. As the cost for their time has increased, so has the need for the fee to go up. Clerk Byrum feels that a \$20.00 fee for witnesses is reasonable.

Veteran ID Cards

This is a service that not many take advantage of, but when they do, Clerk Byrum feels that it is important to provide these former service members an opportunity to obtain their ID at a reasonable cost. Clerk Byrum recommends remaining at the \$10.00 rate.

Birth Written Verification (not a certificate)

This service is relatively rare, but falls under the same consideration as the Certified Copy – 1st Copy section above. The State offers this service at \$18.00 and Clerk Byrum would prefer those who need this service to come to the County. As such, she recommends remaining at \$10.00, as she is allowed to do by statute, to encourage residents to verify birth record information in her Office rather than at the State.

Marriage Ex Parte Fee

This procedure is one of the more complex that the Clerk's Office manages. These requests must be filed with the Clerk's office, reviewed and signed by the Clerk and routed through Circuit Court for judicial review and approval. When this fee was generated, the scope of the process was not fully understood. To account for the time and effort involved, Clerk Byrum recommends increasing the fee to \$100.00.

Marriage License Waiver

Clerk Byrum is authorized to waive the 3-day waiting period for couples to obtain their marriage license. As this requires additional documentation and approval from Clerk Byrum directly, she recommends increasing the fee to \$100.00.

Fingerprinting (non-CPL)

Clerk Byrum has obtained the requisite equipment to add a new service to her office: taking fingerprints for non-CPL purposes. These include employment background checks, etc. This service is currently also offered by the Ingham County Sheriff's Office. Clerk Byrum recommends setting this fee at \$60.00, as the State takes \$43.25 of the incoming revenue and the County would receive \$16.75.

2024 County Fees Analysis
County Services Committee

ATTACHMENT A

FEES PROPOSED TO CHANGE ARE IN BOLD

Location of Service	Fee Description	2023 Cost	2024 Cost Increase Factor	2024 Cost	Target Percent	2021 Fee	2024 Calc. Fee	2024 Initial Prop. Fee	Units	Department Recomm.	Additional Revenue
Clerk	Certified Copy - 1st Copy	\$32.02	7.9%	\$34.55	100.0%	\$30.00	\$34.55	\$34.00	14,665	\$30.00	\$0
Clerk	Certified Copy State only records - 1st copy (4)	\$30.00	7.9%	\$32.37	100.0%	\$30.00	\$32.37	\$32.00	73	\$30.00	\$0
Clerk	Certified Copy Senior Citizen State only (4)	\$11.16	7.9%	\$12.04	100.0%	\$10.00	\$12.04	\$12.00	0	\$0.00	\$0
Clerk	Certified Copy - Add'l Copies	\$11.21	7.9%	\$12.09	100.0%	\$10.00	\$12.09	\$12.00	24,200	\$15.00	\$121,000
Clerk	Expedited Svc - copies of Vital Records	\$42.69	7.9%	\$46.07	100.0%	\$40.00	\$46.07	\$46.00	367	\$45.00	\$1,836
Clerk	Marriage Solemnize	\$59.17	7.9%	\$63.84	100.0%	\$60.00	\$63.84	\$66.00	68	\$60.00	\$0
Clerk	Notarization of Documents - County resident	\$6.97	7.9%	\$7.44	100.0%	\$6.00	\$7.44	\$6.00	108	\$5.00	\$0
Clerk	Notarization of Documents - non-County resident	\$11.94	7.9%	\$12.89	100.0%	\$10.00	\$12.89	\$12.00	25	\$10.00	\$0
Clerk	Marriage Witness Fee	\$17.91	7.9%	\$19.32	100.0%	\$18.00	\$19.32	\$18.00	19	\$20.00	\$96
Clerk	Veteran ID Cards (7)	\$11.26	7.9%	\$12.16	100.0%	\$10.00	\$12.16	\$12.00	0	\$10.00	\$0
Clerk	Copy of CPL Application (MCL 29.425b(17))	\$1.00	7.9%	\$1.18	100.0%	\$1.00	\$1.18	\$1.00	0	\$1.00	\$0
Clerk	Birth Written Verification (not a certificate)	\$10.47	7.9%	\$11.30	100.0%	\$10.00	\$11.30	\$11.00	12	\$10.00	\$0
Clerk	Marriage Ex Parte	\$60.00	7.9%	\$63.95	100.0%	\$60.00	\$63.95	\$60.00	69	\$100.00	\$2,960
Clerk NEW	Fingerprinting Non-CPL - State gets 43 25 & county gets 16.75	\$0.00	7.9%	\$0.00	100.0%	\$0.00	\$0.00	\$0.00	25	\$60.00	\$1,500
Clerk	Marriage License Waiver	\$25.00	7.9%	\$26.98	100.0%	\$25.00	\$26.98	\$0.00	11	\$100.00	\$825
Drain Comm.	Photography	\$320.79	7.9%	\$346.13	100.0%	\$305.00	\$346.13	\$325.00	3	\$325.00	\$60
Drain Comm.	Topography	\$641.58	7.9%	\$692.26	100.0%	\$695.00	\$692.26	\$625.00	3	\$625.00	\$90
Drain Comm.	Floodplain/Wetland	\$128.32	7.9%	\$138.45	100.0%	\$120.00	\$138.45	\$130.00	0	\$130.00	\$0
Drain Comm.	Preliminary Comm. Site Plan Review (2)	\$1,481.48	7.9%	\$1,598.52	75.0%	\$725.00	\$1,198.89	\$750.00	20	\$750.00	\$500
Drain Comm.	Preliminary Plat Review (2)	\$1,903.47	7.9%	\$2,053.85	75.0%	\$725.00	\$1,540.38	\$750.00	3	\$750.00	\$75
Drain Comm.	Plat and Commercial Drainage Review										\$0
Drain Comm.	Plat and Commercial Drainage Review - First acre	\$785.89	7.9%	\$847.97	100.0%	\$725.00	\$847.97	\$750.00	15	\$750.00	\$375
Drain Comm.	Additional acre	\$89.82	7.9%	\$96.92	100.0%	\$82.00	\$96.92	\$90.00	15	\$90.00	\$120
Drain Comm.	Re-submission Admin fee	\$256.63	7.9%	\$276.90	100.0%	\$240.00	\$276.90	\$250.00	0	\$250.00	\$0
Drain Comm.	Plat Drain Administration Fee	\$7,984.00	7.9%	\$8,614.73	75.0%	\$2,540.00	\$6,461.05	\$2,600.00	3	\$2,600.00	\$180
Drain Comm.	Drain Crossing Permits, Review (Commercial)	\$662.43	7.9%	\$696.86	100.0%	\$625.00	\$696.86	\$550.00	40	\$550.00	\$1,000
Drain Comm.	Drain Crossing Permit - (Residential)	\$148.25	7.9%	\$159.96	100.0%	\$140.00	\$159.96	\$150.00	1	\$150.00	\$10
Drain Comm.	Tap in Permit - Residential	\$158.25	7.9%	\$170.75	75.0%	\$110.00	\$128.06	\$120.00	1	\$120.00	\$10
Drain Comm.	Tap-in Permit - Commercial	\$617.76	7.9%	\$666.66	75.0%	\$440.00	\$499.92	\$450.00	10	\$450.00	\$100
Drain Comm.	Soil Erosion Permit - Commercial-12 mo. Duration - 1 acre or less	\$682.16	7.9%	\$736.05	100.0%	\$640.00	\$736.05	\$660.00	0	\$660.00	\$0
Drain Comm.	Soil Erosion (12 mo.) - Commercial- each additional acre (3)	\$68.22	7.9%	\$73.60	100.0%	\$64.00	\$73.60	\$66.00	0	\$66.00	\$0
Drain Comm.	Soil Erosion Permit - Commercial -9 mo. Duration - 1 acre or less (3)	\$598.38	7.9%	\$645.65	100.0%	\$560.00	\$645.65	\$580.00	0	\$580.00	\$0
Drain Comm.	Soil Erosion (9 mo.) - Commercial- each add'l acre (3)	\$59.84	7.9%	\$64.57	100.0%	\$56.00	\$64.57	\$58.00	0	\$58.00	\$0
Drain Comm.	Soil Erosion Permit - Commercial - 6 mo. Duration - 1 acre or less (3)	\$514.61	7.9%	\$555.26	100.0%	\$480.00	\$555.26	\$500.00	0	\$500.00	\$0
Drain Comm.	Soil Erosion (6 mo.) - Commercial- each add'l acre (3)	\$51.46	7.9%	\$55.53	100.0%	\$48.00	\$55.53	\$50.00	0	\$50.00	\$0
Drain Comm.	Soil Erosion Permit Transfer	\$109.07	7.9%	\$117.68	100.0%	\$100.00	\$117.68	\$115.00	0	\$115.00	\$0
Drain Comm.	Soil Erosion Permit Renewal (3)	\$54.53	7.9%	\$58.84	100.0%	1/2 of orig fee	\$58.84	1/2 of orig fee	0	1/2 of orig fee	\$0
Drain Comm.	Escrow account - Less than 1/2 acre	\$641.58	7.9%	\$692.26	100.0%	\$595.00	\$692.26	\$620.00	20	\$620.00	\$500
Drain Comm.	Escrow account - 1/2 to 1 acre	\$1,924.73	7.9%	\$2,076.78	100.0%	\$1,740.00	\$2,076.78	\$1,800.00	10	\$1,800.00	\$600
Drain Comm.	Escrow account - 1 or more up to 5 acres	\$3,849.46	7.9%	\$4,153.57	100.0%	\$3,440.00	\$4,153.57	\$3,600.00	15	\$3,600.00	\$2,400
Drain Comm.	Escrow account - 5 to 10 acres	\$6,415.77	7.9%	\$6,922.61	100.0%	\$5,665.00	\$6,922.61	\$5,800.00	5	\$5,800.00	\$675
Drain Comm.	Escrow account - each add'l 10 acres	\$3,207.88	7.9%	\$3,461.31	100.0%	\$2,865.00	\$3,461.31	\$2,950.00	6	\$2,950.00	\$425
Drain Comm.	Soil Erosion Permit-Residential-12 mo.	\$296.75	7.9%	\$320.19	100.0%	\$275.00	\$320.19	\$320.00	2	\$320.00	\$90
Drain Comm.	Soil Erosion Permit - 9 month duration	\$380.94	7.9%	\$411.03	75.0%	\$265.00	\$308.27	\$300.00	5	\$300.00	\$175
Drain Comm.	Soil Erosion Permit - 6 month duration	\$308.87	7.9%	\$333.27	75.0%	\$220.00	\$249.95	\$240.00	40	\$240.00	\$800
Drain Comm.	Soil Erosion Permit - Renewal	\$154.43	7.9%	\$166.63	75.0%	1/2 of orig fee	\$124.98	1/2 of orig fee	25	1/2 of orig fee	\$0
Drain Comm.	Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection 6 months duration	\$493.42	7.9%	\$532.40	75.0%	\$350.00	\$399.30	\$375.00	15	\$375.00	\$375
Drain Comm.	Residential Minor Disturbance Soil Erosion - Permit/Review/Inspection 6 months duration	\$72.07	7.9%	\$77.76	75.0%	\$51.00	\$58.32	\$55.00	10	\$55.00	\$40

Location of Service	Fee Description	2023 Cost	2024 Cost Increase Factor	2024 Cost	Target Percent	2021 Fee	2024 Calc. Fee	2024 Initial Prop. Fee	Units	Department Recomm.	Additional Revenue
Drain Comm.	Violation and Cease&Desist Order	\$336.94	7.9%	\$363.56	100.0%	\$320.00	\$363.56	\$350.00	6	\$50.00	\$180
Drain Comm.	Title Search - Drain Assessments	\$6.12	7.9%	\$6.60	100.0%	\$5.00	\$6.60	\$6.00	1,694	\$6.00	\$1,694
Equalization	Pre-2005 Paper Maps/Aerial photos (blueprints)	\$14.55	7.9%	\$15.70	100.0%	\$13.00	\$15.70	\$15.00	100	\$15.00	\$200
Equalization	Digitally Produced Paper Maps - Parcel Layer										
Equalization	8.5" x 11"	\$7.19	7.9%	\$7.76	100.0%	\$6.00	\$7.76	\$7.00	5	\$7.00	\$5
Equalization	11" x 17"	\$14.39	7.9%	\$15.52	100.0%	\$13.00	\$15.52	\$15.00	5	\$15.00	\$10
Equalization	17" x 22"	\$21.58	7.9%	\$23.28	100.0%	\$20.00	\$23.28	\$23.00	5	\$23.00	\$15
Equalization	22" x 34"	\$28.77	7.9%	\$31.05	100.0%	\$27.00	\$31.05	\$30.00	5	\$30.00	\$15
Equalization	28" x 40"	\$35.97	7.9%	\$38.81	100.0%	\$33.00	\$38.81	\$35.00	5	\$35.00	\$10
Equalization	34" x 44"	\$43.16	7.9%	\$46.57	100.0%	\$40.00	\$46.57	\$45.00	5	\$45.00	\$25
Equalization	Digitally Produced Paper Maps - Parcel layer w/2010 Digital Photo Layer										
Equalization	8.5" x 11"	\$14.39	7.9%	\$15.52	100.0%	\$13.00	\$15.52	\$15.00	1,250	\$15.00	\$2,500
Equalization	11" x 17"	\$28.77	7.9%	\$31.05	100.0%	\$27.00	\$31.05	\$30.00	25	\$30.00	\$75
Equalization	17" x 22"	\$43.16	7.9%	\$46.57	100.0%	\$40.00	\$46.57	\$45.00	20	\$45.00	\$100
Equalization	22" x 34"	\$57.55	7.9%	\$62.09	100.0%	\$53.00	\$62.09	\$60.00	5	\$60.00	\$35
Equalization	28" x 40"	\$71.93	7.9%	\$77.61	100.0%	\$66.00	\$77.61	\$70.00	5	\$70.00	\$20
Equalization	34" x 44"	\$86.32	7.9%	\$93.14	100.0%	\$80.00	\$93.14	\$85.00	5	\$85.00	\$25
Equalization	Custom Maps	\$81.15	7.9%	\$87.56	100.0%	varies	\$87.56	varies	50	varies	\$0
Equalization	BS&A Export	\$500.00	7.9%	\$539.50	100.0%	\$500.00	\$539.50	\$500.00	0	\$500.00	\$0
Equalization	Ingham County Plat Book	\$0.00	7.9%	\$15.00	100.0%	\$15.00	\$15.00	\$15.00	100	\$15.00	\$0
Equalization	Digital Parcel Data Layer (Sold by Local Unit) 0.10/parcel, minimum charge \$150.00										
Equalization	TOWNSHIP CHARGES **										
Equalization	Alameda Twp	\$176.12	7.9%	\$190.03	100.0%	\$185.00	\$190.03	\$165.00	1,652	\$165.00	\$0
Equalization	Aurélius Twp	\$218.81	7.9%	\$236.10	100.0%	\$205.00	\$236.10	\$205.00	2,054	\$205.00	\$0
Equalization	Bunker Hill Twp	\$160.10	7.9%	\$172.75	100.0%	\$150.00	\$172.75	\$150.00	1,081	\$150.00	\$0
Equalization	Delhi Twp	\$1,081.24	7.9%	\$1,166.66	100.0%	\$1,013.00	\$1,166.66	\$1,013.00	10,136	\$1,013.00	\$0
Equalization	Ingham Twp	\$160.10	7.9%	\$172.75	100.0%	\$150.00	\$172.75	\$150.00	1,266	\$150.00	\$0
Equalization	Lansing Twp	\$334.08	7.9%	\$360.48	100.0%	\$313.00	\$360.48	\$313.00	3,130	\$313.00	\$0
Equalization	Leroy Twp	\$168.64	7.9%	\$181.97	100.0%	\$158.00	\$181.97	\$158.00	1,582	\$158.00	\$0
Equalization	Leslie Twp	\$160.10	7.9%	\$172.75	100.0%	\$150.00	\$172.75	\$150.00	1,371	\$150.00	\$0
Equalization	Locke Twp	\$160.10	7.9%	\$172.75	100.0%	\$150.00	\$172.75	\$150.00	998	\$150.00	\$0
Equalization	Mendian Twp	\$1,481.50	7.9%	\$1,598.54	100.0%	\$1,388.00	\$1,598.54	\$1,388.00	13,889	\$1,388.00	\$0
Equalization	Onondaga Twp	\$160.10	7.9%	\$172.75	100.0%	\$150.00	\$172.75	\$150.00	1,463	\$150.00	\$0
Equalization	Stockbridge Twp	\$210.27	7.9%	\$226.88	100.0%	\$197.00	\$226.88	\$197.00	1,970	\$197.00	\$0
Equalization	Vevay Twp	\$168.64	7.9%	\$181.97	100.0%	\$158.00	\$181.97	\$158.00	1,584	\$158.00	\$0
Equalization	Wheatfield Twp	\$160.10	7.9%	\$172.75	100.0%	\$150.00	\$172.75	\$150.00	886	\$150.00	\$0
Equalization	White Oak Twp	\$160.10	7.9%	\$172.75	100.0%	\$150.00	\$172.75	\$150.00	792	\$150.00	\$0
Equalization	Williamstown Twp	\$240.16	7.9%	\$259.13	100.0%	\$225.00	\$259.13	\$225.00	2,253	\$225.00	\$0
Equalization	C-East Lansing	\$755.69	7.9%	\$815.39	100.0%	\$708.00	\$815.39	\$708.00	7,086	\$708.00	\$0
Equalization	C-Lansing	\$4,265.19	7.9%	\$4,602.14	100.0%	\$3,996.00	\$4,602.14	\$3,996.00	39,967	\$3,996.00	\$0
Equalization	C-Leslie	\$160.10	7.9%	\$172.75	100.0%	\$150.00	\$172.75	\$150.00	755	\$150.00	\$0
Equalization	C-Mason	\$342.62	7.9%	\$369.69	100.0%	\$321.00	\$369.69	\$321.00	3,218	\$321.00	\$0
Equalization	C-Williamston	\$160.10	7.9%	\$172.75	100.0%	\$150.00	\$172.75	\$150.00	1,443	\$150.00	\$0
Equalization	Digital Photo all local units	\$907.26	7.9%	\$978.93	100.0%	\$850.00	\$978.93	\$850.00	21	\$850.00	\$0
ROD	Plat Administration Fee (1)	\$22.59	7.9%	\$24.37	100.0%	\$20.00	\$24.37	\$20.00	10	\$20.00	\$0
ROD	Laredo product,0-250 minutes-chnrg/month	\$61.30	7.9%	\$66.14	100.0%	\$54.00	\$66.14	\$66.00	0	\$69.00	\$0
ROD	Laredo Min. Overage for 0-250 min. plan	\$0.25	7.9%	\$0.26	100.0%	\$0.22	\$0.26	\$0.25	0	\$0.14	\$0
ROD	Laredo product, 250-1000 mins.-chnrg/mo.	\$122.60	7.9%	\$132.28	100.0%	\$110.00	\$132.28	\$130.00	0	\$116.00	\$0
ROD	Laredo Min. Ovrgr for 250-1000 min. plan	\$0.18	7.9%	\$0.20	100.0%	\$0.17	\$0.20	\$0.20	0	\$0.20	\$0
ROD	Laredo product,1001-3000 mins-chnrg/mo	\$245.20	7.9%	\$264.67	100.0%	\$215.00	\$264.67	\$260.00	0	\$220.00	\$0
ROD	Laredo Min. Ovrgr for 1000-3000 min. plan	\$0.15	7.9%	\$0.16	100.0%	\$0.14	\$0.16	\$0.16	0	\$0.16	\$0
ROD	Laredo product,Unitd mins-chnrg/mo.	\$306.50	7.9%	\$330.71	100.0%	\$266.00	\$330.71	\$300.00	0	\$275.00	\$0
ROD	Monarch - Streaming Service ** Never on list but changed	\$0.50	7.9%	\$0.54	100.0%	\$0.34	\$0.54	\$0.54	0	\$0.54	\$0
Treasurer	NSF Checks	\$36.60	7.9%	\$39.49	100.0%	\$34.00	\$39.49	\$35.00	120	\$35.00	\$120
Treasurer	Tax service fee	\$4.78	7.9%	\$5.15	100.0%	\$4.00	\$5.15	\$5.00	10	\$4.00	\$0

(1) Set per the State Guidelines
(2) These Fees must be the same as the 1st acre
(3) The fee for each additional acre is 10% of the original fee
(4) Added Per R17-021

Location of Service	Fee Description	2023 Cost	2024 Cost Increase Factor	2024 Cost	Target Percent	2021 Fee	2024 Calc. Fee	2024 Initial Prop. Fee	Units	Department Recomm.	Additional Revenue
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(5) Added per Reso #14-432

(6) Added per Reso #15-221

(7) Added per Reso #16-388

(8) Minimum charge \$30.00, \$60.00 per hour plus applicable size rate

*Target% Changed in 2017 based on info to increase fees per the zoo (where previously at 25%)

** These fees are what the townships charge so they stay until the townships change them

2024 County Fees Analysis
 County Services Committee

ATTACHMENT 2

Location of Service	Fee Description	2021 Fee	Department Recomm.	Additional Revenue
Clerk	Certified Copy Senior Citizen State only (4)	\$10.00	\$0.00	\$0
Clerk	Certified Copy - Add'l Copies	\$10.00	\$15.00	\$121,000
Clerk	Expedited Svc - copies of Vital Records	\$40.00	\$45.00	\$1,835
Clerk	Marriage Witness Fee	\$15.00	\$20.00	\$95
Clerk	Marriage Ex Parte	\$50.00	\$100.00	\$2,950
Clerk NEW	Fingerprinting Non-CPL -State gets 43.25 & county gets 16.75	\$0.00	\$60.00	\$1,500
Clerk	Marriage License Waiver	\$25.00	\$100.00	\$825
Drain Comm.	Photography	\$305.00	\$325.00	\$60
Drain Comm.	Topography	\$595.00	\$625.00	\$90
Drain Comm.	Floodplain/wetland	\$120.00	\$130.00	\$0
Drain Comm.	Preliminary Comm. Site Plan Review (2)	\$725.00	\$750.00	\$500
Drain Comm.	Preliminary Plat Review (2)	\$725.00	\$750.00	\$75
Drain Comm.	Plat and Commercial Drainage Review			\$0
Drain Comm.	Plat and Commercial Drainage Review - First acre	\$725.00	\$750.00	\$375
Drain Comm.	Additional acre	\$82.00	\$90.00	\$120
Drain Comm.	Re-submission Admin fee	\$240.00	\$250.00	\$0
Drain Comm.	Plat Drain Administration Fee	\$2,540.00	\$2,600.00	\$180
Drain Comm.	Drain Crossing Permits, Review (Commercial)	\$525.00	\$550.00	\$1,000
Drain Comm.	Drain Crossing Permit- (Residential)	\$140.00	\$150.00	\$10
Drain Comm.	Tap in Permit - Residential	\$110.00	\$120.00	\$10
Drain Comm.	Tap-in Permit - Commercial	\$440.00	\$450.00	\$100
Drain Comm.	Soil Erosion Permit - Commercial-12 mo. Duration - 1 acre or less	\$640.00	\$660.00	\$0
Drain Comm.	Soil Erosion (12 mo.) - Commercial- each additional acre (3)	\$64.00	\$66.00	\$0
Drain Comm.	Soil Erosion Permit - Commercial -9 mo. Duration - 1 acre or less (3)	\$560.00	\$580.00	\$0
Drain Comm.	Soil Erosion (9 mo.) - Commercial- each add'l acre (3)	\$56.00	\$58.00	\$0

Location of Service	Fee Description	2021 Fee	Department Recomm.	Additional Revenue
Drain Comm.	Soil Erosion Permit - Commercial - 6 mo. Duration - 1 acre or less (3)	\$480.00	\$500.00	\$0
Drain Comm.	Soil Erosion (6 mo.) - Commercial- each add'l acre (3)	\$48.00	\$50.00	\$0
Drain Comm.	Soil Erosion Permit Transfer	\$100.00	\$115.00	\$0
Drain Comm.	Soil Erosion Permit Renewal (3)	1/2 of orig fee	1/2 of orig fee	\$0
Drain Comm.	Escrow account-Less than 1/2 acre	\$595.00	\$620.00	\$500
Drain Comm.	Escrow account - 1/2 to 1 acre	\$1,740.00	\$1,800.00	\$600
Drain Comm.	Escrow account - 1 or more up to 5 acres	\$3,440.00	\$3,600.00	\$2,400
Drain Comm.	Escrow account - 5 to 10 acres	\$5,665.00	\$5,800.00	\$675
Drain Comm.	Escrow account - each add'l 10 acres	\$2,865.00	\$2,950.00	\$425
Drain Comm.	Soil Erosion Permit-Residential-12 mo.	\$275.00	\$320.00	\$90
Drain Comm.	Soil Erosion Permit - 9 month duration	\$265.00	\$300.00	\$175
Drain Comm.	Soil Erosion Permit - 6 month duration	\$220.00	\$240.00	\$800
Drain Comm.	Soil Erosion Permit - Renewal	1/2 of orig fee	1/2 of orig fee	\$0
Drain Comm.	Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection 6 months duration	\$350.00	\$375.00	\$375
Drain Comm.	Residential Minor Disturbance Soil Erosion - Permit/Review/Inspection 6 months duration	\$51.00	\$55.00	\$40
Drain Comm.	Violation and Cease&Desist Order	\$320.00	\$350.00	\$180
Drain Comm.	Title Search - Drain Assessments	\$5.00	\$6.00	\$1,694
Equalization	Pre-2005 Paper Maps/Aerial photos (blueprints)	\$13.00	\$15.00	\$200
Equalization	Digitally Produced Paper Maps- Parcel Layer			
Equalization	8.5" x 11"	\$6.00	\$7.00	\$5
Equalization	11" x 17"	\$13.00	\$15.00	\$10
Equalization	17" x 22"	\$20.00	\$23.00	\$15
Equalization	22" x 34"	\$27.00	\$30.00	\$15
Equalization	28" x 40"	\$33.00	\$35.00	\$10
Equalization	34" x 44"	\$40.00	\$45.00	\$25
Equalization	Digitally Produced Paper Maps - Parcel layer w/2010 Digital Photo Layer			
Equalization	8.5" x 11"	\$13.00	\$15.00	\$2,500
Equalization	11" x 17"	\$27.00	\$30.00	\$75

Location of Service	Fee Description	2021 Fee	Department Recomm.	Additional Revenue
Equalization	17" x 22"	\$40.00	\$45.00	\$100
Equalization	22" x 34"	\$53.00	\$60.00	\$35
Equalization	28" x 40"	\$66.00	\$70.00	\$20
Equalization	34" x 44"	\$80.00	\$85.00	\$25
Equalization	Custom Maps	varies	varies	\$0
Equalization	BS&A Export	\$500.00	\$500.00	\$0
Equalization	Ingham County Plat Book	\$15.00	\$15.00	\$0
RoD	Laredo product,0-250 minutes,chrq/month	\$54.00	\$59.00	\$0
RoD	Laredo Min. Overage for 0-250 min. plan	\$0.22	\$0.14	\$0
RoD	Laredo product, 250-1000 mins.-chrq/mo.	\$110.00	\$115.00	\$0
RoD	Laredo Min. Ovrq for 250-1000 min. plan	\$0.17	\$0.20	\$0
RoD	Laredo product,1001-3000 mins-chrq/mo	\$215.00	\$220.00	\$0
RoD	Laredo Min. Ovrq for 1000-3000 min. plan	\$0.14	\$0.16	\$0
RoD	Laredo product,Unltd mins-chrq/mo.	\$265.00	\$275.00	\$0
ROD	Monarch - Streaming Service ** Never on list but charged	\$0.34	\$0.54	\$0
Treasurer	NSF Checks	\$34.00	\$35.00	\$120

\$141,834

