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VICE-CHAIRPERSON
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RANDY MAIVILLE

FINANCE COMMITTEE
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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, JANUARY 18, 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 [December 7, 2022](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Treasurer's Office
 - a. Resolution Authorizing 2023 [Administrative Fund](#)
 - b. 2023 [Borrowing](#) Resolution (2022 Delinquent Taxes)
2. Clerk's Office – Resolution Establishing Compensation for the Ingham County [Board of Canvassers](#)
3. Sheriff's Office – Resolution to Allow the Ingham County Sheriff's Office to Purchase [Havis Storage Drawers](#)
4. Circuit Court – General Trial
 - a. Resolution to Authorize a Contract for [Representation of Indigent Parties](#) Facing Contempt Charges in Personal Protection Order Cases and Certain Friend of the Court Matters
 - b. Resolution to Authorize a Statement of Work with [ImageSoft](#) for Implementing OnBase Workflow and Integrating with New Case Management System
5. Circuit Court – Family Division
 - a. Resolution to Authorize a Contract for [Delinquency Attorney Services](#)
 - b. Resolution to Authorize Contracts for Lawyer [Guardian Ad Litem Representation](#)
6. Public Defenders Office – Resolution to Authorize the Provision of Lawyers Professional [Liability Insurance Coverage](#) to Attorneys in the Office of the Public Defender
7. Community Corrections – Resolution to Authorize Amending the Contract with [Averhealth](#) to Extend the Performance Period for Drug Testing and Breathalyzer Services
8. Animal Control and Shelter – Resolution to Accept a Donation from the Ingham County Animal Shelter Fund for the Purposes of Providing Employment [Bonus Pay](#) to New Shelter Veterinarians

9. Big Brothers Big Sisters – Resolution to Authorize a Contract with [Big Brothers Big Sisters](#) Michigan Capital Region to Provide Administrative Oversight and Programming Leadership to the Capital Area Mentoring Partnership Program
10. Community Mental Health Authority – Resolution to Authorize a Contract with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties for Health Services [Millage Eligible Services](#)
11. Potter Park Zoo
 - a. Resolution to Proceed with Plans for Constructing, Equipping, and Financing a New [Animal Health Facility](#) at Potter Park Zoo
 - b. Resolution to Authorize an Agreement with [Scarlett Excavating Inc.](#) for Water Replacement Services at Potter Park Zoo
12. Parks Department
 - a. Resolution to Authorize a Contract with [Laux Construction](#) for Improvements to Lake Lansing Park South
 - b. Resolution to Modify a Contract with [Penchura Recreation Products](#) and Services for Replacements of a Portion of the Lake Lansing South County Park Playground to Comply with the Ingham County Prevailing Wage Policy
13. Health Department
 - a. Resolution to Authorize a 2022/2023 Agreement with the Michigan Department of [Environment, Great Lakes, and Energy](#)
 - b. Resolution to Accept Donation from the [Peoples Church](#) of East Lansing
 - c. Resolution to Amend Resolution #17-354 with [340B Technologies, Inc.](#)
 - d. Resolution to Amend the Agreement with [RegLantern™](#) for Continuous Compliance Coaching Services
 - e. Resolution to [Amend Resolution #21-160](#)
14. Ingham Conservation District – Resolution to Authorize an Agreement with the [Ingham Conservation District](#)
15. Prosecuting Attorney’s Office – Resolution to Approve a Consultant Services Agreement between [Michael Cheltenham](#) and the Ingham County Prosecuting Attorney’s Office
16. Innovation & Technology Department – Resolution to Approve Friend of the Court [Hearing Room Upgrades](#)
17. Facilities Department – Resolution to Authorize an Agreement with [Wolverine Engineers & Surveyors Inc.](#) for Engineering Services for Parking Lot Replacement at the Hilliard Building, Ingham County Family Center, and Veterans Memorial Courthouse/Grady Porter Building
18. Road Department
 - a. Resolution to Authorize an Engineering Services Contract for the 2023-2024 [Bridge Inspection Program](#)
 - b. Resolution to Authorize an Engineering Services Contract for As-Needed [Signal Modeling](#) and Timing Permit Services for 2023-2024

- c. Resolution to Authorize an Agreement with the Michigan Department of Transportation for Construction Engineering Services on the Meridian Road and Grand River Avenue (M-43) Project
 - d. Resolution to Authorize a Contract for Bulk Fuel Delivery
 - e. Resolution to Authorize Contracts for the Purchase of Furnishing and Delivering 34CS Slag, CS-T Trap Rock, 29A Crushed Natural, 29A Crushed Limestone, 3/8 X #4 Crushed Limestone, H1 Limestone, and Ohio #9 Aggregates
 - f. Resolution to Authorize Contracts for the Purchase of Furnishing and Delivering Processed Road Gravels, Various Crushed Aggregates, Class 2 Sand, and 2NS Sand
 - g. Resolution of Commitment for Transportation Alternatives Program Funds to Construct Non-Motorized Facilities on Lake Lansing Road between Abbot Road and Hagadorn Road
19. Human Resources Department – Resolution to Approve Reclassification Requests
20. Controller/Administrator’s Office
- a. Resolution to Authorize a Contract with Resolution Services Center of Central Michigan to Support Small Claims Work
 - b. Resolution to Correct Resolution #22-470 Authorizing 2023 Agreements for Juvenile Justice Community Agencies

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
December 7, 2022
Draft Minutes

Members Present: Grebner, Crenshaw, Peña, Polsdofer, Schafer, and Stivers.

Members Absent: Tennis.

Others Present: Treasurer Alan Fox, Undersheriff Andrew Bouck, Tracy Smith, Tim Morgan, Nicole Wallace, Kelly Jones, Michael Townsend, Gregg Todd, Madison Hughes, and others.

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

Approval of the November 16, 2022 Minutes

CHAIRPERSON GREBNER STATED, WITHOUT OBJECTION, THE OPEN AND CLOSED SESSION MINUTES OF THE NOVEMBER 16, 2022 FINANCE COMMITTEE MEETING WERE APPROVED AS WRITTEN. Absent: Commissioner Tennis.

Additions to the Agenda

Substitute -

5. Ingham Health Plan Corporation – Resolution to Authorize a Health Services Millage Contract with the Ingham Health Plan Corporation

Limited Public Comment

None.

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

1. Sheriff's Office
 - a. Resolution to Authorize a Contract with Tigg's Canteen for Food and Laundry Services
 - b. Resolution to Authorize a Contract with Tigg's Canteen for Inmate Commissary Delivery Services at the Jail
 - c. Resolution to Authorize a Contract with Continental Café, LCC for Vending Services at the Ingham County Justice Complex
 - d. Resolution to Authorize an Agreement with Delhi Township for Police Services from January 1, 2023 through December 31, 2028

2. Treasurer's Office
 - a. Resolution to Set Policy for Certain Delinquent Tax Payments
 - b. Resolution to Provide Funding for Low Income Tax Preparation
3. Circuit Court – Juvenile Division
 - a. Resolution Authorize an Agreement with Highfields for the Horizon Program
 - b. Resolution Authorize a Contract with Peckham Inc. for the Peckham Footprints Group Home
4. Tri-County Office on Aging – Resolution to Authorize a Contract with Tri-County Office on Aging for Elder Services Millage Eligible Services
6. Parks Department
 - a. Resolution to Authorize a Contract with Kassbohrer All-Terrain Vehicles for Annual Preventative Maintenance on the Snow Groomer Located at Hawk Island County Park
 - c. Resolution to Authorize an Application for a Michigan Department of Natural Resources Spark Grant for Boardwalk and Playground Replacement at Lake Lansing Park North
7. Health Department
 - a. Resolution to Authorize the Conversion of a Health Analyst Position (Position #601471) to a Community Epidemiologist Position
 - c. Resolution to Accept Grant Funds from Michigan Department of Health and Human Services and State of Michigan Local Community Stabilization Authority
 - d. Resolution to Authorize an Agreement with Michigan Primary Care Association
 - e. Resolution to Amend Resolution #21-466 with the Institute for Intergovernmental Research
 - f. Resolution to Amend Resolution #21-108 for an Infectious Disease Physician Services Agreement with MSU Health Care Inc.
 - g. Resolution to Change a Program Specialist Position (Position #601502) from 0.50 FTE to 1.0 FTE
 - h. Resolution to Accept Ryan White Title IV Women, Infants, Children, and Youth (Part D) Funding Award for 2023-2026
 - i. Resolution to Authorize an Agreement with Michigan Public Health Institute Center for Healthy Communities
8. 9-1-1 Dispatch Center – Resolution to Authorize a Letter of Understanding Regarding Personal Leave Time in 2022 for CCLP 9-1-1 Dispatch Center Employees
9. Innovation & Technology Department
 - a. Resolution to Approve Security Cameras for Animal Control Provided by KnightWatch
 - b. Resolution to Approve the Purchase of Endpoint Protection Solution from Sentinel Technologies
 - c. Resolution to Approve the Purchase of Intrusion Detection Licensing Upgrade from Sentinel Technologies
 - d. Resolution to Approve the Renewal of the Ocularis Software Licensing Agreement from KnightWatch

- e. Resolution to Approve Retainer Hours for Support Provided by Sentinel Technologies
 - f. Resolution to Approve the Purchase of Additional Backup Storage from Sentinel Technologies
10. Facilities Department
- a. Resolution to Authorize an Amendment to the Current Agreement with Du-All Cleaning Inc., for Janitorial Services at Additional Locations
 - b. Resolution to Authorize an Agreement with Hedrick Associates to Replace the Domestic Hot Water Heater at the Ingham County Family Center
 - c. Resolution to Authorize an Amendment to the Current Agreement with Teachout Security for Unarmed Security Services at the 30th Circuit Court Annex
 - d. Resolution to Authorize a Purchase Order to Seelye Group Ltd. to Replace Carpet in Courtroom 6 at the Veterans Memorial Courthouse
12. DEI Office
- a. Resolution to Authorize an Agreement with Michigan Department of Civil Rights to Administer Racial Equity Education & Development to Fifty Ingham County Department Heads
 - b. Resolution to Authorize an Agreement with Michigan Public Health Institute to Develop and Administer a Countywide Needs Assessment (Cultural Survey) to All Employees
13. Human Resources Department
- a. Resolution to Approve Reclassification Requests
 - b. Resolution to Authorize the Ingham County Fiduciary to Elect Deferred Compensation Plan Investment Products
 - c. Resolution to Authorize Renewing a Subscription with Governmentjobs.com, Inc. dba NEOGOV for Human Resources Software
 - d. Resolution Authorizing the Establishment of the Teamsters Local 214 Assistant Public Defenders' Division as a Division within the MERS Hybrid Pension Plan
14. Controller/Administrator's Office
- a. Resolution to Amend Resolution #22-544 to Increase the Not to Exceed Amount with VitalCore Health Strategies for Medical Services for the Ingham County Youth Center
 - b. Resolution to Authorize the Third Amendment to the Land Lease Agreement between SBA Towers II LLC and Ingham County
 - c. Resolution Approving Various Contracts for the 2023 Budget Year
 - d. Resolution Authorizing Adjustments to the 2022 Ingham County Budget
 - e. Resolution to Extend the Agreement for Temporary Jail Medical Services with Advanced Correctional Healthcare, Inc. through January 20, 2023

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

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

1. Sheriff's Office
 - e. Resolution to Authorize the Renewal of a Contract with the Michigan Department of Corrections to Rent Up to 50 Beds to the Michigan Department of Corrections

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

Chairperson Grebner asked if the \$35 per day, per bed, would be provided from the State of Michigan.

Andrew Bouck, Ingham County Undersheriff stated confirmation. He further stated that the \$35 per day has been governed by statute since approximately 1984, but was currently under review from the Michigan Sheriff's Association Legislative Committee.

Chairperson Grebner stated that he believed the cost had been the same for about 40 years.

Undersheriff Bouck stated that the price of business had increased and he believed that the price should be reflective of the increase as well.

Chairperson Grebner stated that if \$35 was a fair price in 1984, and noted that he did not believe it would be the correct price in 2022.

Undersheriff Bouck stated his agreement.

Chairperson Grebner asked if the cost was only for the beds used on a per day basis and not the full 50 beds reserved.

Undersheriff Bouck stated confirmation. He further stated that the contract reserved up to 50 beds.

Chairperson Grebner stated that Ingham County would not be paid for the 50 beds each time, but the beds that had been in use. He further asked if there would be an estimate as to how much this could be.

Undersheriff Bouck stated that he had budgeted for 25 beds per day. He further stated that he believed the average daily population for the Michigan Department of Corrections (MDOC) was approximately 32.

Chairperson Grebner asked if there was an estimate for what the real average marginal cost would be. He further asked how funding would change with ten more or less inmates.

Undersheriff Bouck stated that he did not know the exact price, but that the cost per inmate per day was approximately \$85 to \$95.

Chairperson Grebner stated that this would be with the assumption that each inmate might allow a shift in coverage. He further asked if Ingham County would lose approximately \$2 for every \$1 put in.

Undersheriff Bouck stated confirmation.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

1. Sheriff's Office

f. Resolution to Amend the Police Services Agreement with the Village of Webberville

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

Commissioner Schafer stated that he read the minutes from the December 6, 2022 County Services Committee meeting and understood the statements made. He further stated that he had remained consistent in his position that the Sheriff's Office was understaffed and would not vote to eliminate a position.

Discussion.

Chairperson Grebner stated that he explained at the County Services Committee meeting that there should not be a classification for a position listed on the position allocation list that did not have funding available. He further stated that the position remaining on the position allocation list could complicate union contracts in the future.

Commissioner Schafer stated his understanding.

THE MOTION TO APPROVE THE RESOLUTION CARRIED. **Yeas:** Crenshaw, Grebner, Peña, Polsdofer, Stivers **Nays:** Schafer **Absent:** Tennis

2. Treasurer's Office

c. Resolution to Authorize a Reorganization within the Ingham County Treasurer's Office

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

Chairperson Grebner stated that there was an increase of approximately a quarter of a million dollars, and stated that it was approximately \$250,000 dispersed between 11 employees.

Alan Fox, Ingham County Treasurer, stated that this was the Foreclosure Prevention Office, which has had experienced immense changes in the laws that they were required to implement. He further stated that these changes had required an additional staff member, which has been funded by ARPA.

Treasurer Fox stated that, due to various court rulings, the foreclosure prevention process had increased to an additional year due to the return of proceeds to individuals with ownership interest. He further stated that there was currently funding provided by the State of Michigan.

Treasurer Fox stated that the Treasurer's Office had brought in approximately \$3.5 million that was provided to benefit those individuals that would be eligible for the Michigan Homeowners Assistance Fund (MIHAF). He further stated that the delinquency rate had decreased, with approximately 10% less parcels published in City Pulse than in 2021.

Treasurer Fox stated that the decrease was due to Ingham County being more aggressive than other counties to assist individuals with the MIHAF.

Chairperson Grebner asked if half would be for the new position and the remaining would be for the reclassification. He further stated that he had noticed that the job description had been edited.

Treasurer Fox explained that the job descriptions had been rewritten due to the additional position, and had further been revised due to the many items listed in the description that no longer applied to the job. He further stated that there were active court cases that could change the descriptions and cause complications in the future as well.

Chairperson Grebner asked if the Treasurer's Office was getting into the social work business.

Treasurer Fox explained that this had been an item discussed when he was hired approximately five years ago. He further stated that the Treasurer's Office had provided a sort of social services when helping with these cases and the other issues that went beyond delinquent taxes.

Treasurer Fox stated that the solution for delinquent tax problems was to take more funds from the individual, which was not helpful. He further stated that the Treasurer's Office had gradually been building connections with other agencies to provide further assistance to those individuals.

Treasurer Fox stated that in the realm of a county government, most people would interact with the Treasurer's Office first for various reasons. He further stated that this would be a fair assessment.

Treasurer Fox explained that the Treasurer's Office had seen many cases where the individual with delinquent taxes was not the person listed on the home. He further stated that the person listed on the home was usually deceased, and a relative occupied the home.

Treasurer Fox explained that there were many issues regarding ownership of the property. He further stated that the issue could be avoided in the future if the information had been provided for the beginning steps to have the property put into the correct name.

Treasurer Fox stated that that the Treasurer's Office had been looking at these cases in a broader sense than what the statute required. He further stated that the Treasurer's Office was fortunate to have the resources and few enough cases in Ingham County to allow this without becoming overwhelmed.

Treasurer Fox stated that other counties would need a significantly larger staff if they tried to implement such process. He further stated that a study had not been conducted on where funding was being saved in other areas but that he had some ideas.

Chairperson Grebner stated that the he believed it was odd that the Treasurer's Office was being thought of as a branch of the social services industry.

Treasurer Fox stated that this was the goal.

Commissioner Schafer stated that he was glad to learn about this information. He further stated that there had been an issue in the past with little cooperation at the time and that the additional resources provided could help Ingham County residents in the future.

Treasurer Fox stated that the Treasurer's Office had spent time looking at the parcels that would be published in the City Pulse and stated that some of the taxes dated back to 2018 or earlier. He further stated that there were 70 unique stories and issues.

Treasurer Fox stated that more resources could be provided with increased understanding.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

5. Ingham Health Plan Corporation – Resolution to Authorize a Health Services Millage Contract with the Ingham Health Plan Corporation

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

Chairperson Grebner asked if the 15% overhead would be for the total or for the services provided. He further stated that he had received different answers in the past so he would like to clarify.

Gregg Todd, Ingham County Controller, stated that he did not have the answer but could provide an answer at a later time.

Chairperson Grebner stated that the staff had insisted that the 15% of the total was the same as the 15% of services provided minus the overhead, but that did not work mathematically. He further stated that the resolution had been written with arithmetic errors and stated that it bothered him that it was left ambiguous.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

6. Parks Department

- b. Resolution to Approve the Application Form, Scoring Criteria for the Trails and Parks Millage, and Declaring that an Eighth Round of Applications for the Trails and Parks Millage Funds will be Taken Beginning January 3, 2023

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

Chairperson Grebner asked how much was currently in the account.

Nicole Wallace, Ingham County Trails and Parks Millage Coordinator, stated that there was approximately \$7.9 million on hand. She further stated that approximately \$2 million in pending reimbursements to be paid in the future, which would bring the total to approximately \$6 million.

Ms. Wallace clarified that there would be a reload in 2023 but the current amount was approximately \$7.9 million currently and that would decrease to approximately \$6 million after the reimbursements.

Chairperson Grebner stated that it was nice to know the amount, and that the Parks Department was aware of the number. He further stated that it was also nice that it was not a higher amount.

Chairperson Grebner confirmed the amounts with Ms. Wallace.

Chairperson Grebner stated that there could be pending issues in the future. He further stated that there was approximately \$8 million, which seemed like an adequate cushion.

Commissioner Schafer asked how much there would be after the reload.

Ms. Wallace stated that there would be approximately \$4 million for the full year. She further asked Michael Townsend, Ingham County Budgeting Director, for further input on how the money would be provided.

Mr. Townsend stated that the reload would come one time a year.

Commissioner Schafer asked for clarification if this would increase the amount to \$10 million.

Ms. Wallace stated confirmation.

Chairperson Grebner stated that, if there was a 10% inflation on contracts and Ingham County was sitting on \$10 million, there could be a loss of approximately \$1 million if the funding was not committed to a contract. He further stated that he believed it was not a good policy to have large balances around in a period of inflation.

Chairperson Grebner stated that, even with investments made by the Treasurer, Ingham County could still lose a large sum of funds. He further stated that there could be one day that people

have a right to worry about running out of funding, but that Ingham County had not come close in the past.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

7. Health Department

- b. Resolution to Authorize Subcontracts Awarding 15 Mini-Grants to Address COVID-19 Related Inequities and Risk Factors Among Black, Indigenous, and People of Color

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

Commissioner Crenshaw stated that he would like to disclose for the record that his employer, the Lansing School District, was to receive funding from the grant as well.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

- 11. Road Department – Resolution to Extend an Agreement with Michigan Pavement Markings, LLC for the 2023 Countywide Waterborne Pavement Marking Program and the Cold Plastic Common Text & Symbol Pavement Marking Program

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

Commissioner Peña explained that waterborne pavement markings were typically used for the stripes and the cold plastic pavement markings were typically narrower and for more heavy-duty items. He further stated that thermal plastic was another option and was slightly more permanent over time and traffic.

Commissioner Peña stated that cold plastic was more expensive than waterborne and thermal plastic was slightly more expensive than cold plastic.

Commissioner Crenshaw asked if Kelly Jones, Ingham County Road Department Managing Director, was present to offer any further comment.

Ms. Jones expressed her agreement with Commissioner Peña’s descriptions.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

Announcements

Commissioner Crenshaw expressed his appreciation for Chairperson Grebner’s leadership as the Finance Committee Chairperson over the past several years. He further stated that he would miss the lively discussions and wished the future Board of Commissioners the best of luck.

Chairperson Grebner stated that the meetings were held on Zoom as well.

Commissioner Schafer expressed his gratitude for the staff and stated that he appreciated the support and guidance. He further stated that it had been a pleasure to serve on the Finance Committee.

Commissioner Schafer stated that Chairperson Grebner had done an excellent job treating each individual equally. He further stated that Chairperson Grebner would discuss any issue that needed it and further thanked him for his service.

Commissioner Peña stated that the vantage point that an attorney had on the divergence of issues had been interesting to him and provided a new perspective. He further thanked Chairperson Grebner.

Commissioner Peña stated that the Lansing Bike Co-op would host their annual bike give away on Saturday, December 10, 2022 at 10:00 a.m. at 1715 East Kalamazoo Street Lansing, Michigan. He further stated that this would provide bicycles for children.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:24 p.m.

JANUARY 18, 2023 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

- 1a. **Treasurer's Office** – *Resolution Authorizing the 2023 Administrative Fund*
- 1b. **Treasurer's Office** – *2023 Borrowing Resolution (2022 Delinquent Taxes)*

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

2. **Clerk's Office** – *Resolution Establishing Compensation for the Ingham County Board of Canvassers*

This resolution approves an increase in the hourly pay for Board of Canvassers and Assistants from \$15 and \$13 per hour, respectively, to \$20 per hour for both classifications.

See memo for details.

3. **Sheriff's Office** – *Resolution to Allow the Ingham County Sheriff's Office to Purchase Havis Storage Drawers*

This resolution will authorize the purchase of seven Havis drawers and related equipment in the amount of \$16,440.86. The Sheriff's Office has been allocated \$15,455 from a \$137,636 Justice Assistance Grant JAG Grant award. The intended purpose of the grant is to purchase seven Havis storage boxes with the drawer covers and trunk floor for installation. Havis is the system currently being used in Sheriff vehicles. The remaining balance of \$985.86 between the grant funds and the purchase cost will be charged to the appropriate Sheriff's Office budgeted line item.

See memo for details.

- 4a. **Circuit Court/General Trial** – *Resolution to Authorize a Contract for Representation of Indigent Parties Facing Contempt Charges in Personal Protection Order Cases and Certain Friend of the Court Matters*

This resolution will authorize a contract with Attorney Reid S. Felsing to provide representation of indigent parties for Personal Protection Order (PPO) cases and certain Friend of the Court (FOC) matters, at \$1,000 per month, not to exceed \$12,000. The Circuit Court's General Trial and Friend of the Court Divisions must provide legal counsel to indigent parties facing contempt charges in certain matters. Historically, the Circuit Court has maintained a roster that identifies attorneys who are available to provide legal representation and compensates them on a voucher basis. However, at this time, the roster has been depleted as the majority of attorneys who provided legal services have since taken positions that offer consistent work and known compensation elsewhere. The Circuit Court seeks to enter into a contract with specific attorneys in order to ensure legal counsel is available and to provide fair compensation. Attorney Reid S. Felsing currently provides such representation for certain Friend of the Court matters, and is interested and qualified to do so for Personal Protection Order cases as well. The proposed contract amount of \$12,000 is allocated within the 2023 General Trial and Friend of the Court Division budgets.

See memo for details.

4b. Circuit Court/General Trial – Resolution to Authorize a Statement of Work with ImageSoft for Implementing OnBase Workflow and Integrating with New Case Management System

This resolution will authorize entering into a Statement of Work with ImageSoft for \$65,600 to review and update the 2018 Solutions Requirement Document, conduct review sessions with stakeholders to prioritize desired changes, document future integration functions for WebTCS and determine the effort to complete this integration, and complete build activities for the recommended changes. This work is necessitated by the imminent change in the case management system from CourtView to the Supreme Court’s own system, WebTCS. Funds for the project are available within the Court’s capital budget.

See memo for details.

5a. Circuit Court/Family Division – Resolution to Authorize a Contract for Delinquency Attorney Services

This resolution will authorize a contract with Attorney Robert Ochodnicki, for Judge Richard J. Garcia’s delinquency cases, at \$1,362.17 per month, not to exceed \$16,346.04, a 2% increase over the 2022 contract amount. The contract would be effective January 1 through December 31, 2023.

See memo for details.

5b. Circuit Court/Family Division – Resolution to Authorize Contracts for Lawyer Guardian Ad Litem Representation

This resolution will authorize to the continuation of the following contracts for calendar year 2023, with a 2% increase over the 2022 amounts:

- A contract with Attorney Annette Skinner for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Carol N. Koenig at a rate not to exceed \$47,277 for calendar year 2023
- A contract with Attorney Michael Staake for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Lisa McCormick at a rate not to exceed \$47,277 for calendar year 2023
- A contract with Attorney Kaitlin Fish for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Richard J. Garcia at a rate not to exceed \$47,277 for calendar year 2023
- A contract with Attorney Michael Van Huysse for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Shauna Dunnings at a rate not to exceed \$47,277 for calendar year 2023
- A contract with Attorney Kaitlin Fish for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Morgan Cole at a rate not to exceed \$47,277 for calendar year 2023

This resolution will also authorize the Circuit Court Juvenile Division to provide web-based legal research and court rules at a rate not to exceed \$2,000 per attorney per calendar year as budgeted in the Michigan Department of Health and Human Services grant and additional payments to Attorney Annette Skinner, Attorney Michael Staake, Attorney Kaitlin Fish, and Attorney Michael Van Huysse, not to exceed \$132,928 for calendar year 2023, for vertical and collateral case representation on neglect and abuse cases as budgeted in the Michigan Department of Health and Human Services grant.

See memo for details.

6. **Public Defender's Office** – *Resolution to Authorize the Provision of Lawyers Professional Liability Insurance Coverage to Attorneys in the Office of the Public Defender*

This resolution will authorize an agreement with Columbia Casualty Company (underwritten by Paragon Underwriters) to provide a Lawyers Professional Liability policy of \$250,000 per claim/\$500,000 aggregate coverage with a \$2,500 deductible to lawyers within the Office of the Public Defender at a cost of \$13,345.50 for the term of one year from the date of inception. The agreement will be reviewed annually. Funds for the agreement are available within the 2022/2023 Michigan Indigent Defense Fund grant budget.

See memo for details.

7. **Community Corrections** – *Resolution to Authorize Amending the Contract with Averhealth to Extend the Performance Period for Drug Testing and Breathalyzer Services*

This resolution will authorize an amendment to the contract with Averhealth for drug and breathalyzer testing services to extend the performance period to January 1, 2023 through December 31, 2023. In October of 2018, Ingham County entered into a contract for Drug and Breathalyzer testing with Alcohol Drug Administrative Monitoring, Inc. (ADAM) for a performance period of January 1, 2019 through December 31, 2020, which was amended by Resolution #20-533 to extend the performance period through December 31, 2022. Additionally, ADAM was bought by Averhealth on November 8, 2021 and Averhealth continued to provide services at ADAM's contracted rates. At this time, Averhealth has agreed to amend the contract to extend the performance period for one additional year at its current pricing, set to expire on December 31, 2023. Drug and alcohol testing services are paid for by both client self-pay and grant funds.

See memo for details.

8. **Animal Control and Shelter** – *Resolution to Accept a Donation from the Ingham County Animal Shelter Fund for the Purpose of Providing Employment Bonus Pay to Newly Hired Shelter Veterinarians*

This resolution will approve the acceptance OF a donation from the Ingham County Animal Shelter Fund (ICASF) in the amount of \$100,000 for the purpose of providing hiring and retention bonuses to newly hired Ingham County Animal Control and Shelter (ICACS) veterinarians. ICACS has one current veterinarian position vacancy and seeks to provide competitive compensation to hire and retain qualified veterinarian candidates. The bonuses will be structured to provide a payment of \$10,000 to any newly hired veterinarian after completing 90 days of employment with the County, and a \$10,000 payment will be made to the veterinarian on their employment anniversary date until a total of \$50,000 has been paid to that employee.

See memo for details.

9. **Big Brothers Big Sisters** – *Resolution to Authorize a Contract with Big Brothers Big Sisters Michigan Capital Region to Provide Administrative Oversight and Programming Leadership to the Capital Area Mentoring Partnership Program*

This resolution authorizes a contract with Big Brothers Big Sisters Michigan Capital Region (BBBSMCR) for the Capital Area Mentoring Partnership Program (CAMP). With Support from the County, CAMP will continue to bring in speakers to provide training on a plethora of topics (Child trauma, effective communication within matches, Human Trafficking, Runaway prevention, bullying, the importance of the screening process, etc.) to CAMP members, volunteers, and youth within their programs. The contract will not exceed \$25,000 for the time period of January 1, 2023 through December 31, 2023. Funds for this contract are included in the 2023 budget.

10. Community Mental Health Authority – Resolution to Authorize a Contract with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties for Health Services Millage Eligible Services

This resolution authorizes the continuation of Ingham County Health Services Millage funding, to the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH), to support a comprehensive package of behavioral healthcare services designed to address some of the most pressing behavioral healthcare needs in the Ingham County community. The resolution authorizes a contract not to exceed \$1,528,023 with CMH for services provided to Ingham County residents for the period of October 1, 2022 through September 30, 2023. Funds are included in the 2023 budget for this contract.

11a. Potter Park Zoo - Resolution to Proceed with Plans for Constructing, Equipping, and Financing a New Animal Health Facility at Potter Park Zoo

This resolution authorizes the Ingham County Building Authority to proceed with constructing, equipping, and financing a new animal health facility at Potter Park Zoo.

11b. Potter Park Zoo - Resolution to Authorize an Agreement with Scarlett Excavating Inc. for Water Replacement Services at Potter Park Zoo

This resolution authorizes an agreement with Scarlett Excavating Inc. for water service replacement to the Tiger Den at Potter Park Zoo in an amount not to exceed \$17,500. Funds for this agreement are available in the Zoo Fund Balance.

12a. Parks Department - Resolution to Authorize a Contract with Laux Construction for Improvements to Lake Lansing Park South

This resolution authorizes a contract with Laux Construction for improvements to Lake Lansing Park South. The general scope of work includes, but is not limited to, a new restroom and concession building, demolition of a restroom building, hot mix asphalt (HMA) parking spaces, concrete sidewalk removal and replacement, site furnishings, sanitary sewer, water, and electrical service, signage, and restoration. The bids were evaluated by the Purchasing Department and it is their recommendation, with the concurrence of Parks Department Staff, to award the contract to the local vendor Laux Construction for the lowest base bid of \$2,512,105.98, including Post-Bid Addendum #1 Bid Additive 1 in the amount of \$31,000, Post-Bid Addendum #1 Bid Additive 2 in the amount of \$26,000, the substitute to deduct \$55,000 for cupolas, and a contingency of \$62,853 (2.5%) to cover any unforeseen circumstances for a total contract amount not to exceed \$2,576,958.98.

12b. Parks Department - Resolution to Modify a Contract with Penchura Recreation Products and Services for Replacements of a Portion of the Lake Lansing South County Park Playground to Comply with the Ingham County Prevailing Wage Policy

This resolution authorizes an amendment to a contract with Penchura Recreation Products for purchase and installation of a playground at Lake Lansing Park, in order to comply with the County's Prevailing Wage Policy. The amendment is in the additional amount of \$5,952.

13a. Health Department - Resolution to Authorize an FY22-23 Agreement with the Michigan Department of Environment, Great Lakes, and Energy

This resolution authorizes an agreement with EGLE to conduct environmental monitoring and inspections of EGLE Non-Community programs for the period of October 1, 2022 through September 30, 2023 for an amount not to exceed \$97,194.

13b. Health Department - Resolution to Accept Donation from the Peoples Church of East Lansing

This resolution authorizes acceptance of a \$5,000 donation from the Peoples Church of East Lansing effective upon approval.

13c. Health Department - Resolution to Amend Resolution #17-354 with 340B Technologies, Inc.

This resolution authorizes amending Resolution #17-354 with 340B Technologies, Inc., to utilize the Referral Claims Review program, for an annual amount not to exceed \$6,000 effective February 1, 2023 through January 31, 2026, with a 1-year auto renewal.

13d. Health Department - Resolution to Amend the Agreement with RegLantern™ for Continuous Compliance Coaching Services

This resolution authorizes an agreement with RegLantern™ for an amount not to exceed \$10,000, effective upon February 1, 2023 through April 30, 2025. The RegLantern™ platform is designed to help establish and maintain compliance with Community Health Center (CHC) program regulations, authorized by section 330 of the Public Health Service (PHS) Act. The purpose of this agreement is to utilize RegLantern's Continuous Compliance Coaching services, which includes scheduled mock audits to ensure readiness for an upcoming Operational Site Visit from the Health Resources and Services Administration (HRSA) agency in 2024.

13e. Health Department - Resolution to Amend Resolution #21-160

This resolution amends Resolution #21-630 by increasing the funding by \$405,000, effective upon approval through September 30, 2024 for a total amount not to exceed \$790,000. The Ingham County Health Department's (ICHHD's) Community Health Centers (CHCs) have an agreement in place with the Office of Global Michigan, Department of Labor & Economic Opportunity (MDLEO) for Refugee Health Screenings. The purpose of the amendment is to update Part II – General Provision section 2.31, to include a Criminal Background Check. The effective and termination dates of the original agreement will remain intact, effective October 1, 2021 through September 30, 2024.

14. Ingham Conservation District – Resolution to Authorize an Agreement with the Ingham Conservation District

This resolution approves the 2023 agreement with the Ingham Conservation District for \$10,000. Funds will be allocated as follows:

Staff Support - \$7,000
Education and Outreach - \$1,000
Vehicle and Property Maintenance - \$1,000
Office Support - \$1,000

See memo for details.

15. Prosecuting Attorney's Office – Resolution to Approve a Consultant Services Agreement between Michael Cheltenham and the Ingham County Prosecuting Attorney's Office

This resolution will approve a consultant services agreement between Michael Cheltenham and the Ingham County Prosecuting Attorney's Office for the time period February 4, 2023 through April 28, 2023 for a not to exceed amount of \$32,997.36 plus the Consultant's cost for Consolidated Omnibus Budget Reconciliation Act COBRA continuation. The Prosecutor's Office is in the process of transitioning leadership. Chief Assistant

Prosecuting Attorney Michael Cheltenham will be leaving the office on February 3, 2023. With a new prosecuting attorney and a new chief assistant, there will be a need for consultation and assistance with budget planning, grant applications, grant management, grant reporting, personnel planning, personnel management, and general support in the course of the transition. The proposed agreement would substantially aid in the continuity of the administration of the office. Funds will be available from attrition within the Prosecuting Attorney's budget.

See memo for details.

16. Innovation and Technology Department – Resolution to Approve Friend of the Court Hearing Room Upgrades

This resolution approves technology upgrades to the Friend of Court (FOC) hearing rooms including equipment, software, and installation. As this is a complex project, there are multiple vendors handling various parts of the project. These vendors are: Smart Office for \$33,000, J Ewing LLC for \$17,000, and For the Record for \$14,000.

Funding for the not-to-exceed amount of \$64,000 includes a \$40,920 reimbursement from the Office of Child Support.

See memo for details.

17. Facilities Department – Resolution to Authorize an Agreement with Wolverine Engineers & Surveyors Inc. for Engineering Services for Parking Lot Replacement at the Hilliard Building, Ingham County Family Center, and Veterans Memorial Courthouse/Grady Porter Building

This resolution authorizes an agreement with Wolverine Engineers & Surveyors Inc. for engineering services and preliminary design and construction specification services for parking lot replacement at the Hilliard Building, Ingham County Family Center, and Veterans Memorial Courthouse/Grady Porter Building.

Funding is available in approved CIPs.

See memo for details.

18a. Road Department – Resolution to Authorize an Engineering Services Contract for the 2023-2024 Bridge Inspection Program

This resolution authorizes an agreement with the Spicer Group for the 2023-2024 bridge inspection program. The base fee proposal for Spicer Group is \$24,151.25 to perform eighty planned routine bridge inspections, one fracture critical bridge inspection, and sixty-nine stream cross sections over the two-year contract term. The Road Department is requesting a 20% contingency for a total amount of \$30,000.

Funding is available in the annual Road Fund budget.

See memo for details.

18b. Road Department – Resolution to Authorize an Engineering Services Contract for As-Needed Signal Modeling and Timing Permit Services for 2023-2024

This resolution approves engineering service contracts with the following consultants to provide the requested as-needed signal modeling and timing permit services for 2023-2024:

DLZ Michigan, Inc., 1425 Keystone Ave, Lansing, MI 48911
RS Engineering, LLC, 6709 Centurion Drive, Suite 300, Lansing, MI 48917
Traffic Analysis & Design, Inc., 2419 Kinglet Ct, Lansing, MI 48911

See memo for details.

18c. Road Department – *Resolution to Authorize an Agreement with the Michigan Department of Transportation for Construction Engineering Services on the Meridian Road and Grand River Avenue (M-43) Project*

This resolution authorizes an agreement with the Michigan Department of Transportation (MDOT) for construction engineering services on the Meridian Road/Grand River Ave Project. The project includes intersection paving, curb and gutter and signal replacement (by MDOT). MDOT has requested that the Road Department provide the engineering services for the project and will reimburse the Road Department \$41,300.

See memo for details.

18d. Road Department – *Resolution to Authorize a Contract for Bulk Fuel Delivery*

This resolution approves a contract for a bulk fuel purchase and delivery (unleaded gas and diesel) for the Road Department, which annually purchases approximately 180,000 gallons of fuel, to Avery Oil and Propane.

Funds are included in the Road Department 2023 budget.

See memo for details.

18e. Road Department – *Resolution to Authorize Contracts for the Purchase of Furnishing and Delivering 34CS Slag, CS-T Trap Rock, 29A Crushed Natural, 29A Crushed Limestone, 3/8 X #4 Crushed Limestone, H1 Limestone, and Ohio #9 Aggregates*

This resolution authorizes the purchase and delivery of a variety of aggregates for the Road Department.

Bids for various stone were solicited and evaluated by the Ingham County Purchasing Department for Invitation to Bid (ITB) #225-22 as shown per the Memorandum of Performance. Yellow Rose Transport has the lowest bids for 34CS Slag, CS-T Trap Rock, 29A Crushed Limestone, 3/8 x #4 Crushed Limestone, H1 Limestone, and Ohio #9. Aggregate Industries has the lowest bid for 29A Crushed Natural Aggregate. Materials will be purchased on an as needed, unit price basis for a one-year period.

Funds are included in the Road Department 2023 budget.

See memo for details.

18f. Road Department – *Resolution to Authorize Contracts for the Purchase of Furnishing and Delivering Processed Road Gravels, Various Crushed Aggregates, Class 2 Sand, and 2NS Sand*

This resolution authorizes contracts with Sunrise Aggregates, Stoneco of Michigan, and Crandell Bros Trucking for various processed road gravels and aggregates.

Funds are included in the Road Department 2023 budget.

See memo for details.

18g. Road Department – Resolution of Commitment for Transportation Alternatives Program Funds to Construct Non-Motorized Facilities on Lake Lansing Road between Abbot Road and Hagadorn Road

This resolution commits the County to providing non-motorized facilities on Lake Lansing Road between Abbot Road and Hagadorn Road with a federal TAP grant of \$200,000, which the Road Department will match with \$50,000.

Funds are included in the Road Department 2023 budget.

See memo for details.

19. Human Resources Department – Resolution to Approve Reclassification Requests

This resolution approves the following reclassifications:

<u>Position No.</u>	<u>Position Title</u>	<u>Action</u>
142054	Court Records Coordinator - FOC	Move from UAW G to UAW I
601202	CHR II to Children’s Special Healthcare Services Benefits Representative	Move from UAW D to UAW F
601203	CHR II to Children’s Special Healthcare Services Benefits Representative	Move from UAW D to UAW F
130051	ADR/Case Processing Coordinator	Move from ICEA Court 5 to ICEA Court 8
601170	Dental Hygienist	Increase in UAW Market Exception Rate
601173	Dental Hygienist	Increase in UAW Market Exception Rate
601178	Dental Hygienist	Increase in UAW Market Exception Rate
601411	Dental Hygienist	Increase in UAW Market Exception Rate
601503	Dental Hygienist	Increase in UAW Market Exception Rate
130009	Judicial Assistant – Circuit Court	Move from MC 6 to MC 8
130010	Judicial Assistant – Circuit Court	Move from MC 6 to MC 8
130011	Judicial Assistant – Circuit Court	Move from MC 6 to MC 8
130012	Judicial Assistant – Circuit Court	Move from MC 6 to MC 8
130013	Judicial Assistant – Circuit Court	Move from MC 6 to MC 8
130014	Judicial Assistant – Circuit Court	Move from MC 6 to MC 8
130015	Judicial Assistant – Circuit Court	Move from MC 6 to MC 8
148004	Judicial Assistant – Probate Court	Move from MC 6 to MC 8
148005	Judicial Assistant – Probate Court	Move from MC 6 to MC 8

See memo for details.

20a. Controller’s Office – Resolution to Authorize a Contract with Resolution Services Center of Central Michigan to Support Small Claims Work

This resolution will authorize a contract with Resolution Services Center of Central Michigan (RSCCM) for small claims case assistance at the 55th District Court in the amount of \$13,000 for the time period of January 1, 2023 through December 31, 2023. Resolution #22-121 authorized \$13,000 from the 2022 contingency account to support this small claims work in 2022 at the 55th District Court. RSCCM submitted a continuation budget request of \$13,000, which is included in the 2023 Adopted Budget.

See memo for details.

20b. Controller's Office – *Resolution to Correct Resolution #22-470 Authorizing 2023 Agreements for Juvenile Justice Community Agencies*

This resolution will amend Resolution #22-470 to correct the appropriated amount to Small Talk from \$50,000 to \$30,000. Resolution #22-470 authorized 2023 agreements for Juvenile Justice Community Agencies, including a \$50,000 appropriation to Small Talk for its Healthy Boundaries/Mental Health Therapy program. Small Talk requested \$30,000, but Resolution #22-470 erroneously included an amount of \$50,000. The corrected amount is consistent with the budget amount for 2023. Small Talk has been notified of the error and is in agreement with the corrected amount of \$30,000.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING 2023 ADMINISTRATIVE FUND

A _____ meeting of the Board of Commissioners of the County of Ingham, Michigan (the “County”), was held in Mason, Michigan, on _____, 2023. The following Commissioners were

PRESENT: _____

ABSENT: _____

RESOLUTION AUTHORIZING 2023 ADMINISTRATIVE FUND

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

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

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

AYES: _____

NAYS: _____

ABSTAIN: _____

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

STATE OF MICHIGAN

COUNTY OF INGHAM

I, Barb Byrum, Clerk for the County of Ingham, do hereby certify that the above and foregoing is a true and correct copy of the resolutions adopted by the Board of Commissioners of the County of Ingham Michigan on _____, 2023 as appears on record in my office, and that I have compared the same with the original that is a true transcript therefrom and of the whole thereof.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of said County at Mason, Michigan this __ day of _____, 2023

Barb Byrum, Ingham County Clerk

[SEAL]

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**2023 BORROWING RESOLUTION
(2022 DELINQUENT TAXES)**

A _____ meeting of the Board of Commissioners of the County of Ingham, Michigan (the “County”), was held in Mason, Michigan, on _____, 2023. The following Commissioners were

PRESENT: _____

ABSENT: _____

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

**2023 BORROWING RESOLUTION
(2022 DELINQUENT TAXES)**

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

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

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

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

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

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

WHEREAS, the Treasurer is authorized under Act 206, and has been directed by the Board, to make such payments with respect to delinquent ad valorem real property taxes (including the property tax administration fees assessed under subsection (6) of Section 44 of Act 206) owed in 2022 to the County and the local units (collectively, the “taxing units”) which will have remained unpaid on March 1, 2023 and the Treasurer is authorized to pledge these amounts in addition to any amounts not already pledged for repayment of prior series of Notes (or after such prior series of Notes are retired as a secondary pledge) all as the Treasurer shall specify in an order when the Notes authorized hereunder are issued (the “Delinquent Taxes”); and

WHEREAS, the Board has determined that in order to raise sufficient monies to adequately fund the Revolving Fund, the County must issue its General Obligation Limited Tax Notes, Series 2023 in one or more series, in accordance with Sections 87c, 87d, 87g and 89 of Act 206 and on the terms and conditions set forth below.

NOW, THEREFORE, BE IT RESOLVED:

I. GENERAL PROVISIONS

101. Establishment of 2023 Revolving Fund. In order to implement the continuation of the Revolving Fund Program and in accordance with Act 206, the County hereby establishes a 2023 Delinquent Tax Revolving Fund (the “Revolving Fund”) as a separate and segregated fund within the existing Delinquent Tax Revolving Fund of the County previously established by the Board pursuant to Section 87b of Act 206.

102. Issuance of Notes. The County shall issue its General Obligation Limited Tax Notes, Series 2023 in one or more series (the “Notes” or “Note”), in accordance with this Resolution and Sections 87c, 87d, 87g and 89 of Act 206, payable in whole or in part from the Delinquent Taxes and/or from the other sources specified below.

103. Aggregate Amount of Notes.

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

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

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

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

104. Proceeds. If the Notes are issued and sold before the Treasurer has received certification from the taxing units of the amount of the Delinquent Taxes and if such certification is not reasonably anticipated to occur to allow distribution of the proceeds of the Notes within 20 days after the date of issue, the proceeds of the Notes shall be deposited in the County's 2023 Delinquent Tax Project Account and thereafter used to fund the whole or a part of the County's 2023 Tax Payment Account, 2023 Notes Reserve Account and/or 2023 Note Payment Account, subject to and in accordance with Article VII. If the Notes are issued and sold on or after such time, the proceeds of the Notes shall be deposited directly into the County's 2023 Tax Payment Account, 2023 Notes Reserve Account and/or 2023 Note Payment Account, as provided in Article VII.

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

II. FIXED MATURITY NOTES

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

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

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

(a) The first maturity of the Notes or of a series of the Notes shall be determined by the Treasurer pursuant to written order, but shall not be later than three years after the date of issue. Later maturities of the Notes shall be on the first anniversary of the preceding maturity or on such earlier date as the Treasurer may specify by written order. The Notes shall be structured with the number of maturities determined by the Treasurer to be necessary or appropriate, and the last maturity shall be scheduled for no later than the sixth anniversary of the date of issue. The amount of each maturity or of any mandatory or optional call date shall be set by the Treasurer when the amount of Delinquent Taxes is determined by the Treasurer or when a reliable estimate of the Delinquent Taxes is available to the Treasurer. In determining the exact amount of each maturity or of any mandatory or optional call date the Treasurer shall consider the schedule of delinquent tax collections prepared for the tax years ending December 31, 2022, or ending any other years and the corollary schedule setting forth the anticipated rate of collection of those Delinquent Taxes which are pledged to the repayment of the Notes. The amount of each maturity and the scheduled maturity dates of the Notes shall be established to take into account the dates on which the Treasurer reasonably anticipates the collection of such Delinquent Taxes and shall allow for no more than a 15% variance between the debt service payable on each maturity date, the Notes, and the anticipated amount of pledged monies available on such maturity date to make payment of such debt service.

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

204. Interest Rate and Date of Record.

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

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

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

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

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

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

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

207. Transfer or Exchange of Notes.

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

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

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

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

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

209. Redemption.

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

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

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

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

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

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

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

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

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

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

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

III. SHORT-TERM NOTES

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

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

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

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

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

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

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

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

309. Renewal or Refunding Notes.

(a) The Treasurer may by written order authorize the issuance of renewal or refunding Notes (collectively the “Renewal Notes”). Renewal Notes shall be sold on the maturity

date of, and the proceeds applied to the payment of debt service on, the Notes to be renewed. The maturities and repayment terms of the Renewal Notes shall be set by written order of the Treasurer.

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

- (i) the aggregate amount of the Renewal Notes;
- (ii) the date of the Renewal Notes;
- (iii) the denominations of the Renewal Notes;
- (iv) the interest payment dates of the Renewal Notes;
- (v) the maturity or maturities of the Renewal Notes;
- (vi) the terms of sale of the Renewal Notes;

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

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

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

IV. VARIABLE INTEREST RATE

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

402. Determination of Rate. The order of the Treasurer shall provide how often the variable interest rate shall be subject to recalculation, the formula or procedure for determining the variable interest rate, whether and on what terms the rate shall be determined by a remarketing agent in the case of demand obligations consistent with Section 801(d), and whether and on what terms a fixed rate of interest may be converted to or from a variable rate of interest. Such formula or procedure shall be as determined by the Treasurer, but shall track or float within a specified percentage band around the rates generated by any one or more of the following indices:

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

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

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

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

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

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

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

405. Remarketing, Repurchase and Resale.

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

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

V. MULTIPLE SERIES

501. Issuance of Multiple Series. At the option of the Treasurer, exercisable by written order, the Note or Notes issued under Article II, Article III or Article X may be issued in two or more individually designated series. Each series shall bear its own rate of interest, which may be

fixed or variable in accordance with Article IV. Various series need not be issued at the same time and may be issued from time to time in the discretion of the Treasurer exercisable by written order. In determining the dates of issuance of the respective series, the Treasurer shall consider, among other pertinent factors, the impact the dates selected may have on the marketability, rating and/or qualification for credit support or liquidity support for, or insurance of, the Note or Notes. The Note of each such series shall be issued according to this Resolution in all respects (and the term "Note" or "Notes" shall be deemed to include each series of Notes throughout this Resolution), provided that:

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

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

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

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

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

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

(a) The Treasurer may by written order establish separate sub-accounts in the County's 2023 Note Reserve Account for each series of Notes, into which shall be deposited the amount borrowed for the Note Reserve Account for each such series.

(b) The Treasurer may by written order establish separate sub-accounts in the County's 2023 Note Payment Account for each series of Notes, and all amounts deposited in the Note Payment Account shall be allocated to the sub-accounts.

(c)(i) In the event separate sub-accounts are established pursuant to subsection (b) above, and subject to Paragraph (ii) below, the percentage of deposits to the County's 2023 Note Payment Account allocated to each sub-account may be set equal to the percentage that Notes issued in the corresponding series bears to all Notes issued under this Resolution or to any other percentage designated by the Treasurer pursuant to written order; provided that if the various series

are issued at different times or if the various series are structured with different maturity dates, (I) sums deposited in the Note Payment Account prior to the issuance of one or more series may upon the issuance of each such series be reallocated among the various sub-accounts established under Subsection (b) above to achieve a balance among the sub-accounts proportionate to the designated percentage allocation, and/or (II) deposits to the Note Payment Account may be allocated among the sub-accounts according to the total amount of debt service that will actually be paid from the respective sub-accounts.

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

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

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

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

(b) Separate sub-accounts shall be established in the County's 2023 Tax Payment Account. Each sub-account shall receive the proceeds of one and only one series of Notes, and amounts shall be disbursed from the sub-account to only those taxing units designated as being in that series.

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

(d) A separate sub-account shall be established in the County's 2023 Note Reserve Account for each series of Notes, into which shall be deposited the amount determined by the Treasurer under Section 103 or Section 703 with respect to the series. Each sub-account shall secure one and only one series.

(e) A separate sub-account shall be established in the County's 2023 Note Payment Account for each series of Notes. Each sub-account shall be allocated only those amounts described in Section 704 which pertain to the taxing units included in the series corresponding to the sub-account. Chargebacks received from a taxing unit pursuant to Section 905 shall be deposited in the sub-account corresponding to the series in which the taxing unit is included. Amounts held in each sub-account shall secure the debt represented by only those Notes included in the series corresponding to the sub-account, and disbursements from each sub-account may be applied toward the payment of only those Notes included in the series corresponding to the sub-account.

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

VI. TAXABILITY OF INTEREST

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

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

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

VII. FUNDS AND SECURITY

701. Delinquent Tax Project Account. If the Notes are issued and sold before the Treasurer has received certification from the taxing units of the amount of the Delinquent Taxes and if such certification is not reasonably anticipated in time to allow distribution of the proceeds of the Notes within 20 days after the date of issue, a 2023 Delinquent Tax Project Account (the “Project Account”) shall be established by the Treasurer as a separate and distinct fund of the County within its general fund. The Project Account shall receive all proceeds from the sale of the Notes, including any premium or accrued interest received at the time of sale. The Project Account shall be held in trust by an escrow agent until the monies therein are disbursed in accordance with this Article VII. The escrow agent shall be a commercial bank, shall be located in Michigan, shall have authority to exercise trust powers, and shall have a net worth in excess of \$25,000,000. The form and content of the agreement between the County and the escrow agent shall be approved by the Treasurer. Subject to the following sentence, monies deposited in the Project Account shall be expended only (i) for the purpose of funding the Tax Payment Account established under Section 702 and (ii) to the extent permitted by Act 206, for the purpose of paying the expenses of the offering of the Notes. In the event the Treasurer by written order so directs, additional funding of the Project Account may be undertaken, and any surplus proceeds remaining in the Project Account after the Treasurer has completed the funding of the Tax Payment Account may be transferred to either the 2023 Note Reserve Account created under Section 703 or the 2023 Note Payment Account created under Section 704. Monies in the Project Account may be disbursed by the escrow agent to the County's 2023 Tax Payment Account at any time and from time to time, upon receipt of a written requisition signed by the Treasurer.

702. 2023 Tax Payment Account. The County's 2023 Tax Payment Account (the “Tax Payment Account”) is hereby established as a distinct account within the Revolving Fund. The Treasurer shall designate all or a portion of the proceeds of the Notes, not to exceed the amount of Delinquent Taxes, for deposit in the Tax Payment Account. If, however, the proceeds of the Notes are initially deposited in the Project Account pursuant to Section 701, the Treasurer is instead authorized and directed to transfer monies included in the Project Account in accordance with the procedures set forth in Section 701. The County shall apply the monies in the Tax Payment Account to the payment of the Delinquent Taxes or expenses of the borrowing in accordance with Act 206. The allocation of monies from the Tax Payment Account may be made pursuant to a single, comprehensive disbursement or may instead be made from time to time, within the time constraints of Act 206, to particular taxing units as monies are paid into the Tax Payment Account, such that the source of the monies (whether from the County's own funds, from the proceeds of a tax exempt borrowing or from the proceeds of a taxable borrowing) may be traced to the particular taxing unit receiving the funds. Moreover, and regardless of whether multiple series of Notes are issued, the Tax Payment Account may be divided into separate sub-accounts in order to allow the Treasurer to designate which taxing units shall receive borrowed funds and which shall receive funds otherwise contributed by the County.

703. 2023 Note Reserve Account. In the event funding is provided as described in this Section 703, the Treasurer shall establish a 2023 Note Reserve Account (the “Note Reserve Account”) as a distinct account within the Revolving Fund. After depositing all of the monies to fund the Tax Payment Account pursuant to Section 702, the Treasurer shall next transfer to the Note Reserve Account, either from the Project Account or directly from the proceeds of Notes, any proceeds remaining from the initial issuance of the Notes. In addition, the Treasurer may

transfer unpledged monies from other County sources to the Note Reserve Account in an amount which, when added to any other amounts to be deposited in the Note Reserve Account, does not exceed the amount reasonably required for the Notes secured by the Reserve Account or, if less, 20% of the total amount of the Notes secured by the Reserve Account. Except as provided below, all monies in the Note Reserve Account shall be used solely for payment of principal of, premium, if any, and interest on the Notes to the extent that monies required for such payment are not available in the County's 2023 Note Payment Account. Monies in the Note Reserve Account shall be withdrawn first for payment of principal of, premium, if any, and interest on the Notes before County general funds are used to make the payments. All income or interest earned by, or increment to, the Note Reserve Account due to its investment or reinvestment shall be deposited in the Note Reserve Account. When the Note Reserve Account is sufficient to retire the Notes and accrued interest thereon, the Treasurer may order that the Note Reserve Account be used to purchase the Notes on the market, or, if the Notes are not available, to retire the Notes when due. If so ordered by the Treasurer, all or any specified portion of the Note Reserve Account may be applied toward the redemption of any Notes designated for redemption in accordance with Section 209.

704. 2023 Note Payment Account.

(a) The County's 2023 Note Payment Account is hereby established as a distinct account within the Revolving Fund. (The County's 2023 Note Payment Account, as supplemented by monies held in any interim account that are designated for transfer to the 2023 Note Payment Account, is herein referred to as the "Note Payment Account".) The Treasurer is directed to deposit into the Note Payment Account, promptly on receipt, those amounts described below in Paragraphs (i), (ii), (iv), and (v) that are not excluded pursuant to Subsection (c) below. Furthermore, the Treasurer may, by written order, deposit into the Note Payment Account all or any portion of the amounts described below in Paragraph (iii).

(i) All Delinquent Taxes.

(ii) All statutory interest on the Delinquent Taxes.

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

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

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

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

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

(ii) Prior to the issuance of the Notes, the Treasurer may by written order specify a cut-off date not earlier than March 1, 2023, and only those sums payable to the Note Payment Account and received by the County after the cut-off date shall be applied to the Note Payment Account.

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

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

705. Limited Tax General Obligation and Pledge.

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

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

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

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

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

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

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

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

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

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

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

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

VIII. SUPPLEMENTAL AGREEMENTS

801. Supplemental Agreements and Documents. The Treasurer, on behalf of the County, is authorized to enter into any or all of the following agreements or commitments as may, in the

Treasurer's discretion, be necessary, desirable or beneficial in connection with the issuance of the Notes, upon such terms and conditions as the Treasurer may determine appropriate:

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

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

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

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

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

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

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

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

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

IX.

MISCELLANEOUS PROVISIONS

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

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

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

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

905. Chargebacks. If, by the date which is three months prior to the final maturity date of the Notes, sufficient monies are not on deposit in the Note Payment Account and the Note Reserve Account to pay all principal of and interest on the Notes when due, Delinquent Taxes not then paid or recovered at or prior to the latest tax sale transacted two or more months before the final maturity of the Notes shall, if necessary to ensure full and timely payment on the date of final maturity, be charged back to the local units in such fashion as the Treasurer may determine, and, subject to Article V, the proceeds of such chargebacks shall be deposited into the County's 2023 Note Payment Account no later than five weeks prior to the final maturity of the Notes. This Section 905 shall not be construed to limit the authority of the Treasurer under State law to charge back under other circumstances or at other times.

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

907. Mutilated, Lost, Stolen or Destroyed Notes. In the event any Note is mutilated, lost, stolen, or destroyed, the Treasurer may, on behalf of the County, execute and deliver, or order the Registrar or Paying Agent to authenticate and deliver, a new Note having a number not then

outstanding, of like date, maturity and denomination as that mutilated, lost, stolen, or destroyed. In the case of a mutilated Note, a replacement Note shall not be delivered unless and until such mutilated Note is surrendered to the Treasurer or the Registrar or Paying Agent. In the case of a lost, stolen or destroyed Note, a replacement Note shall not be delivered unless and until the Treasurer and the Registrar or Paying Agent shall have received such proof of ownership and loss and indemnity as they determine to be sufficient.

ARTICLE X. TAX-EXEMPT NOTES OR REFUNDING

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

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

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

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

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

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

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

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

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

1006. Undertaking to Provide Continuing Disclosure. If necessary, this Board of Commissioners, for and on behalf of the County of Ingham, hereby covenants and agrees, for the benefit of the beneficial owners of the Notes to be issued by the County, to enter into a written undertaking (the “Undertaking”) required by Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the “Rule”) to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be substantially in the form as approved by the Underwriter of the Notes. The Undertaking shall be enforceable by the beneficial owners of the Notes or by the Underwriter on behalf of such beneficial owners (provided that the Underwriter's right to enforce the provisions of the Undertaking shall be limited to a right to obtain specific enforcement of the County's obligations hereunder and under the Undertaking), and any failure by the County to comply with the provisions of the Undertaking shall not be deemed a default with respect to the Notes.

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

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

RESOLUTION AUTHORIZING 2023 ADMINISTRATIVE FUND

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

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

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

AYES: _____

NAYS: _____

ABSTAIN: _____

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

STATE OF MICHIGAN

COUNTY OF INGHAM

I certify that the foregoing is a true and accurate copy of the resolutions adopted by the Ingham County Board of Commissioners, that such resolutions were duly adopted at a _____ meeting held on the ____ day of _____, ____, and that notice of such meeting was given as required by law.

Barb Byrum, Clerk of the INGHAM
County Board of Commissioners

[SEAL]

Agenda Item 2

TO: Ingham County Board of Commissioners

FROM: Chief Deputy County Clerk Scott Hendrickson

DATE: December 12, 2022

SUBJECT: Resolution Establishing Compensation for the Ingham County Board of Canvassers

BACKGROUND

Clerk Byrum is charged with facilitating elections in Ingham County and is the Clerk to the Ingham County Board of Canvassers, whose job it is to certify the unofficial election night results, conduct recounts, approve ballot containers, and other assorted duties.

The Ingham County Board of Canvassers is a four-member body consisting of two Democrats and two Republicans who perform the above duties, and they occasionally request additional assistants for major elections to help them perform those tasks.

The position of Canvasser used to be a quiet and non-controversial part of the election certification process, but has become a political lightning rod over the last two years, attracting media attention and increased public scrutiny. This scrutiny, along with increased inflation over the past year has led to the Canvassers and their Assistants to be left undercompensated, a fact that Clerk Byrum expects will lead to challenging recruitment for Canvassers in the future.

FINANCIAL IMPACT

While this will increase the amount expended for Canvassers and their Assistants on wages, Clerk Byrum does not expect that this increase will be excessive. In 2021, the amount expended on Canvasser and Assistant wages was \$5,800. The total change that year would have been less than \$1,500. Clerk Byrum expects that when the books are closed for 2022, the amount would be roughly the same.

RECOMMENDATIONS

I respectfully recommend approval of the attached resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ESTABLISHING COMPENSATION FOR THE
INGHAM COUNTY BOARD OF CANVASSERS**

WHEREAS, the Ingham County Board of Canvassers is a four-member body that is responsible for canvassing and certifying primaries and elections held in the county, conducting recounts, inspecting ballot containers, and other duties; and

WHEREAS, effective March 28, 2019, Public Act 614 of 2018 required the County Board of Commissioners to consult with the County Clerk to determine the compensation for the County Board of Canvassers and any assistants employed by the County Board of Canvassers; and

WHEREAS, the Ingham County Board of Canvassers were previously compensated at a rate of \$60.00 per meeting; and

WHEREAS, the Ingham County Board of Canvassers previously passed Resolution #19-176 establishing pay at \$15.00 per hour for Canvassers and \$13.00 per hour for Assistants; and

WHEREAS, the State has seen wage inflation over the last several years and the role of the County Board of Canvassers has become increasingly political and difficult to recruit qualified candidates for the position; and

WHEREAS, the Ingham County Clerk is recommending that the following compensation plan be adopted for members and assistants of the Ingham County Board of Canvassers:

- The rate of pay for Canvassers will be \$20.00 per hour
- The rate of pay for Assistants will be \$20.00 per hour
- No meals will be provided or reimbursed by the County unless it is due to an out of area training that was previously approved by the Ingham County Clerk
- Compensation would only be rendered for:
 - Meetings of the Ingham County Board of Canvassers for which there is a quorum and the canvasser/assistant participates
 - Non-County facilitated training opportunities, if approved by the Ingham County Clerk
- Mileage will only be reimbursed for business travel between meeting locations (e.g. when Canvassers travel to multiple municipalities for ballot container certification) or outside trainings previously approved by the Ingham County Clerk.

THEREFORE BE IT RESOLVED, that the compensation plan, as recommended above, be adopted.

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

Agenda Item 3

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Captain Andrew Daenzer
DATE: December 14, 2022
SUBJECT: 2022 Local JAG Grant Expenditure/Havis Storage Drawers

BACKGROUND

The Sheriff's Office has been allocated \$15,455 from a \$137,636 Justice Assistance Grant (JAG) Grant award, leaving the Lansing Police Department \$122,184 as their allocated portion. The intended purpose of the grant is to purchase 7 Havis storage boxes with the drawer covers and trunk floor for installation.

The Sheriff's Office is recommending Havis since that is the system currently being used. These will be purchased and installed by Mid-Michigan Emergency Equipment since they currently handle our vehicle up fitting.

ALTERNATIVES

There are no viable alternatives.

FINANCIAL IMPACT

The 2022 awarded grant funds total \$15,455. The total cost of 7 drawer units with drawer covers and a trunk floor is \$16,440.86. The remaining balance of \$985.86 would be deducted from the appropriate Sheriff's Office budgeted line item.

STRATEGIC PLANNING IMPACT

The purchase of the drawers allows for better security and protection of equipment.

OTHER CONSIDERATIONS

We currently use the Havis system for newly built patrol vehicles. More patrol vehicles will be built and equipped in the future. Using any company other than Havis will not be compatible with our current system.

RECOMMENDATION

Based on the information contained herein, I respectfully recommend the approval of the purchasing of 7 Havis drawer units, 7 trunk floors, and 7 drawer covers.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ALLOW THE INGHAM COUNTY SHERIFF'S OFFICE
TO PURCHASE HAVIS STORAGE DRAWERS**

WHEREAS, the City of Lansing Police Department and the Ingham County Sheriff's Office were allocated \$137,639 from the 2022 Local JAG grant from the Department of Justice; and

WHEREAS, the Ingham County Sheriff's Office portion allocated from this grant is \$15,455; and

WHEREAS, the Ingham County Sheriff's Office currently uses Havis storage drawers for patrol vehicles; and

WHEREAS, Mid-Michigan Emergency Equipment currently sets up Sheriff's Office vehicles and is the preferred vendor; and

WHEREAS, the total expense for 7 Havis drawer units, 7 electronic trays, and 7 trunk floors is \$16,440.86; and

WHEREAS, the remaining amount of \$985.86 shall be deducted from the appropriate Sheriff's Office budgeted line item.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of 7 Havis drawers and related equipment for \$16,440.86.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary adjustments to the 2023 Sheriff's Office budget consistent with this resolution.

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

Agenda Item 4a

TO: Law and Courts and Finance Committees

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

DATE: January 3, 2023

SUBJECT: Resolution to Authorize a Contract for Representation of Indigent Parties Facing Charges in Personal Protection Order Cases and Certain Friend of the Court Matters

BACKGROUND

The resolution attached with this memorandum requests authorization for the 30th Circuit Court General Trial and Friend of the Court Divisions to enter into a contract for legal representation of indigent parties facing charges in personal protection order (PPO) cases and certain Friend of the Court (FOC) matters.

For years, the Circuit Court had maintained a robust roster of over 20 attorneys who agreed to handle these matters on a voucher basis. PPO cases and certain FOC matters are heard on dates scheduled in advance throughout the year. An attorney assigned to cover a specific hearing date must be available to provide representation. If the attorney is unable to do so, the court seeks out coverage, often a difficult task on short notice. Scheduled hearings may resolve, and, at other times, there are none scheduled. In these scenarios and because attorneys are paid only for matters heard, they are not compensated for the time they set aside. At the end of 2022, only two individuals remained on the attorney roster. We understand that other factors likely contribute to the diminished roster. Some attorneys who handled PPO and FOC matters previously have taken positions elsewhere, such as with the Office of the Public Defender. Continuing to maintain a roster and compensating attorneys on a voucher basis for matters heard only does not appear to be sustainable.

ALTERNATIVES

To resolve this problem and to ensure indigent parties are provided with legal representation on a timely basis, the General Trial and Friend of the Court Divisions believe that contracting with attorneys is necessary. Further, the attorneys chosen to fulfill the contract will be responsible for arranging hearing coverage.

FINANCIAL IMPACT

The proposed contract amount of \$12,000 is allocated within the 2023 General Trial and Friend of the Court Division budgets. The General Trial Division will be responsible to fund \$7,000 through the Contractual Services line item. The Friend of the Court will be responsible to fund the remaining \$5,000 from its budget. The financial impact to Ingham County is nominal as funding for attorney compensation is currently budgeted.

STRATEGIC PLANNING IMPACT

Authorizing a contract for legal representation of indigent parties facing charges in personal protection order (PPO) cases and certain Friend of the Court (FOC) matters supports Ingham County's values as identified in the Strategic Plan. Further, it supports Strategic Plan goals including Services to Residents, Communication, Management, Finance, and Governance.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize entering into a contract for legal representation of indigent parties facing charges in personal protection order (PPO) cases and certain Friend of the Court (FOC) matters.

cc: Hon. Joyce Draganchuk
Hon. Shauna Dunnings
Hon. Lisa McCormick
George Strander
Helen Walker
Robert Hotchkiss
Tracy Baldwin

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT FOR REPRESENTATION OF
INDIGENT PARTIES FACING CONTEMPT CHARGES IN PERSONAL PROTECTION ORDER
CASES AND CERTAIN FRIEND OF THE COURT MATTERS**

WHEREAS, the 30th Circuit Court's General Trial and Friend of the Court Divisions must provide legal counsel to indigent parties facing contempt charges in certain matters; and

WHEREAS, historically the Circuit Court has maintained a roster that identifies attorneys who are available to provide legal representation and compensates them on a voucher basis; and

WHEREAS, at this time, the roster has been depleted as the majority of attorneys who provided legal services have since taken positions that offer consistent work and known compensation elsewhere; and

WHEREAS, the Circuit Court's General Trial and Friend of the Court Divisions, to ensure legal counsel is available and to provide fair compensation, seek to enter into a contract with specific attorneys; and

WHEREAS, the attorneys are selected by the judiciary based on meeting qualifications, including good standing with the State Bar of Michigan, familiarity with relevant law, and the ability to provide sound representation for their clients; and

WHEREAS, Attorney Reid S. Felsing currently provides such representation for certain Friend of the Court matters, and is interested and qualified to do so for Personal Protection Order cases; and

WHEREAS, if authorized, the Circuit Court would compensate Attorney Reid S. Felsing for providing legal representation for Personal Protection Order cases and certain Friend of the Court matters, effective January 1, 2023 through December 31, 2023 in the amount of \$1,000 per month, not to exceed \$12,000 per year, with \$7,000 of the total paid by the General Trial Division and the remaining \$5,000 paid by the Friend of the Court; and

WHEREAS, the 2023 General Trial and Friend of the Court Division budgets approved by the Board of Commissioners are sufficient to fund such a contract.

THEREFORE BE IT RESOLVED, that effective January 1, 2023, the Ingham County Board of Commissioners is hereby authorized to enter into a contract with Attorney Reid S. Felsing to provide representation of indigent parties for Personal Protection Order cases and certain Friend of the Court matters, at \$1,000 per month, not to exceed \$12,000.

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: Ingham County Board of Commissioners

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

DATE: January 6, 2023

RE: ImageSoft Statement of Work for Implementing OnBase Workflow and Integrating with
New Case Management System

BACKGROUND

The Circuit Court has worked with ImageSoft for several years in implementing imaging of documents in OnBase, and started imaging filings in General Trial and Domestic matters in April of 2019. ImageSoft completed a Solutions Requirement Document (SRD) in 2018 to implement workflow so that the Court could electronically move and work on images, which would realize the full potential of the imaging system.

With the imminent change in the case management system (CMS) from CourtView to the Supreme Court’s own system, WebTCS, the 2018 SRD must be updated and new integrations between the imaging system and the CMS devised. ImageSoft has prepared a Statement of Work (SOW), for \$65,600, to review and update the 2018 SRD, conduct review sessions with stakeholders to prioritize desired changes, document future integration functions for WebTCS and determine the effort to complete this integration, and complete build activities for the recommended changes.

ALTERNATIVES

Without the assistance of ImageSoft, workflow cannot be adequately implemented by the Court.

FINANCIAL IMPACT

There is an already approved budget in the Capital Improvement Project budget to handle the expenses of this project.

STRATEGIC PLANNING IMPACT

This project would support Ingham County’s values listed in the Strategic Plan, specifically Quality resident services (through greater efficiencies) and Creativity and innovation. Furthermore, this project would support the goal of Services to Residents.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I recommend that the attached resolution be approved.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A STATEMENT OF WORK WITH IMAGESOFT
FOR IMPLEMENTING ONBASE WORKFLOW AND INTEGRATING WITH
NEW CASE MANAGEMENT SYSTEM**

WHEREAS, the Circuit Court has worked with ImageSoft for several years in implementing imaging of documents in OnBase; and

WHEREAS, the Circuit Court started imaging filings in General Trial and Domestic matters in April of 2019; and

WHEREAS, ImageSoft completed a Solutions Requirement Document (SRD) in 2018 to implement workflow so that the Court could electronically move and work on images, which would realize the full potential of the imaging system; and

WHEREAS, with the imminent change in the case management system (CMS) from CourtView to the Supreme Court's own system, WebTCS, the 2018 SRD must be updated and new integrations between the imaging system and the CMS devised; and

WHEREAS, ImageSoft has prepared a Statement of Work (SOW), for \$65,600, to review and update the 2018 SRD, conduct review sessions with stakeholders to prioritize desired changes, document future integration functions for WebTCS and determine the effort to complete this integration, and complete build activities for the recommended changes; and

WHEREAS, the Circuit Court has adequate funds in its Capital Improvement Projects budget to pay for the ImageSoft SOW.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a Statement of Work with ImageSoft for \$65,600 to review and update the 2018 SRD, conduct review sessions with stakeholders to prioritize desired changes, document future integration functions for WebTCS and determine the effort to complete this integration, and complete build activities for the recommended changes.

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

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

TO: Law & Courts and Finance Committees
FROM: Scott LeRoy, Deputy Court Administrator
DATE: January 3, 2023
SUBJECT: Resolution to Authorize A Contract for Delinquency Attorney Services
For Meeting Agendas: January 12, 2023 – Law and Courts and January 18, 2023 – Finance

BACKGROUND

The resolution attached with this memo is requesting authorization for the Circuit Court Juvenile Division to continue a contract for legal representation of juveniles in delinquency cases assigned to Judge Richard J. Garcia. Attorney Robert Ochodnický has been providing this service. It is recommended that Attorney Robert Ochodnický receive a 2% cost of living increase in the 2023 contracted rate.

The Juvenile Division has entered into delinquency contracts since 2010 in an effort to reduce costs for attorney fees, and provide consistent and efficient legal representation for children and indigent youth. The Judiciary selects specific attorneys for these contracts based on exceptional qualifications, such as good standing with the State Bar of Michigan, familiarity with this specific area of law, and a well-known reputation for zealously advocating for their clients. The contract will be in effect from January 1, 2023 through December 31, 2023.

ALTERNATIVES

The Court assigns court appointed attorneys from the court appointed list to represent indigent juveniles assigned to Judge Richard J. Garcia.

FINANCIAL IMPACT

Funds to support this contract have been allocated in the 2023 budget. It is estimated that entering into a contract with an attorney saves the Court between \$5,000 and \$7,000 a year. No additional funding for this contract is required.

STRATEGIC PLANNING IMPACT

Develop indigent defense service plan following guidelines issued by the State through the Michigan Indigent Defense Commission (MIDC).

Adequate attorney compensation was recognized as one of the eight core standards of the Michigan Indigent Defense Commission. The Commission’s report states:

Assigned counsel should receive prompt compensation at a reasonable rate and should be reimbursed for their reasonable out-of-pocket, case-related expenses. Assigned counsel should be compensated for all work necessary to provide quality legal representation. Activities outside of court appearances, such as directing an investigation, negotiating, or tactical planning, etc., require no less legal skill and expertise than in-court appearances, and are equally important to quality representation.

OTHER CONSIDERATIONS

Contracts with delinquency attorneys will add additional cost savings as Raise the Age legislation is implemented. Raise the Age legislation will have an increase on the overall number of delinquency petitions received by Juvenile Division Judges.

RECOMMENDATION

Enter into a contract.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT FOR DELINQUENCY ATTORNEY SERVICES

WHEREAS, the Circuit Court Juvenile Division, by statute and Constitution, must provide legal counsel to juveniles in delinquency cases who are indigent; and

WHEREAS, the Circuit Court Juvenile Division, to reduce cost for attorney fees and provide consistent and efficient legal services for juveniles, has contracted with attorneys; and

WHEREAS, the 2023 Budget approved by the Board of Commissioners authorizes funds to contract with specific attorneys to provide legal representation; and

WHEREAS, the attorneys are selected by the judiciary based on exceptional qualifications, such as good standing with the State Bar of Michigan, familiarity with this specific area of law, and a well-known reputation for zealously advocating for their clients; and

WHEREAS, Attorney Robert Ochodnický has been providing legal counsel for juvenile delinquency cases assigned to Judge Richard J. Garcia; and

WHEREAS, if authorized, the Circuit Court Juvenile Division would compensate Attorney Robert Ochodnický for providing legal representation for delinquency cases assigned to Judge Richard J. Garcia, effective January 1, 2023 through December 31, 2023 in the amount of \$1,362.17 per month, not to exceed \$16,346.04.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract with Attorney Robert Ochodnický, for Judge Richard J. Garcia's delinquency cases at \$1,362.17 per month, not to exceed \$16,346.04, effective January 1, 2023 through December 31, 2023.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County 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: Law & Courts and Finance Committees
FROM: Scott LeRoy, Deputy Court Administrator
DATE: January 3, 2023
**SUBJECT: RESOLUTION TO AUTHORIZE CONTRACTS FOR
LAWYER GUARDIAN AD LITEM REPRESENTATION**

For Meeting Agendas: January 12, 2023 – Law and Courts and January 18, 2023 – Finance

BACKGROUND

The resolution attached with this memo is requesting authorization for the Circuit Court Juvenile Division to continue contracts for legal representation of children in neglect and abuse cases. The four attorneys recommended in this resolution have already been providing Lawyer Guardian Ad Litem services (L-GAL) for the Circuit Court Juvenile Division. In addition, an additional judicial position has been added to handle Family Division cases. The resolution includes an additional L-GAL contract to fill this need.

The case distribution for neglect and abuse cases was recalculated for 2023 resulting in a recalculation of the contract amounts. The case distribution for neglect and abuse cases is as follows: Judge Koenig .2, Judge McCormick .2, Judge Garcia .2, Judge Dunnings .2, and Judge Cole .2 of the Family Division docket. The Juvenile Division recommends providing a 2% cost of living increase to the 2023 contracts. This allows the Juvenile Division to incrementally increase contract rates in order to avoid large increases.

The Court has entered into Lawyer Guardian Ad Litem contracts since 2002 in an effort to reduce costs for attorney fees, and provide consistent and efficient legal representation for children. The Judiciary selects specific attorneys for these contracts based on exceptional qualifications, such as good standing with the State Bar of Michigan, familiarity with this specific area of law, and a well-known reputation for zealously advocating for their clients. The contracts will be in effect from January 1, 2023 through December 31, 2023.

Furthermore, the court received a significant grant from the Michigan Department of Health and Human Services to increase the quality of legal representation in neglect and abuse cases. This grant allows the Court to allocate funds to a Lawyer Guardian Ad Litem for training, legal research, and collateral and vertical case representation.

ALTERNATIVES

The Court assigns court appointed attorneys from the court appointed list to represent youth. This would result in a reduction in the quality of legal representation for children in neglect and abuse cases.

FINANCIAL IMPACT

Funds to support these contracts have been allocated in the Juvenile Division's 2023 budget. No additional funding is requested.

STRATEGIC PLANNING IMPACT

Develop indigent defense service plan following guidelines issued by the State through the Michigan Indigent Defense Commission (MIDC).

Adequate attorney compensation was recognized as one of the eight core standards of the Michigan Indigent Defense Commission. The Commission's report states:

Assigned counsel should receive prompt compensation at a reasonable rate and should be reimbursed for their reasonable out-of-pocket, case-related expenses. Assigned counsel should be compensated for all work necessary to provide quality legal representation. Activities outside of court appearances, such as directing an investigation, negotiating, or tactical planning, etc., require no less legal skill and expertise than in-court appearances, and are equally important to quality representation.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Enter into a contract.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE CONTRACTS FOR
LAWYER GUARDIAN AD LITEM REPRESENTATION**

WHEREAS, the Circuit Court Juvenile Division, by statute and Constitution, must provide Lawyer Guardian Ad Litem representation for children in neglect and abuse cases; and

WHEREAS, the Circuit Court Juvenile Division, to reduce costs for attorney fees and provide consistent and efficient legal services for children, has contracted with specialized Lawyers Guardian Ad Litem; and

WHEREAS, the 2023 Budget, approved by the Board of Commissioners, authorizes funds to contract with specialized attorneys to provide legal representation; and

WHEREAS, the specialized attorneys are selected by the judiciary based on exceptional qualifications, such as good standing with the State Bar of Michigan, familiarity with this specific area of law, and a well-known reputation for zealously advocating for their clients; and

WHEREAS, the Circuit Court Family Division caseloads are weighted equally; and

WHEREAS, it is recommended that Attorney Annette Skinner continue providing Lawyer Guardian Ad Litem representation for neglect and abuse cases assigned to Judge Carol N. Koenig at a rate not to exceed \$47,277 a year for calendar year 2023; and

WHEREAS, it is recommended that Attorney Michael Staake continue providing Lawyer Guardian Ad Litem representation for neglect and abuse cases assigned to Judge Lisa McCormick at a rate not to exceed \$47,277 a year for calendar year 2023; and

WHEREAS, it is recommended that Attorney Kaitlin Fish continue providing Lawyer Guardian Ad Litem representation for neglect and abuse cases assigned to Judge Richard J. Garcia at rate not to exceed \$47,277 for calendar year 2023; and

WHEREAS, it is recommended that Attorney Michael Van Huysse continue providing Lawyer Guardian Ad Litem representation for neglect and abuse cases assigned to Judge Shauna Dunnings at rate not to exceed \$47,277 for calendar year 2023; and

WHEREAS, it is recommended that Attorney Kaitlin Fish shall begin providing Lawyer Guardian Ad Litem representation for neglect and abuse cases assigned to Judge Morgan Cole at rate not to exceed \$47,277 for calendar year 2023; and

WHEREAS, the Circuit Court Juvenile Division received a grant from the Michigan Department of Health and Human Services to increase the quality of legal representation for neglect and abuse cases; and

WHEREAS, the grant from the Michigan Department of Health and Human Services allows the Circuit Court Juvenile Division to distribute funds to a Lawyer Guardian Ad Litem for training, legal research, and collateral and vertical case representation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to enter into a contract with Attorney Annette Skinner for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Carol N. Koenig at a rate of \$3,939.75 a month, not to exceed \$47,277 for calendar year 2023.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to enter into a contract with Attorney Michael Staake for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Lisa McCormick at a rate of \$3,939.75 a month, not to exceed \$47,277 for calendar year 2023.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to enter into a contract with Attorney Kaitlin Fish for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Richard J. Garcia at a rate of \$3,939.75 a month, not to exceed \$47,277 for calendar year 2023.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to enter into a contract with Attorney Michael Van Huysse for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Shauna Dunnings at a rate of \$3,939.75 a month, not to exceed \$47,277 for calendar year 2023.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to enter into a contract with Attorney Kaitlin Fish for Lawyer Guardian Ad Litem representation on neglect and abuse cases assigned to Judge Morgan Cole at a rate of \$3,939.75 a month, not to exceed \$47,277 for calendar year 2023.

BE IT FURTHER RESOLVED, that the Circuit Court Juvenile Division is authorized to provide web-based legal research and court rules at a rate not to exceed \$2,000 per attorney per calendar year as budgeted in the Michigan Department of Health and Human Services grant.

BE IT FURTHER RESOLVED, that the Circuit Court Juvenile Division is authorized to provide additional payments to Attorney Annette Skinner, Attorney Michael Staake, Attorney Kaitlin Fish, and Attorney Michael Van Huysse, not to exceed \$132,928 for calendar year 2023, for vertical and collateral case representation on neglect and abuse cases as budgeted in the Michigan Department of Health and Human Services grant.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County 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.

Agenda Item 6

TO: Board of Commissioners Law and Courts, Finance Committee

FROM: Keith Watson, Chief Public Defender

DATE: January 3, 2023

SUBJECT: Resolution to Authorize the Provision of Lawyers Professional Liability Insurance Coverage to Attorneys in the Office of the Public Defender

BACKGROUND

The Office of the Public Defender is in need of professional liability/malpractice insurance for all County-employed Public Defenders.

The Office of the Public Defender has reviewed three professional liability insurance proposals, and it has determined that the package offered by Columbia Casualty Company (underwritten by Paragon Underwriters) is the most beneficial to the Office of the Public Defender.

Funds are available through the 2022-2023 Michigan Indigent Defense Commission (MIDC) grant for this expenditure.

The agreement would provide a Lawyers Professional Liability policy of \$250,000 per claim/\$500,000 aggregate coverage with a \$2,500 deductible to lawyers within the Office of the Public Defender at a cost of \$13,345.50 per year for the term of one year upon inception of the policy and it shall be reviewed annually.

ALTERNATIVES

Leave the Office of the Public Defender without liability insurance, potentially exposing the County to greater expense in the event of a malpractice claim.

FINANCIAL IMPACT

The proposed resolution will cost \$13,345.50 which is considerably less than the amount budgeted in the 2022-2023 MIDC Compliance Plan for this line item (page 22 of The Cost Analysis Detail for Compliance Plan and Cost Analysis Renewal – FY 2023; \$20,949.24 is budgeted for malpractice insurance).

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend approval of the resolution.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PROVISION OF LAWYERS PROFESSIONAL LIABILITY INSURANCE COVERAGE TO ATTORNEYS IN THE OFFICE OF THE PUBLIC DEFENDER

WHEREAS, it is essential that the Ingham County Office of the Public Defender has adequate professional liability/malpractice insurance in place for all County employed Public Defenders; and

WHEREAS, the Office of the Public Defender has reviewed three professional liability insurance quotes, and it has determined that the package offered by Columbia Casualty Company (underwritten by Paragon Underwriters) is the most beneficial to the Office of the Public Defender; and

WHEREAS, funds are available through the 2023 Michigan Indigent Defense Commission (MIDC) grant for this expenditure.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the County to enter into an agreement with Columbia Casualty Company (underwritten by Paragon Underwriters) to provide a Lawyers Professional Liability policy of \$250,000 per claim/\$500,000 aggregate coverage with a \$2,500 deductible to lawyers within the Office of the Public Defender.

BE IT FURTHER RESOLVED, that the Lawyers Professional Liability Insurance Policy agreement shall be for \$13,345.50 for the term of one year from the date of inception of the policy and it shall be reviewed annually.

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

Agenda Item 7

TO: Board of Commissioners Law & Courts and Finance Committee
FROM: Nicholas J. Hefty, CCAB Manager
DATE: January 4, 2023
SUBJECT: Resolution to amend the contract with Averhealth to extend the performance period for drug and breathalyzer testing services
For the meeting agenda of January 12, 2023 & January 18, 2023

BACKGROUND

In October of 2018, following a comprehensive Request for Proposal, Ingham County entered into a contract for Drug and Breathalyzer testing with Alcohol Drug Administrative Monitoring, Inc. (ADAM) for a performance period of January 1, 2019 through December 31, 2020. Said contract was amended via Resolution #20-533 to extend the performance period through December 31, 2022. Additionally, ADAM was bought by Averhealth on November 8, 2021 and continued to provide services at ADAM's contracted rates. At this time, Averhealth has agreed to amend the contract to extend the performance period for one additional year, set to expire on December 31, 2023.

ALTERNATIVES

If the Averhealth contract is not renewed, the cost of court ordered testing for clients participating in Pretrial Services, Circuit Court Adult Probation, Swift and Sure Sanctions Probation Program, Mental Health Court, Friend of the Court, and the Juvenile Division will increase which could preclude the access to services and compliance with participant court orders.

FINANCIAL IMPACT

Drug and alcohol testing services are paid for by both client self-pay and grant funds. An increase in price for testing would impact the number of clients receiving services paid for by the Grant dollars, and have the potential to preclude self-pay clients who were formally paying for testing at a lower rate.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of providing easy access to quality, innovative, cost effective services that promote well-being and quality of life for the residents of Ingham County, specifically section A 2. (e) of the Action Plan – Combine Jail sentences with substance abuse and other treatment programming when appropriate to reduce recidivism.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, Community Corrections respectfully recommends approval of the attached Resolution.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AMENDING THE CONTRACT WITH
AVERHEALTH
TO EXTEND THE PERFORMANCE PERIOD FOR DRUG TESTING AND
BREATHALYZER SERVICES**

WHEREAS, a contract was entered between Ingham County and Alcohol Drug Administrative Monitoring, Inc. (ADAM) to provide drug and breathalyzer testing services for a performance period of January 1, 2019 through December 31, 2019 with a one-year automatic renewal ending December 31, 2020; and

WHEREAS, said contract with ADAM was amended to extend the performance period from January 1, 2021 through December 31, 2021 with a one-year automatic renewal thereafter not to extend beyond the 31st day of December, 2022; and

WHEREAS, ADAM was bought by Averhealth on November 8, 2021 and continued to honor the contractual conditions being provided by ADAM; and

WHEREAS, the current contract with Averhealth is set to expire on December 31, 2022; and

WHEREAS, the 30th Judicial Circuit Court through Pretrial Services, Circuit Court Adult Probation, Swift and Sure Sanctions Probation Program, Mental Health Court and Family Division, including Friend of the Court and Juvenile Division (hereafter referred to as “referral sources”) clients require ongoing testing services that are administered in compliance with all County requirements including laboratory testing at predetermined frequencies in conjunction with instant testing and approved chain of custody protocols; and

WHEREAS, in the absence of any monetary subsidy provided by Ingham County, it is critical that client-pay testing services be available at a cost that is not overly burdensome to clients referred from the above County referral sources; and

WHEREAS, testing services to be billed directly to and reimbursed by the Circuit Court with grant funds authorized in the FY 2023 budget, will be billed pursuant to the current fee schedule attached, that is agreeable to the Circuit Court; and

WHEREAS, Averhealth is willing to hold current pricing and all other contractual terms through an additional one-year performance period; and

WHEREAS, client-pay services will be provided by Averhealth at no cost to Ingham County and without a minimum guaranteed number of referrals pursuant to the attached fee schedule that is agreeable to the above referral sources.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the contract with Averhealth for drug and breathalyzer testing services to extend the performance period to January 1, 2023 through December 31, 2023 at the rates listed in the attached fee schedule.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts\subcontracts consistent with this resolution subject to approval as to form by the County Attorney.

EXHIBIT B

ATTACHMENT B - PRICING FORM

Ingham Co. Packet #211-18

30th Circuit Court
 30th Fam Div, SSSPP, 30th
 MHC, Pretrial Services, Adult
 Probation & Juvenile Divisions,
 Friend of Court

Specimen Validity Test fee included

<u>Available Testing Options</u>	<u>Test Category</u>	<u>Client Fee</u>	<u>Billed Fee</u>	<u>Non-Client Fee</u>
Intake Fee includes 6 Panel + PBT		n/a	n/a	n/a
PBT / EBT Evidential Breath Test	EBT	\$ 2.00	\$ 2.00	\$ 5.00
Collection Fee		\$ 10.00	n/a	\$ 10.00
6-panel + Specimen Validity Test	Instant	\$ 12.00	\$ 13.00	n/a
6-panel + PBT + Specimen Validity Test	Instant	\$ 12.00	\$ 13.00	n/a
One Time Test 6-panel + PBT + Specimen Validity Test	Instant	\$ 21.00	\$ 21.00	\$ 21.00
10-panel + Specimen Validity Test	Instant	\$ 22.00	\$ 22.00	n/a
10-panel + PBT + Specimen Validity Test	Instant	\$ 22.00	\$ 22.00	n/a
One Time Test 10-panel + PBT Validity Test	Instant	\$ 22.00	\$ 22.00	\$ 32.00
11 Panel + PBT + Specimen Validity Test	Instant	\$ 24.00	\$ 24.00	\$ 34.00
Tramadol	Add-on		Onsite Panel Price plus \$3.00	
Buprenorphine/Suboxone	Add-on		Onsite Panel Price plus \$3.00	
Fentanyl	Add-on		Onsite Panel Price plus \$3.00	
Methadone	Add-on		Onsite Panel Price plus \$3.00	
Amphetamine	Add-on		Onsite Panel Price plus \$3.00	
Lab 12 Panel w/ EtG 500 *Confirms Positives	Lab	\$ 26.00	\$ 26.00	\$ 35.00
Lab 13 Panel *Confirms Positives	Lab	\$ 35.00	\$ 35.00	\$ 45.00
Comprehensive 600 Panel *Confirms Positives	Lab	\$ 110.00	\$ 110.00	\$ 110.00
Hair Test By Appt. Select Locations	Lab	\$ 125.00	\$ 125.00	\$ 125.00
Employment 10 Panel Lab/MRO	Lab	\$ 50.00	n/a	\$ 50.00
Lab Confirmations (GC/MS, LC-MS/MS)	Lab	\$ 26.00	\$ 26.00	\$ 26.00
Anabolic Steroids	Lab	\$ 75.00	\$ 75.00	\$ 85.00
Bath Salt	Lab	\$ 40.00	\$ 40.00	\$ 50.00
Dextromethorphan (DXM)	Lab	\$ 25.00	\$ 25.00	\$ 35.00
EtG/EtS 100	Lab	\$ 26.00	\$ 26.00	\$ 35.00
Gabapentin/Neurontin	Lab	\$ 100.00	\$ 100.00	\$ 110.00
Ketamine	Lab	\$ 40.00	\$ 40.00	\$ 50.00
Kratom	Lab	\$ 40.00	\$ 40.00	\$ 50.00
K2-SYNTHETIC CANNABINOID	Lab	\$ 45.00	\$ 45.00	\$ 55.00
LSD	Lab	\$ 25.00	\$ 25.00	\$ 25.00
Nicotine	Lab	\$ 25.00	\$ 25.00	\$ 35.00
Oral Lab	Lab	\$ 37.00	\$ 37.00	\$ 47.00
Rohypnol / GHB	Lab	\$ 60.00	\$ 60.00	\$ 70.00
SOMA	Lab	\$ 25.00	\$ 25.00	\$ 35.00
Tramadol Lab	Lab	\$ 25.00	\$ 25.00	\$ 35.00

*Confirms Positives - Automatically Confirms Detected Positives at No Additional Cost

Agenda Item 8

TO: Board of Commissioners Law & Courts, County Services, and Finance Committees
FROM: Heidi Williams, Director, Ingham County Animal Control & Shelter
DATE: January 3, 2023
SUBJECT: Resolution to accept a donation from the Ingham County Animal Shelter Fund for the purpose of providing employment bonus pay to newly hired shelter veterinarians. For the meeting agenda of January 12, January 17 and January 18, 2023

BACKGROUND

Ingham County Animal Control and Shelter (ICACS) is seeking to hire two qualified veterinarian positions for the purpose of continuing and expanding services to the community. Currently, the American Veterinarian Medical Association estimates that there are 18 open positions for every qualified veterinarian seeking employment.

Due to the competitive nature of the labor market, the Ingham County Animal Shelter Fund (ICASF) has agreed to donate \$100,000 for the purpose of hiring and retaining qualified veterinarian candidates. This donation will allow ICACS to provide an employment bonus to newly hired veterinarians. The hiring bonus will be paid as follows:

\$10,000 to be paid to the newly hired veterinarian after they complete their first 90 days of employment with the County. An additional \$10,000 will be paid on each subsequent employment anniversary date until a total of \$50,000 has been paid to the employee.

ALTERNATIVES

ICACS will attempt to recruit qualified veterinarian candidates without offering the donated funds as an employment bonus.

FINANCIAL IMPACT

The employment bonus will be paid for using funds donated by ICASF and will not impact existing or future ICACS budgets.

RECOMMENDATION

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT A DONATION FROM THE INGHAM COUNTY
ANIMAL SHELTER FUND FOR THE PURPOSES OF PROVIDING EMPLOYMENT BONUS PAY
TO NEW SHELTER VETERINARIANS**

WHEREAS, the Ingham County Animal Shelter Fund (ICASF) has been in existence since 2012 and raises money to help pay for food, shelter, and medical care for animals at Ingham County Animal Control and Shelter (ICACS); and

WHEREAS, ICACS has one current veterinarian position vacancy and seeks to provide competitive compensation to hire and retain qualified veterinarian candidates; and

WHEREAS, ICASF has agreed to provide a \$100,000 donation for the purposes of providing a maximum \$50,000 employment bonus for any vacant veterinarian position at ICACS; and

WHEREAS, a payment of \$10,000 will be made to any newly hired veterinarian after completing 90 days of employment with the County; and

WHEREAS, a \$10,000 payment will be made to the veterinarian on their employment anniversary date until a total of \$50,000 has been paid to that employee; and

WHEREAS, this one-time donation of \$100,000 will be used solely for the purpose outlined above.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the acceptance of this donation in the amount of \$100,000 from the ICASF for the purposes of providing hiring and retention bonuses to newly hired ICACS veterinarians.

BE IT FURTHER RESOLVED, that a payment of \$10,000 will be made to any newly hired veterinarian after completing 90 days of employment with the County.

BE IT FURTHER RESOLVED, that a \$10,000 payment will be made to the veterinarian on their employment anniversary date until a total of \$50,000 has been paid to that employee.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget adjustment as authorized by this resolution.

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

Agenda Item 9

To: Human Services and Finance Committees

From: Jared Cypher, Deputy Controller

Date: December 29, 2022

Subject: Contract with Big Brothers Big Sisters Michigan Capital Region for the Capital Area Mentoring Partnership Program
For the meeting agendas of January 18 and January 23

BACKGROUND

This resolution authorizes a contract with Big Brothers Big Sisters Michigan Capital Region (BBBSMCR) for the Capital Area Mentoring Partnership Program (CAMP). With Support from the County, CAMP will continue to bring in speakers to provide training on a plethora of topics (Child trauma, effective communication within matches, Human Trafficking, Runaway prevention, bullying, the importance of the screening process, etc.) to CAMP members, volunteers, and youth within their programs. CAMP will utilize the funds to bring awareness of the program to the community with the purchase of promotional items as well as utilizing quarterly service projects in the community as a platform. CAMP is not yet its own 501 (c)3 and is facilitated by BBBSMCR.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The contract will not exceed \$25,000 for the time period of January 1, 2023 through December 31, 2023. Funds for this contract are included in the 2023 budget.

OTHER CONSIDERATIONS

Capital Area Mentoring Partnership (formerly the Community Coalition of Youth) is a collaboration of mentoring organizations and community resources that focuses on mentoring in the tri-county, serving youth from the age of five years to twenty-five. The collaboration is diverse; organizations offer one-to-one mentoring, group mentoring, services to homeless youth, immigrant children, refugee children, children with disabilities, children involved with the Juvenile Justice System, and/or African American young men, etc.

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 AUTHORIZE A CONTRACT WITH BIG BROTHERS BIG SISTERS MICHIGAN CAPITAL REGION TO PROVIDE ADMINISTRATIVE OVERSIGHT AND PROGRAMMING LEADERSHIP TO THE CAPITAL AREA MENTORING PARTNERSHIP PROGRAM

WHEREAS, the Ingham County/City of Lansing Youth Violence Prevention Coalition, since renamed the Community Coalition for Youth (CCY) was established in 1994 by former Mayor David Hollister and former Ingham County Board of Commissioners Chairperson, Jean McDonald, in response to a dramatic increase in youth violence and delinquency in Ingham County during the 1990's; and

WHEREAS, CCY adopted a comprehensive strategy to advance youth mentoring to close educational opportunity and achievement gaps to increase high school graduation and post-secondary completion rates, prevent and reduce violence and delinquency, and provide opportunities for civic engagement, entrepreneurship, and career and professional development to support the next generation of parents and leaders; and

WHEREAS, the structure to further mentoring for Ingham County youth was formed by CCY and is now called the Capital Area Mentoring Partnership (CAMP); and

WHEREAS, previously this contract was held by Capital Area United Way (CAUW) and in 2014 was transitioned to Big Brothers Big Sisters Michigan Capital Region; and

WHEREAS, the Ingham County budget included \$25,000 as the County's share of funding for CAMP in the fiscal year 2023.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into a contract with Big Brothers Big Sisters Michigan Capital Region for the period of January 1, 2023 through December 31, 2023 in an amount not to exceed \$25,000 as Ingham County's share of funding to provide administrative oversight and programmatic leadership for the CAMP.

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

Agenda Item 10

TO: Board of Commissioners Human Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

DATE: December 28, 2022

SUBJECT: Resolution to Authorize a Health Services Millage Agreement with Community Mental Health

For the meeting agendas of January 18 and January 23

BACKGROUND

This resolution authorizes a FY 2023 Health Services Millage agreement with Community Mental Health (CMH). The scope of services to be covered is included in the attached document.

ALTERNATIVES

None.

FINANCIAL IMPACT

The resolution authorizes a contract not to exceed \$1,528,023 with CMH for services provided to Ingham County residents for the period of October 1, 2022 through September 30, 2023. Funds are included in the 2023 budget for this contract.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of promoting accessible health care.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support a FY 2023 Health Services Millage agreement with CMH.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH THE COMMUNITY MENTAL HEALTH
AUTHORITY OF CLINTON, EATON AND INGHAM COUNTIES
FOR HEALTH SERVICES MILLAGE ELIGIBLE SERVICES**

WHEREAS, the State of Michigan dramatically reduced State General Fund payments to Community Mental Health (CMH) in fiscal year 2015; and

WHEREAS, the cut eliminated 67% of the State General Fund dollars to the CMH system; and

WHEREAS, these cuts continue to cause ongoing fiscal and service gaps for CMH; and

WHEREAS, in March 2020, the electorate approved a reauthorization of the countywide health services millage at a level of 63/100 (.63) of one mill for a period of four years (2020-2023) to be used for the purpose of providing basic health care and mental health services to low-income Ingham County residents who are not eligible for Medicaid under the Federal Affordable Care Act and who do not have medical insurance, including use of these funds to help pay for access to doctor visits, generic medications, mental health services, and essential care such as preventive testing and treatment for cancer, diabetes, heart disease, and other serious illnesses; and

WHEREAS, CMH has submitted a proposal to Ingham County to use Health Services Millage dollars to fund essential services and alleviate the cut in State General Fund dollars; and

WHEREAS, funds from the health services millage are allocated in the County's 2023 budget for this purpose.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract not to exceed \$1,528,023 with CMH for services provided to Ingham County residents for the period of October 1, 2022 through September 30, 2023.

BE IT FURTHER RESOLVED, that funds for this contract with CMH will come from the Health Services Millage.

BE IT FURTHER RESOLVED, that funds will be utilized by CMH for Health Services Millage eligible services as provided in the attached proposal.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County 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.

Community Mental Health Authority of Clinton, Eaton, and Ingham Counties

Proposal for the continued use of Ingham County Health Services Millage to Close Gaps in Ingham County's Behavioral Health Care System

FY2023

Summary of proposal: This proposal requests the continuation of Ingham County Health Services Millage funding, to the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI), to support a comprehensive package of behavioral healthcare services designed to address some of the most pressing behavioral healthcare needs in the Ingham County community.

Context and Need: Following the significant State General Fund reduction (2/3 of the funds formerly provided to Community Mental Health Authority of Clinton, Eaton, and Ingham Counties [CMHA-CEI]) and the implementation of the Healthy Michigan Plan in 2015, the CMHA-CEI realized growing service gaps resulting from significantly lower State General Fund dollars. While some of these gaps have been reduced through Ingham County Millage Funding and other federal, state, and local sources that CMHA-CEI has pursued, they persist and at the same time, community need for behavioral health services continues to increase. In FY22, we saw an increase in demand for services related to the impact of the pandemic.

These gaps include:

- Individuals who are uninsured which must be covered by scarce state general fund dollars or local dollars within CMHA-CEI's budget in order to maintain service.
- Individuals with "spend down" Medicaid eligibility, which means they become eligible for Medicaid benefits only after meeting a large monthly spend-down amount.
- Those with severe, chronic and urgent specialized mental health treatment needs (crisis stabilization, community living supports or skill-building services, residential care, case management, etc.) not covered by any other coverage plan.
- Reductions in Substance Use Disorder (SUD) State Block Grant funds have impacted access to SUD services for uninsured individuals.

Please note in the FY22 Summary of Services included below there is an explanation regarding lower utilization of Health Millage funds due to the federal emergency orders still in place during the pandemic. In light of increasing demand for services and the anticipated ending of emergency orders we anticipate increased utilization of Health Millage funding in FY23.

Proposed Essential Services to Close Gaps in Ingham County:

Crisis Services: The community's free-standing (outside of hospital grounds) 24/7 Psychiatric Crisis Services and Inpatient Pre-Screening Unit: This unit provides around-the-clock access to highly trained behavioral health clinicians who provide: crisis intervention, psychiatric inpatient pre-screening (and funding authorization), short-term stabilization, diversion to appropriate levels of care, housing assistance, and linkages to needed services to adults, children, and adolescents. In effort to meet the growing need for crisis stabilization services in our service area and to reduce the need for scarce psychiatric hospital placements in situational crisis, CMHA-CEI has expanded adult and youth Urgent Care

Services as part of the Crisis Services continuum, launched youth mobile crisis availability to 24/7, and initiated adult mobile crisis services. These services provide immediate intensive support to individuals and families in order to intervene, stabilize, and connect them to longer term resources for ongoing care.

The community’s Assessment and Referral Team: This unit provides a full bio-psychosocial assessment and a comprehensive behavioral health and ancillary treatment, supports, and referral plan (using person-centered planning methods) for adults who are uninsured.

The community’s urgent care and intensive home-based treatment program for at-risk children, youth, and their families: This program works to improve the ability of children and youth, with serious emotional disturbance, to function better at home, in school, in the community, and with peers by providing, primarily in the home, school, and workplace of the families enrolled in this program (with some services provided at CMHA-CEI offices), family and individual psychotherapy, psychiatry, nursing, parenting skills, crisis therapeutic respite services, training and coaching, school liaison services, and referral network linkages.

A spectrum of community-based treatment teams for vulnerable populations: These multidisciplinary teams, made up of mental health therapists/case managers, psychiatrists, nurses, mental health workers/consumer services specialists, and peer support specialists, provide psychotherapy, psychiatry, nursing, and a range of supports to **adults in a variety of settings with very high levels of mental health needs, those enrolled in a specialized older adult program, and adults with intellectual/developmental disabilities.**

Psychiatric care and outpatient therapy for children and adults with moderate to serious mental health needs: This community has long experienced a significant and growing gap in the availability of office-based outpatient psychotherapy for children, adolescents and adults. These services (along with CMHA-CEI’s 24/7 psychiatric crisis services unit) provide the community’s mental health safety net.

Substance Use Disorder Treatment for Adults: State Block Grant funds have been drastically cut, reducing access to detox, outpatient, and residential care.

Psychiatric inpatient care: CMHA-CEI pays all psychiatric inpatient claims on all uninsured individuals admitted to psychiatric inpatient facilities. Given that these claims are paid with State General Fund dollars and given the dramatic cut in CMH’s State General Fund revenues, **CMHA-CEI has limited funds to pay these psychiatric inpatient costs** and others previously funded by State General Fund dollars.

Cost of proposed services in FY2023:	\$1,528,023
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Estimated number of Ingham County residents meeting the millage criteria who will be served: 1,000*

Please note, the number of residents served with funds are variable from year to year based on the intensity of eligible individual’s service needs and the cost of those services.

FY22 Summary of Services:

In total in FY22 CMHA-CEI served 8,803 Ingham County Residents. This is a 6.6% increase from FY21 and a 19% increase from FY20. In FY22 Millage dollars were used to help support services to 457 eligible Ingham County residents*. The table below provides an overview of services, costs, and numbers of Ingham County residents served utilizing Ingham County Millage dollars in FY 22. **It is important to note that numbers of individuals served and amount charged to the millage continues to be lower for FY22 than had been the pre-pandemic norm. This is due to the ongoing temporary federal emergency measures implemented by**

Michigan Department of Health and Human Services put into place during the pandemic that allows individuals to automatically remain on Medicaid and reduces the monthly spend-down expense required before individuals qualify for Medicaid. We expect this to return to normal levels when these emergency measures are lifted in FY23.

Category	Amount	Individuals*
24/7 Psychiatric Crisis Services and Inpatient Screening		
Crisis Intervention	\$1,170.07	4
Transportation	\$266.73	1
Assessment and Treatment Planning		
Assessments	\$18,267.50	33
Community-Based Mental Health Treatment and Supports		
Assertive Community Treatment (ACT)	\$8,150.97	4
Clubhouse Psychosocial Rehabilitation Programs	\$9,700.94	4
Nursing Facility Mental Health Monitoring	\$5,707.68	9
Peer Directed & Operated Support Services	\$746.90	3
Targeted Case Management	\$29,511.86	33
Therapy (mental health)	\$5,773.99	5
Families Forward Children's Services		
Home Based Services	\$2,647.68	3
Community Services for Developmentally Disabled		
Community Living Supports	\$15,994.86	32
Health Services	\$2,404.30	6
Personal Care in Licensed Specialized Residential Setting	\$69.63	1
Supported Employment Services	\$23,216.16	2
Psychiatric and Residential Care		
Medication	\$1,531.92	1
Medication Administration	\$3,935.12	10
Medication Review	\$808.95	3
Residential Services	\$227,805.38	135
Room and Board	\$39,024.07	162

Category	Amount	Individuals*
Psychiatric Inpatient	\$42,513.50	6
Total	\$439,248.21	457*

*Individuals may be duplicate if receiving services in multiple categories.

Agenda Item 11a

TO: Board of Commissioners Human Services, County Services, and Finance Committees
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: January 03, 2023
SUBJECT: Constructing, Equipping and Financing a New Animal Health Facility at Potter Park Zoo
For the meeting agendas of January 17, 18, and 23, 2023

BACKGROUND

Potter Park Zoo is an accredited member of the Association of Zoos and Aquariums (AZA) and must meet standards established by the association. AZA standard 2.0.1 states, “The institution should adopt the Guidelines for Zoo and Aquarium Veterinary Medical Programs and Veterinary Hospitals, and the policies developed or supported by the American Association of Zoo Veterinarians (AAZV). As noted in Potter Park Zoo’s 2017 AZA accreditation inspection report, the zoo must replace the existing animal clinic with an animal health facility that meets the AAZV guidelines.

The Potter Park Zoological Society is a private, 501 (c)3 nonprofit, fundraising organization that raises funds to support the Potter Park Zoo. The Zoological Society started raising funds in the fall of 2021 to replace the existing 900 ft² animal care clinic with a new animal health facility for its more than 350 animal residents.

This resolution would authorize the Ingham County Building Authority to proceed with constructing, equipping, and financing a new animal health facility at Potter Park Zoo.

ALTERNATIVES

This follows the customary practice of using the Ingham County Building Authority for this type of significant building project.

FINANCIAL IMPACT

The projected cost of construction, equipment, and financing, plus fees, is not to exceed \$6,000,000 for this new animal health facility. The Potter Park Zoological Society has raised \$4,350,000 for this project and will continue to raise all funds necessary to complete the new animal health facility.

OTHER CONSIDERATIONS

It should also be noted that this resolution would authorize the Ingham County Building Authority to engage an owner’s representative for this project. An owner's representative is a third-party company hired by the owner and acts as an extension of staff managing the day-to-day operations of a project. The owner's representative will work with all project team members, tracking issues, and facilitating and expediting solutions. Because this is such a large project and the first of its size at Potter Park Zoo in over twenty years, having an owner’s representative will be vital to the success of the project.

RECOMMENDATION

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PROCEED WITH PLANS FOR CONSTRUCTING, EQUIPPING, AND FINANCING A NEW ANIMAL HEALTH FACILITY AT POTTER PARK ZOO

WHEREAS, the Potter Park Zoo is an accredited member of the Association of Zoos and Aquariums (AZA) and must meet standards established by the association including constructing a new animal health facility that meets American Association of Zoo Veterinarians guidelines; and

WHEREAS, the Potter Park Zoological Society is a private, 501 (c)3 nonprofit, fundraising organization that raises funds to support the Potter Park Zoo; and

WHEREAS, the Potter Park Zoological Society has raised \$4,350,000 and will continue to raise any additional funds necessary to complete the new animal health facility.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Building Authority to proceed with the constructing, equipping, and financing of a new animal health facility to replace the existing facility.

BE IT FURTHER RESOLVED, that the projected cost of the construction, equipment, and financing is not to exceed a total project cost of \$6,000,000.

BE IT FURTHER RESOLVED, that due to the size and complexity of the facility, the Ingham County Building Authority is authorized to engage an owner's representative for this project.

BE IT FURTHER RESOLVED, that any and all costs incurred by the County and the Ingham County Building Authority with respect to this project shall be reimbursed by the Potter Park Zoological Society.

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 Board Chairperson is authorized to sign any necessary documents consistent with this resolution after approval as to form by the County Attorney.

Agenda Item 11b

TO: Board of Commissioners Human Services and Finance Committees
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: January 03, 2023
SUBJECT: Agreement with for Scarlett Excavating Inc. for Water Service Replacement at the Potter Park Zoo
Tiger Den
For the meeting agendas of January 18 and January 23, 2023

BACKGROUND

In July 2022, there was a water line break in Potter Park that required an emergency repair to a 2” water main. At the time, the repair was completed by Myers Plumbing and Heating Inc. who advised Zoo Maintenance staff that the water line that provides service to the Tiger Den must be replaced or further breaks could be expected. The Purchasing Department issued a Request for Proposals (RFP) for water service replacement to the Tiger Den at Potter Park Zoo.

ALTERNATIVES

The water line replacement could be postponed until a break occurs.

FINANCIAL IMPACT

Scarlett Excavating Inc. submitted the lowest responsible proposal of \$17,500 for water service replacement at Potter Park Zoo. There are funds available in the Zoo Fund Balance to cover the total cost of \$17,500.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of Improving Facilities, specifically section A.1 (f) of the Ingham County Action Plan - Maintain and improve existing parkland, facilities, and features.

OTHER CONSIDERATIONS

None at this time.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an agreement with Scarlett Excavating Inc. for water service replacement at Potter Park Zoo in an amount not to exceed \$17,500.

Agenda Item 11b

TO: Cynthia Wagner, Director Potter Park Zoo
FROM: James Hudgins, Director of Purchasing
DATE: December 13, 2022
RE: Memorandum of Performance for RFP No. 212-22: Water Service Replacement for the Tiger Den at Potter Park Zoo

Per your request, the Purchasing Department sought proposals from qualified and experienced contractors to enter into a contract for the purpose of replacing the water service for the Tiger Den at Potter Park Zoo.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	19	4
Vendors responding	4	1

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

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Total Cost for Completing Work
Scarlett Excavating Inc.	No, Clinton County MI	\$17,500.00
All Seasons Underground Construction Inc.	No, Tipton MI	\$35,000.00
T.H. Eifert	Yes, Lansing MI	\$36,000.00
Myers Plumbing & Heating Inc.	No, Clinton County MI	\$79,000.00

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH SCARLETT EXCAVATING INC.
FOR WATER REPLACEMENT SERVICES AT POTTER PARK ZOO**

WHEREAS, a water line to the Potter Park Zoo Tiger Den is in need of replacement; and

WHEREAS, it is the recommendation of Potter Park Zoo to enter into an agreement with Scarlett Excavating Inc., who submitted the lowest responsive and responsible proposal of \$17,500, to provide professional water replacement services at Potter Park Zoo; and

WHEREAS, funds are available in the Zoo Fund Balance to cover the full cost of \$17,500.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering into an agreement with Scarlett Excavating Inc. in an amount not to exceed \$17,500 from the Zoo Fund Balance.

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 Board Chairperson is authorized to sign any necessary documents consistent with this resolution after approval as to form by the County Attorney.

TO: Board of Commissioners Human Services & Finance Committees

FROM: Tim Morgan, Parks Director

DATE: January 3, 2023

SUBJECT: Contract with Laux Construction

For the meeting agenda of January 23, 2023 Human Services and January 18, 2023 Finance

BACKGROUND

The Purchasing Department solicited proposals from qualified and experienced general contractors to enter into a contract for the purpose of making improvements to Lake Lansing Park South. The general scope of work includes, but is not limited to, a new restroom and concession building, demolition of a restroom building, hot mix asphalt (HMA) parking spaces, concrete sidewalk removal and replacement, site furnishings, sanitary sewer, water, and electrical service, signage, and restoration. The evaluation committee recommends that the contract be awarded to Laux Construction.

ALTERNATIVES

This project would be in line with the Parks Department 5-Year Master Plan for capital improvements that improve accessibility and enhance the user experience. The alternative is to not complete the project. The Parks Department is moving unspent trails and park millage funds from the Hawk Island Boardwalk Replacement contract with Prime Professional authorized by Resolution #20-028 in the amount of \$140,000 and \$7,185 from CIP project 9P13 for crack sealing entry roads to help offset with cost overruns. We also normally put in a 10% contingency, but also reduced the contingency to 2.5% to help as well.

FINANCIAL IMPACT

The bids were evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Parks Department Staff, to award the contract to the local vendor Laux Construction for the lowest base bid of \$2,512,105.98, including Post-Bid Addendum #1 Bid Additive 1 in the amount of \$31,000, Post-Bid Addendum #1 Bid Additive 2 in the amount of \$26,000, the substitute to deduct \$55,000 for cupolas, and a contingency of \$62,853 (2.5%) to cover any unforeseen circumstances for a total contract amount not to exceed \$2,576,958.98.

Funding has been established as follows:

Trust Fund Grant #19-0114	300,000
Land & Water Grant #26-01820	300,000
Millage TR061 & TR082	1,150,200
TOPO	15,000
SAD (Received)	3,000
LLPOA (Received)	1,000

9P13 Left over funds	7,185
TR084 Hawk Prime/leftover Boardwalk Rowe	140,000
Total Awarded	1,916,385
Prime Commitment with Contingency	(107,295)
Total before construction bid	1,809,090
Construction bid	(2,512,106)
Cupolas Deduct	55,000
Bid Alternate 1 Geoblock Parking	(31,000)
Bid Alternate 2 Weed Harvester Access	(26,000)
Construction Contingency 2.5%	(62,853)
Total after construction bid	(767,869)
Landscaping	(29,000)
Benches	(2,400)
Permitting (EGLE & Meridian)	
Total Remaining	(799,269)

Staff is requesting additional funding in the amount of \$799,269 from the Ingham County Trails and Parks Millage fund balance in order to complete this project.

The current trails and parks millage cash on hand as of January 3, 2023 is \$7,936,891.55, and there is \$1,877,271.78 in pending reimbursements, which will reduce the cash on hand total to \$6,059,619.77.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their December 12, 2022 meeting.

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 a contract with Laux Construction



December 6, 2022

Mr. Tim Morgan, CPRP (Certified Parks & Recreation Professional), and
CTA (Certified Tourism Ambassador™)
Director, Ingham County Parks
121 E. Maple Street, Suite 102
Mason, Michigan 48854

RE: RFP No. 60-22 Lake Lansing Park South Improvements

Dear Mr. Morgan and Commissioners:

As the Professional of Record for the project referenced above, we are recommending award to the low bidder, Laux Construction based in Mason, MI. The recommendation is based on the base bid amount of \$2,512,105.98.

The general scope of work includes but is not limited to a new restroom and concession building, demolition of a restroom building, hot mix asphalt (HMA) parking spaces, concrete sidewalk removal and replacement, site furnishings, sanitary sewer, water and electrical service, signage, a solar picnic table/phone charging station and restoration. This is making significant improvements throughout the entire park with the intent of providing greater accessibility, reduce maintenance and provide better facilities to meet the high demand and use at this park.

Staff are confirming pricing for additional add alternate items 1 and 2 regarding aggregate vehicular access areas at two locations within the park. A third alternate that provided additional solar tables will not be accepted due to budget.

We have worked with Laux on various similar projects and find them to be responsive and capable. This initial bidding for the project was in the middle of the construction season in 2021 and did not receive responsive bids; this is the re-bidding of this project. Although the project is above the original budget that was set in 2018, we recognize there has been significant inflation and high demand within the construction industry that has impacted costs.

Thank you for the opportunity to assist you with this significant project.

Sincerely,
ROWE Professional Services Company

Doug Schultz
Digitally signed by Doug Schultz
DN: c=US,
e=doschultz@rowepsc.com,
ou=Rowe Professional Services Company,
cn=Doug Schultz
Date: 2022.12.06 11:20:49-05'00'

Doug Schultz, PLA
Senior Project Manager

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Flint, MI (HQ): 540 S. Saginaw Street, Suite 200, 48502 | Phone: (810) 341-7500

Civil Engineering | Surveying | Landscape Architecture | Aerial Imagery/Mapping | Planning

Flint, MI (HQ) | Lapeer, MI | Farmington Hills, MI | Kentwood, MI | Mt. Pleasant, MI | Grayling, MI | Myrtle Beach, SC | www.rowepsc.com

Agenda Item 12a

TO: Timothy Morgan, Director, Parks Department
FROM: James Hudgins, Director of Purchasing
DATE: December 7, 2022
RE: Memorandum of Performance for RFP No. 60-22 Lake Lansing Park South 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 Lake Lansing Park South.

The general scope of work includes, but is not limited to a new restroom and concession building, demolition of a restroom building, HMA parking spaces, concrete sidewalk removal and replacement, site furnishings, sanitary sewer, water and electrical service, signage, and restoration.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	82	25
Vendors attending pre-bid/proposal meeting	7	4
Vendors responding	2	2

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	Base Bid Total Cost	Bid Additive 1	Bid Additive 2	Bid Additive 3	Completing Work according to RFP, Project Manual and Drawings	Post-Bid Addendum	Substitute (-) Cupolas	Substitute (-) If SchoolGuard security glass is not required at upper windows
			Geoblock Parking	Weed Harvester Access	Solar Tables		Total Cost		
			Total Cost	Total Cost	Total Cost	Total Cost	Total Cost		
Laux Construction	Yes, Mason MI	\$2,512,105.98	\$70,152.69	\$47,843.53	\$37,311.94	\$2,667,414.14		\$55,000.00	
Post-Bid Addendum #1		\$2,512,105.98	\$31,000.00	\$26,000.00	\$37,311.94		\$2,606,417.92		
Wolverine Building Group	Yes, Lansing MI	\$2,769,000.00	\$34,520.00	\$24,840.00	\$41,812.00	\$2,870,172.00			\$20,000.00
Post-Bid Addendum #1		\$2,769,000.00	\$15,506.14	\$9,428.49	\$41,812.00		\$2,835,746.63		

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH LAUX CONSTRUCTION
FOR IMPROVEMENTS TO LAKE LANSING PARK SOUTH**

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

WHEREAS, this general scope of work includes, but is not limited to, a new restroom and concession building, demolition of a restroom building, hot mix asphalt (HMA) parking spaces, concrete sidewalk removal and replacement, site furnishings, sanitary sewer, water, and electrical service, signage, and restoration; and

WHEREAS, there is \$1,549,409 available in line item 228-62800-967000-TR061 and \$81,230 available in line item 228-62800-967000-TR082 previously authorized by Resolutions #19-093, #19-047, and #20-028, \$7,185 available in line item 228-75999-974000-9P13, and \$140,000 available in line item 228-62800-967000-TR084, as well as \$3,000 from the Special Assessment District (SAD) - Meridian Township and \$1,000 from Lake Lansing Property Owner Association (LLPOA), for the project; and

WHEREAS, the Ingham County Parks, as part of the Lake Lansing Park South improvement project, is requesting additional funding from the Trails and Parks Millage fund balance in the amount of \$799,269 to complete this project; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Laux Construction for the base bid of \$2,512,105.98, including Post-Bid Addendum #1 Bid Additive 1 in the amount of \$31,000, Post-Bid Addendum #1 Bid Additive 2 in the amount of \$26,000, the substitute to deduct \$55,000 for cupolas, and a contingency of \$62,853 (2.5%) to cover any unforeseen circumstances for a total contract amount not to exceed \$2,576,958.98 for improvements to Lake Lansing Park South.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$7,185 from 228-75999-974000-9P13 to 228-62800-967000-TR061.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$140,000 from 228-62800-967000-TR084 to 228-62800-967000-TR061.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$799,269 from the Ingham County Trails and Parks Millage fund balance into line item 228-62800-967000-TR061.

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.

Agenda Item 12b

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: January 3, 2023
SUBJECT: Resolution to modify a contract with Penchura Recreation Products and Services for replacements of a portion of the Lake Lansing South County Park Playground
For the meeting agenda of January 23, 2023 Human Services, and January 18, 2023 Finance Committees

BACKGROUND

The Parks Department owns and maintains playgrounds at Burchfield County Park, Hawk Island County Park, Lake Lansing North County Park, and Lake Lansing South County Park. Resolution #22-242 authorized up to \$120,000 in funding for safety enhancement projects to these playgrounds. Staff prioritized the playground at Lake Lansing Park South as in the most need of repair/refurbishment due to the playgrounds age. Resolution #22-394 approved spending \$87,535 on this work at Lake Lansing Park South. When working with the contractor, Penchura Recreation Products and Services, it was discovered that the Government Services contract (#GS-07F-0440N) used did not meet Ingham County Prevailing Wage Policy 420 requirements. To comply with Policy 420, the contract with Penchura Recreation Products needs to be modified for an increase of \$5,952 for a total of \$93,487.

ALTERNATIVES

Failure to approve this purchase would result in a portion of the Lake Lansing Park South playground remaining closed.

FINANCIAL IMPACT

Penchura Recreation Products and Services currently have a General Services Administration (GSA) contract for playground equipment purchases and installation, GSA Contract #GS-07F-0440N. This contract was reviewed by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of Parks Department staff, to award the contract to Penchura Recreation Products and Services (General Services Administration, GSA), including Prevailing Wage in the amount of \$93,487 and a contingency not to exceed \$5,000. Funds are available in 208-75200-974000.

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) of the Action Plan - Maintain and improve existing parkland, facilities, and features.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their December 12, 2022 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with Penchura Recreation Products and Services.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO MODIFY A CONTRACT WITH PENCHURA RECREATION PRODUCTS AND SERVICES FOR REPLACEMENTS OF A PORTION OF THE LAKE LANSING SOUTH COUNTY PARK PLAYGROUND TO COMPLY WITH THE INGHAM COUNTY PREVAILING WAGE POLICY

WHEREAS, Resolution #22-394 authorized a contract with Penchura Recreational Products and Services in the amount of \$87,535 with a contingency not to exceed \$5,000; and

WHEREAS, during preparation of the contract, it was discovered that the General Services Administration (GSA) Contract utilized for purchasing and installation of the playground, did not meet the requirements of Ingham County Prevailing Wage Policy 420; and

WHEREAS, to comply with the Ingham County Prevailing wage policy, an additional amount of \$5,952 is needed for a total amount of \$93,487, with a contingency of \$5,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves modifying the original contract with Penchura Recreational Products and Services via the General Services Administration agreement (GSA) for replacement of a portion of the playground at Lake Lansing South County Park, which includes Prevailing Wage, in the new amount of \$93,487 with a contingency not to exceed \$5,000.

BE IT FURTHER RESOLVED, that there are funds available in line item 208-75200-974000 for the project.

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: Linda S. Vail, MPA, Health Officer
DATE: December 28, 2022
SUBJECT: Authorization to Enter Agreement with Michigan Department of Environment, Great Lakes, and Energy (EGLE)
For the meeting agendas of January 18 and January 23, 2023

BACKGROUND

Ingham County Health Department (ICHHD) wishes to partner with the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to conduct environmental monitoring and inspections of EGLE Non-Community programs effective October 1, 2022 through September 30, 2023 in an amount not to exceed \$97,194. Each year EGLE reimburses ICHHD for expenses related to monitoring and inspection services. This practice began after the State of Michigan reorganized services and moved many of its environmental protection programs and services to the Department of Environmental Quality and has since passed to the newly reorganized EGLE. The Public Health Code still locates the primary responsibility for environmental protection at the community level with local public health departments. The current agreement expired on September 30, 2022 and the new agreement will be in effect from October 1, 2022 through September 30, 2023.

ALTERNATIVES

ICHHD could not accept the reimbursement and forfeit monitoring and inspection of EGLE Non-Community programs.

FINANCIAL IMPACT

The proposed agreement for FY 2023 includes the following services and funding totaling up to \$97,194 allocated as follows:

Non-Community Public Water Supply Program – up to \$21,822

ICHHD will conduct sanitary surveys of non-community public water supplies in Ingham County. ICHHD will also oversee water quality monitoring at these supplies, issue water well permits for new supplies, and ensure that proper public notice is issued, should a supply become unsafe for drinking.

Capacity Development & Source Water Assessment - Up to \$1,250

ICHHD will conduct source water assessments for non-transient Type II water supplies licensed by Michigan Department of Environmental Quality (MDEQ) in Ingham County.

General Fund – State Funding Amount - \$55,588

Drinking Water Long-Term Monitoring – up to \$704

ICHHD will collect samples from drinking water supplies and sites of environmental contamination identified by the State.

Campground Program – up to \$910

ICHD will inspect all campgrounds licensed by the MDEQ located in Ingham County, collect fees, investigate complaints, conduct meetings and/or conferences related to compliance issues, and complete inspection forms provided by the State.

Public Swimming Pools – up to \$16,920

ICHD will inspect all public swimming pools/spas licensed by the MDEQ in Ingham County. In addition, ICHD will investigate complaints, conduct meetings and/or conferences related to compliance issues, and complete inspection forms provided by the State.

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 authorizing an agreement with MDEQ to conduct environmental monitoring and inspections of MDEQ Non-Community programs for the period of October 1, 2022 through September 30, 2023 for an amount not to exceed \$97,194.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A 2022/2023 AGREEMENT WITH THE
MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY**

WHEREAS, Ingham County Health Department (ICHD) wishes to partner with the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to conduct environmental monitoring and inspections of EGLE Non-Community programs; and

WHEREAS, EGLE will reimburse ICHD for expenses related to monitoring and inspection services; and

WHEREAS, this practice began after the State of Michigan reorganized services and moved many of its environmental protection programs and services to EGLE; and

WHEREAS, Michigan Department of Environmental Quality (MDEQ) proposes to clarify the responsibilities for some environmental services and arrange to purchase environmental monitoring and inspection services from the Ingham County Health Department; and

WHEREAS, the Public Health Code still locates the primary responsibility for environmental protection at the community level with local public health departments; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with MDEQ in an amount not to exceed \$97,194 effective October 1, 2022 through September 30, 2023.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with MDEQ in an amount not to exceed \$97,194 effective October 1, 2022 through September 30, 2023.

BE IT FURTHER RESOLVED, that MDEQ shall reimburse ICHD up to \$97,194 for expenses related to testing and inspection services as follows:

- Non-Community Public Water Supply Program – up to \$21,822
- Capacity Development and Source Water Assessment - up to \$1,250
- General Fund – up to \$55,588
- Drinking Water Long-Term Monitoring – up to \$704
- Campground Requirements – up to \$910
- Public Swimming Pools – up to \$16,920

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 13b

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: December 16, 2022
SUBJECT: Authorization to Accept Donation from Peoples Church of East Lansing
For the meeting agendas of January 18, and January 23, 2023

BACKGROUND

Ingham County Health Department's (ICHHD) Community Health Centers (CHC) wish to accept a \$5,000 donation from the Peoples Church of East Lansing effective upon approval. The purpose of the donation is to support Willow Community Health Center operations.

ALTERNATIVES

If we choose not to accept the donation, these unrestricted funds would have to go back to the Peoples Church of East Lansing.

FINANCIAL IMPACT

The financial impact of this donation will be a revenue increase of \$5,000.

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 CONSIDERATION:

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize acceptance of a \$5,000 donation from the Peoples Church of East Lansing effective upon approval.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT DONATION FROM THE PEOPLES CHURCH OF EAST LANSING

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHC) would like to accept a \$5,000 donation from the Peoples Church of East Lansing effective upon approval; and

WHEREAS, the purpose of the donation is to support Willow Community Health Center operations; and

WHEREAS, the financial impact of this donation will be a revenue increase of \$5,000; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Health Officer recommend that the Ingham County Board of Commissioners authorize accepting a \$5,000 donation from the Peoples Church of East Lansing.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the acceptance of a \$5,000 donation from the Peoples Church of East Lansing.

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 the 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: Linda S. Vail, MPA, Health Officer
DATE: January 3, 2022
SUBJECT: Authorization to Amend Agreement with 340B Technologies, Inc. d/b/a 340Basics
For the meeting agendas of January 18, and January 23, 2023

BACKGROUND

Ingham County Health Department’s (ICHD) Community Health Centers (CHCs) wish to amend Resolution #17-354 with 340B Technologies, Inc., to utilize the Referral Claims Review services, for an annual amount not to exceed \$6,000 effective February 1, 2023 through January 31, 2026 with a 1-year auto renewal. The Referral Claims Review is a service that screens prescriptions which are written by referring providers and filled at an eligible contractual pharmacy for 340B program participation. This service will allow ICHD’s CHCs to capture additional savings on 340B eligible prescriptions through referrals. Resolution #17-354 authorized an agreement with 340B Technologies, Inc. d/b/a 340Basics to act as a Third-Party Administrator (TPA) to provide 340B Prescriptive Drug Administrative Services.

ALTERNATIVES

The alternative would be to create an internal 340B Analyst position within ICHD’s CHCs to perform prescription referral reviews or forego potential 340B savings by not engaging in this program.

FINANCIAL IMPACT

The annual cost for this program is \$6,000 which will be paid through savings captured through 340B eligible referral prescriptions.

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 #17-354 with 340B Technologies, Inc., to utilize the Referral Claims Review program, for an annual amount not to exceed \$6,000 effective February 1, 2023 through January 31, 2026, with a 1-year auto renewal.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #17-354 WITH 340B TECHNOLOGIES, INC.

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to amend Resolution #17-354 with 340B Technologies, Inc., to utilize the Referral Claims Review services, for an annual amount not to exceed \$6,000 effective February 1, 2023 through January 31, 2026 with a 1-year auto renewal; and

WHEREAS, the Referral Claims Review is a service that screens prescriptions which are written by referring providers and filled at an eligible contractual pharmacy for 340B program participation; and

WHEREAS, this service will allow ICHD's CHCs to capture additional savings on 340B eligible prescriptions through referrals; and

WHEREAS, Resolution #17-354 authorized an agreement with 340B Technologies, Inc. d/b/a 340Basics to act as a Third-Party Administrator (TPA) to provide 340B Prescriptive Drug Administrative Services; and

WHEREAS, the annual cost for this program is \$6,000, which will be paid through savings captured through 340B eligible referral prescriptions; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Health Officer recommend that the Ingham County Board of Commissioners authorize amending the agreement with 340B Technologies, Inc., to utilize the Referral Claims Review program, for an annual amount not to exceed \$6,000 effective February 1, 2023 through January 31, 2026, with a 1-year auto renewal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the agreement with 340B Technologies, Inc., to utilize the Referral Claims Review program, for an annual amount not to exceed \$6,000 effective February 1, 2023 through January 31, 2026, with a 1-year auto renewal.

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 consistent with this resolution upon approval as to form by the County Attorney.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: December 29, 2022
SUBJECT: Authorization to Amend Agreement with RegLantern™
For the meeting agendas of January 18, and January 23, 2023

BACKGROUND

Ingham County Health Department’s (ICHD’s) Community Health Centers (CHCs) wish to enter into an agreement with RegLantern™ for an amount not to exceed \$10,000, effective upon February 1, 2023 through April 30, 2025. The RegLantern™ platform is designed to help establish and maintain compliance with CHC program regulations, authorized by section 330 of the Public Health Service (PHS) Act. The purpose of this agreement is to utilize RegLantern’s Continuous Compliance Coaching services, which includes scheduled mock audits, to ensure readiness for an upcoming Operational Site Visit from the Health Resources and Services Administration (HRSA) agency in 2024. Per Resolution #22-188, ICHD’s CHCs have an existing agreement in place with RegLantern™.

ALTERNATIVES

ICHD’s CHCs could choose to forfeit the agreement with RegLantern and risk operating outside of HRSA compliance.

FINANCIAL IMPACT

The cost of this amendment shall not exceed \$10,000 and will be covered by the CHC FY’23 Operating Budget.

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 entering an agreement with RegLantern™ for an amount not to exceed \$10,000 effective February 1, 2023 through April 30, 2025.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND THE AGREEMENT WITH REGLANTERN™
FOR CONTINUOUS COMPLIANCE COACHING SERVICES**

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to enter into an agreement with RegLantern™ for an amount not to exceed \$10,000 effective upon February 1, 2023 through April 30, 2025; and

WHEREAS, the RegLantern™ platform is designed to help establish and maintain compliance with CHC program regulations, authorized by section 330 of the Public Health Service (PHS) Act; and

WHEREAS, the purpose of this agreement is to utilize RegLantern's Continuous Compliance Coaching services, which includes scheduled mock audits, to ensure readiness for an upcoming Operational Site Visit from the Health Resources and Services Administration (HRSA) Agency in 2024; and

WHEREAS, per Resolution #22-188, ICHD's CHCs has an existing agreement in place with RegLantern™; and

WHEREAS, the cost of this amendment shall not exceed \$10,000 and will be covered by the CHC FY'23 Operating Budget; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Health Officer recommend that the Ingham County Board of Commissioners authorize amending the agreement with RegLantern™ to include Continuous Compliance Coaching services for an amount not to exceed \$10,000, effective February 1, 2023 through April 30, 2025.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the agreement with RegLantern™ to include Continuous Compliance Coaching services for an amount not to exceed \$10,000 effective February 1, 2023 through April 30, 2025.

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

TO: Board of Commissioners Human Services, and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: November 30, 2022
SUBJECT: Authorization to Amend Resolution #21-630
For the meeting agendas of January 18 and January 23, 2023

BACKGROUND

Ingham County Health Department’s (ICHD) Community Health Centers (CHCs) wish to amend Resolution #21-630 by increasing the funding by \$405,000, effective upon approval through September 30, 2024 for a total amount not to exceed \$790,000. ICHD’s CHCs have an agreement in place with the Office of Global Michigan, Department of Labor & Economic Opportunity (MDLEO) for Refugee Health Screenings. The purpose of the amendment is to update Part II – General Provision section 2.31, to include a Criminal Background Check. The effective and termination dates of the original agreement will remain intact effective October 1, 2021 through September 30, 2024.

ALTERNATIVES

If we choose not adopt this amendment and demonstrate that we perform criminal background checks, MDLEO may cancel the agreement.

FINANCIAL IMPACT

The financial impact of this amendment is a total funding increase of \$405,000.

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 #21-630 by increasing funding by \$405,000 for a total amount not to exceed \$790,000 effective through September 30, 2024.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #21-160

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to amend Resolution #21-630 by increasing the funding by \$405,000 for a total amount not to exceed \$790,000 effective upon approval through September 30, 2024; and

WHEREAS, ICHD's CHCs have an agreement in place with Office of Global Michigan, Department of Labor & Economic Opportunity (MDLEO) for Refugee Health Screenings; and

WHEREAS, the purpose of the amendment is to update Part II – General Provision section 2.31 to include a Criminal Background Check; and

WHEREAS, the effective and termination dates of the original agreement will remain in-tact effective October 1, 2021 through September 30, 2024; and

WHEREAS, the financial impact of this amendment is a funding increase of \$405,000; and

WHEREAS, the Ingham Community Health Center Board of Directors and the Health Officer recommend that the Ingham County Board of Commissioners authorize amending Resolution #21-630 by increasing funding by \$405,000 for a total amount not to exceed \$790,000 effective through September 30, 2024.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #21-630 by increasing funding by \$405,000 for a total amount not to exceed \$790,000 effective through September 30, 2024.

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 contract documents on behalf of the county after approval as to form by the County Attorney.

TO: Board of Commissioners County Services and Finance Committees
FROM: Jared Cypher, Deputy Controller
DATE: December 27, 2022
SUBJECT: Resolution Authorizing an Agreement with the Ingham Conservation District
For the meeting agendas of January 17 and January 18

BACKGROUND

This resolution authorizes a 2023 agreement with the Ingham Conservation District.

ALTERNATIVES

None.

FINANCIAL IMPACT

This agreement will be for an amount not to exceed \$10,000. Funds for this agreement are included in the 2023 budget. Funds will be allocated as follows:

Staff Support - \$7,000
Education and Outreach - \$1,000
Vehicle and Property Maintenance - \$1,000
Office Support - \$1,000

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of promoting environmental protection, smart growth, and conservation.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support a 2023 agreement with the Ingham Conservation District.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH
THE INGHAM CONSERVATION DISTRICT**

WHEREAS, Conservation Districts were established in response to the “Dust Bowl” to improve farming practices and be protective of the environment; and

WHEREAS, the Ingham Conservation District was established in 1946; and

WHEREAS, the role of Conservation Districts has expanded to be protective of all natural resources including soil, water, wildlife, etc.; and

WHEREAS, Ingham Conservation District made a budget request to provide operational funding in support of education and outreach, conservation oriented events, vehicle and property maintenance, and office support; and

WHEREAS, the 2023 Ingham County budget includes \$10,000 for the Ingham Conservation District.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the Ingham Conservation District to provide operational funding in support of education and outreach, staff support, vehicle and property maintenance, and office support.

BE IT FURTHER RESOLVED, that this agreement shall be for the period of January 1, 2023 through December 31, 2023 in an amount not to exceed \$10,000.

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: Law & Courts and Finance Committees

FROM: Mike Cheltenham, Chief Assistant Prosecuting Attorney

DATE: January 3, 2023

SUBJECT: Resolution to Approve a Consultant Services Agreement between Michael Cheltenham and the Ingham County Prosecuting Attorney's Office
For the work session agendas of January 12th and January 18th

BACKGROUND

The Ingham County Prosecutor's Office is in the process of transitioning leadership. Chief Assistant Prosecuting Attorney Michael Cheltenham will be leaving the office on February 3, 2023. With a new prosecuting attorney and a new chief assistant, there will be a need for consultation and assistance with budget planning, grant applications, grant management, grant reporting, personnel planning, personnel management, and general support in the course of the transition. Michael Cheltenham is knowledgeable and uniquely experienced with the complex and multiple services provided by the prosecutor's office. The proposed agreement would substantially aid in the continuity of the administration of the office.

FINANCIAL IMPACT

None. Funds will be available from attrition within the Prosecuting Attorney's budget.

OTHER CONSIDERATIONS

Newly appointed Ingham County Prosecuting Attorney John Dewane supports this request.

RECOMMENDATION

Based on the need for continuity in the administration of the prosecutor's office, approval of the agreement is recommended.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A CONSULTANT SERVICES AGREEMENT BETWEEN
MICHAEL CHELTENHAM AND THE INGHAM COUNTY PROSECUTING ATTORNEY'S OFFICE**

WHEREAS, the Ingham County Prosecutor's Office (the Office) requires assistance with continuity in administration as a result of the resignation of Chief Assistant Michael Cheltenham, to be effective February 3, 2023; and

WHEREAS, Michael Cheltenham, hereinafter the "Consultant", is knowledgeable and uniquely experienced with the complex and multiple services required by the Office; and

WHEREAS, funds will be available from attrition within the Prosecuting Attorney's budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves a consultant services agreement between Michael Cheltenham and the Ingham County Prosecuting Attorney's Office for the time period February 4, 2023 through April 28, 2023 for a not to exceed amount of \$32,997.36 plus the Consultant's cost for Consolidated Omnibus Budget Reconciliation Act (COBRA) Group Health Insurance continuation, as detailed in the attached agreement.

BE IT FURTHER RESOLVED, that the Consultant shall provide the Office with such assistance upon which the Office and Consultant mutually agree with budget, grant applications, grant monitoring, grant reporting, planning and general support in the course of transition in the offices of the appointed official, Chief Assistant Prosecutor.

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

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

CONSULTANT SERVICES AGREEMENT

THIS AGREEMENT, made and entered into this ____ day of _____, 2023, by and between the **COUNTY OF INGHAM**, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as the “County”) on behalf of the **INGHAM COUNTY PROSECUTING ATTORNEY’S OFFICE** (hereinafter referred to as the “Office” or “Prosecutor”) and **Michael Cheltenham**, (hereinafter referred to as the “Consultant”).

RECITALS:

WHEREAS, the Prosecutor requires assistance with continuity in administration as a result of the resignation of its Chief Assistant Michael Cheltenham, to be effective February 3, 2023; and

WHEREAS, the Consultant is knowledgeable and uniquely experienced with the complex and multiple services required by the Office; and

WHEREAS, the Consultant agrees to provide the Office with the temporary services it requires, subject to the terms and conditions of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter contained, **IT IS HEREBY AGREED**, as follows:

1. **Services to be Performed by the Consultant.** The Consultant shall provide the Office with such assistance upon which the Office and Consultant mutually agree with budget, grant applications, grant monitoring, grant reporting, planning and general support in the course of the transition in the offices of the appointed official, Chief Assistant Prosecutor.

2. **Compensation.** The County and Consultant agree that the fee that the County shall pay Consultant for its performance of all services under this Agreement shall be a bi-weekly salary of FIVE THOUSAND FOUR HUNDRED NINETY-NINE AND 56/100 DOLLARS (\$5,499.56), effective February 4, 2023 not to exceed the total sum of THIRTY TWO THOUSAND NINE HUNDRED NINETY-SEVEN AND 36/100 DOLLARS (\$32,997.36).

3. **Billing and Method of Payment.** The compensation set forth in Section 2 shall be paid as follows:

A. The County shall pay the Consultant as a “temporary employee” the sum of FIVE THOUSAND FOUR HUNDRED NINETY-NINE AND 56/100 DOLLARS (\$5,499.56) DOLLARS per payroll period starting February 4, 2023 and shall pay the Consultant’s cost for COBRA Group Health Insurance continuation.

B. In no event shall the total compensation paid under this Agreement exceed the sum of THIRTY TWO THOUSAND NINE HUNDRED NINETY-SEVEN AND 36/100 DOLLARS (\$32,997.36), along with the cost of COBRA continuations for Consultant’s full family coverage.

C. The County shall process and pay the Consultant’s fee in the form of (1) wages processed in a normal two-week payroll period, subject to tax withholding, and (2) health insurance group plan continuation in the same plan in which the Consultant was enrolled at the time of his separation from employment on February 3, 2023.

4. **Services Location.** Consultant will not be required to maintain an office on site at the County and may perform any and all services from off-site unless otherwise mutually agreed by parties. The County agrees to provide a laptop computer for Consultant's use to perform any and all services from off-site location.

5. **State and Federal Taxes.** County will:

- Withhold FICA (Social Security and Medicare taxes) from Consultant's payments and make FICA payments on Consultant's behalf; and
- Make state or Federal unemployment compensation contribution on Contractor's behalf, and withhold state or Federal income tax from Consultant's payments.

6. **Other Agreements.** Consultant may enter into any other employment and/or consulting relationships or similar affiliations during the term of this Agreement.

7. **Records.** The Consultant shall comply with the following records requirements:

- A. Consultant shall maintain complete and accurate records for the services performed pursuant to this Agreement and any records required by law or government regulation and shall make such records available to County and the Office of the Prosecuting Attorney upon demand.
- B. Consultant shall assure the confidentiality of any records that are required by law or the Prosecutor's Office to be so maintained.
- C. Consultant shall prepare and forward such additional or supplementary records as the County and/or Prosecutor's Office may reasonably request.

8. **Access to and Maintenance of Books, Documents, Papers and Records.** All books, documents, papers, records and files, including, but not limited to, time slips or time sheets, of the Consultant regarding the services to be performed under this Agreement shall be open during and after the term of this Agreement to inspection during regular working hours of 9:00 a.m. to 5:00 p.m. Monday through Friday, excluding holidays, by the County through designated representatives of the County, including, but not limited to, parties under contract with the County for auditing purposes. Refusal to allow the County's representatives access to said records shall constitute a material breach of this Agreement. In addition, the County shall be entitled to have an audit conducted of all books and records pertaining to the services performed under this Agreement.

When requested by the County Controller's Office, the Consultant shall provide the County with copies of the financial records and their supporting documentation described in the first paragraph of this section.

9. **Title to Records and Documents Pertaining to Activities Performed Under this Agreement.** The County shall have the sole and exclusive right, title and ownership to any and all records, documents, papers, reports, charts, maps, graphics or manuscripts prepared for or pertaining to the services to be performed for the Prosecutor's Office under this Agreement. Upon completion or termination of this Agreement, all such materials shall be turned over to the Prosecutor's Office by the Consultant. The Consultant may retain reproducible copies of all such materials, but may not obtain any copyright, title or interest therein.

10. **Confidential Information.** No reports, information, documents, or any other materials given to or prepared by Consultant under this Agreement shall be made available to any individual or organization by Consultant without the prior written approval of the Ingham County Prosecuting Attorney.

11. **Compliance with the Law.** The Consultant shall provide all the services to be performed under this Agreement in compliance with all applicable Federal, State and local laws, ordinances, rules and regulations.

12. **Nondiscrimination.** The Consultant, as required by law and/or the County's Equal Opportunity Employment/Nondiscrimination Policy, shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, sexual orientation, gender identity, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, or political affiliation.

The Consultant shall adhere to all applicable Federal, State and local laws, ordinances, rules and regulations and policies prohibiting discrimination, including, but not limited to, the following:

- A. The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended.
- B. The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.
- C. Section 504 of the Federal Rehabilitation Act of 1973, P.L. 93-112, 87 Stat. 355, as amended, and regulations promulgated thereunder.
- D. The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 327 (42 USC §12101 *et seq.*), as amended, and regulations promulgated thereunder.

Breach of this section shall be regarded as a material breach of this Agreement.

13. **Compliance with Standards of Conduct for Ingham County Vendors.** The Consultant shall comply with the County's policy on Conduct for Ingham County Vendors as set forth in the Ingham County Board of Commissioners' Resolution #15-459, a copy of which is labeled Exhibit B and attached to this Agreement. Breach of this section shall be a material breach of this Agreement.

14. **Notices.** Any notice required to be given pursuant to the terms and provisions of this Agreement shall be in writing and shall be sent by first class mail to the County at:

Ingham County Prosecuting Attorney
303 W. Kalamazoo Street, 4th Floor
Lansing, MI 48933

and to the Consultant:

Michael Cheltenham
4543 Comanche Drive
Okemos, MI 48864

15. **Waivers.** No failure or delay on the part of either of the parties to this Agreement in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.

In no event shall the making by the County of any payment due to the Consultant constitute or be construed as a waiver by County of any breach of a provision of this Agreement, or any default which any then exist, on the part of the Consultant, and the making of any such payment by the County while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to the County in respect to such breach or default.

16. Amendment or Modification. All modifications, amendments or waivers of any provision of this Agreement or the services to be performed hereunder, shall be made only by the written mutual consent of the parties hereto.

17. Assignment or Subcontracting. The Consultant shall not assign, subcontract or otherwise transfer its duties and/or obligations under this Agreement, without the prior written consent of the Ingham County Prosecuting Attorney.

18. Applicable Law and Venue. This Agreement shall be construed according to the laws of the State of Michigan. In the event any actions arising under this Agreement are brought by or against the County, or the County is made a party thereof, the County and the Consultant acknowledge and agree that the venue for such actions shall be established in accordance with the statutes of the State of Michigan and/or Michigan Court Rules. In the event an action is brought in a Federal court, the venue for such action shall be the Federal Judicial District of Michigan, Western District, Southern Division.

19. Purpose of Section Titles. The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

20. Complete Agreement. This Agreement, and any additional or supplementary documents incorporated herein by specific reference contains all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.

21. Agreement Period and Termination. The term of this Agreement shall commence on February 4, 2023, and shall continue through April 28, 2023. Time shall be of the essence in the performance of the services required by this Agreement.

Notwithstanding any other provision in this Agreement to the contrary, either the County or the Consultant may terminate this Agreement upon sixty (60) days prior written notice to the other party. In the event of termination, all finished and unfinished data, studies, reports and other items prepared by Consultant shall become the property of the Ingham County Prosecuting Attorney and Consultant shall promptly deliver such items to the Prosecuting Attorney. Because Consultant has agreed to devote full time and attention to this Contractual obligation for the duration (12 weeks), in the event of termination by County, Consultant shall be paid through April 28, 2023.

22. Invalid/Unenforceable Provisions. If any clause or provision of this Agreement is rendered invalid or unenforceable because of any State or Federal statute or regulation or ruling by any tribunal of competent jurisdiction, that clause or provision shall be null and void, and any such invalidity or unenforceability shall not affect the validity or enforceability of the remainder of this Agreement. Where the deletion of the invalid or unenforceable clause or provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the clause or provision was rendered invalid or unenforceable.

23. Certification of Authority to Sign Agreement. The people signing on behalf of the parties to this Agreement certify by their signatures that they are duly authorized to sign this Agreement on behalf of said parties and that this Agreement has been authorized by said parties.

THE AUTHORIZED REPRESENTATIVES OF THE PARTIES HERETO HAVE FULLY SIGNED AND ENTERED INTO THIS CONSULTANT SERVICES AGREEMENT ON THE DAY AND YEAR FIRST ABOVE WRITTEN.

County of Ingham

Ryan Sebolt, Chairperson
Board of Commissioners

Date:

John J. Dewane
Ingham County Prosecuting Attorney

Date:

Michael Cheltenham, Consultant

Michael Cheltenham

Date:

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

FROM: Deb Fett, CIO

DATE: 1/03/2023

SUBJECT: Technology Upgrades for Friend of Court Hearing Rooms
For the meeting agendas of January 17th, 18th and 24th, 2022

BACKGROUND

Ingham County’s Friend of the Court (FOC) hearing rooms need to have their technology upgraded to remain in compliance with proper procedures and to ensure they remain operational.

Innovation and Technology Department (ITD) has worked with FOC to obtain quotes for the equipment, software, and installation needed to do this upgrade. As this is a complex project, there are multiple vendors handling various parts of the project. These vendors are: Smart Office for \$33,000, J Ewing LLC for \$17,000, and For the Record for \$14,000.

ALTERNATIVES

We could continue on as we are, trusting that our systems will remain operational for a while longer.

FINANCIAL IMPACT

The current requested funding for the not to exceed \$64,000 is budgeted and will come from the County’s Friend of the Court Fund (#215-14200-735100) for \$56,000 and account (#21514200-818000) for the remaining amount of \$8,000. There is an expected reimbursement from the Office of Child Support which will offset these amounts. However, due to an increase in pricing over the past year, this project has some complexity in the request. The Office of Child Support has approved this project for 66% reimbursement of the original request of \$62,000 leaving an estimated cost to the County of \$23,080 of which \$21,080 was budgeted and approved in the 2023 Capital Budget requests. The department can cover this in their account (#21514200-818000).

Project	Total	Reimbursement (66% of \$62,000)	Approved Budget	Overage to cover
Hearing Room Upgrades	\$64,000	\$40,920	\$21,080	\$2,000

OTHER CONSIDERATIONS

Smart Office is quoting under the State of Michigan MiDeal contract, Contract #: 190000001422.

STRATEGIC PLANNING IMPACT

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

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for FOC Hearing Room Upgrades provided by Smart Office, J Ewing LLC, and For the Record for a total amount not to exceed \$64,000.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE FRIEND OF THE COURT HEARING ROOM UPGRADES

WHEREAS, Ingham County Friend of the Court (FOC) has hearing rooms that are experiencing difficulties, needing to have their technology upgraded to remain in compliance with proper procedures and to ensure they remain operational; and

WHEREAS, Innovation and Technology Department (ITD) has worked with FOC to obtain quotes to upgrade the hardware and software to upgrade the hearing rooms from multiple vendors; and

WHEREAS, the requested amount is in the 2023 budget; and

WHEREAS, ITD has reviewed the potential alternatives and deems Smart Office for \$33,000, J Ewing LLC for \$17,000, and For the Record for \$14,000 as the most capable and cost-effective solutions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners do hereby authorize upgrading the technology in the FOC hearing rooms from Smart Office, J Ewing LLC, and For the Record in the amount in total not to exceed \$64,000.

BE IT FURTHER RESOLVED, that the total cost will be paid from the County's Friend of the Court Fund (#215-14200-735100) for \$56,000 and account #21514200-818000 for the remaining amount of \$8,000.

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

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

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: January 3, 2023

RE: Resolution to Authorize an Agreement with Wolverine for Engineering Services for Parking Lot Replacement at the Hilliard Building, Ingham County Family Center and Veterans Memorial Courthouse/Grady Porter Building

For the meeting agendas of: January 17 & 18

BACKGROUND

The parking lots at the Hilliard Building, Ingham County Family Center, and Veterans Memorial Courthouse/Grady Porter Building are in disrepair and have reached their functional lifespan. The large potholes and chunks of asphalt have broken away causing puddling, improper drainage and safety concerns. Patching and repair work has been performed, however, it has reached the failing point. There is broken and settling concrete at all three locations that is in need of replacement for safety and proper drainage.

Wolverine Engineers & Surveyors, Inc., who is on the MiDeals and therefore does not require 3 quotes per the Ingham County Purchasing Policy, submitted a quote of \$66,750 for engineering services which includes preliminary design and construction specification services for all three locations.

ALTERNATIVES

The alternative would be to not to go forward with replacing the asphalt and concrete risking the safety of Ingham County residents and staff.

FINANCIAL IMPACT

Funds are available in the approved CIP's.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
245-26410-976000-22F12	\$175,000	\$175,000	\$21,000	\$154,000
Public Imp. Fund				
245-66400-976000-22F19	\$330,000	\$330,000	\$27,750	\$302,250
Juv. Justice Mileage				
TBT – Hilliard Asphalt	\$150,000	\$150,000	\$18,000	\$132,000
Public Imp. Fund				

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Wolverine Engineers & Surveyors Inc. for the engineering services for the parking lots at the Hilliard Building, Ingham County Family Center, and Veterans Memorial Courthouse/Grady Porter Building.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH WOLVERINE ENGINEERS & SURVEYORS INC. FOR ENGINEERING SERVICES FOR PARKING LOT REPLACEMENT AT THE HILLIARD BUILDING, INGHAM COUNTY FAMILY CENTER, AND VETERANS MEMORIAL COURTHOUSE/GRADY PORTER BUILDING

WHEREAS, the parking lots at the Hilliard Building, Ingham County Family Center, and Veterans Memorial Courthouse/Grady Porter Building are in disrepair and have reached their functional lifespan; and

WHEREAS, the large potholes and chunks of asphalt have broken away causing puddling, improper drainage, and safety concerns; and

WHEREAS, there is broken and settling concrete at all three locations that is in need of replacement for safety and proper drainage; and

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

WHEREAS, Wolverine Engineers & Surveyors Inc., is on the MiDeals contract; and

WHEREAS, the Facilities Department recommends an agreement with Wolverine Engineers & Surveyors Inc., who submitted a proposal of \$66,750 for engineering services, for services at the Hilliard Building, Ingham County Family Center, and Veterans Memorial Courthouse/Grady Porter Building; and

WHEREAS, funds are available in the approved 2022 CIP Public Improvements Fund line item #245-26410-976000-22F12 for Veterans Memorial Courthouse/Grady Porter Building, which has a balance of \$175,000; and

WHEREAS, funds are available in the approved 2022 CIP Juvenile Justice Millage line item #245-66400-976000-22F19 for the Ingham County Family Center, which has a balance of \$330,000; and

WHEREAS, funds are available in the approved 2023 CIP Public Improvements Fund for the Hilliard Building, which has a balance of \$150,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Wolverine Engineers & Surveyors Inc., 312 North Street, Mason, Michigan 48854, for engineering services for parking lot replacement at the Hilliard Building, Ingham County Family Center, and Veterans Memorial Courthouse/Grady Porter Building for an amount not to exceed \$66,750.

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: January 3, 2023

RE: Proposed Resolution to Authorize an Engineering Services Contract for the 2023-2024 Bridge Inspection Program

For the meeting agendas of January 17, 18 and 24

BACKGROUND

The Ingham County Road Department (ICRD) is required by federal law to inspect bridges under their jurisdiction and to submit results to the Michigan Department of Transportation (MDOT). MDOT provides statewide bridge inspection data to the Federal Highway Administration (FHWA), which aids the federal government in making decisions about transportation funding levels.

Bridge inspections are a rigorous exercise that must follow National Bridge Inspection Standards. The ICRD does not have the staff or expertise to perform bridge inspections, so we must rely on engineering consultants to perform the work on our behalf. To aid the Road Department's bridge inspection needs, the Purchasing Department solicited proposals (RFP #240-22) from MDOT prequalified and experienced engineering firms to provide bridge inspection services for 2023-2024. Per the provided Memo of Performance, the Purchasing Department received three (3) proposals for RFP #240-22. ICRD staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed fees, and overall value to the county. Based on this review, the Ingham County Road Department recommends awarding the contract to Spicer Group.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The base fee proposal for Spicer Group is \$24,151.25 to perform eighty planned routine bridge inspections, one fracture critical bridge inspection, and sixty-nine stream cross sections over the two-year contract term. Due to the nature of bridge deterioration, occasionally a bridge may require additional in-depth inspections and/or a load analysis, so the consultants were required to provide unit prices for these additional as-needed services. The Road Department is requesting a 20% contingency be added to the contract to accommodate these additional services, if needed. Therefore, the total contract amount requested for Spicer Group is \$30,000 to include a 20% as-needed contingency. The cost for the bridge inspection services are included in the annual Road Fund Budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I respectfully recommend the Board of Commissioners adopt the attached resolution and accept the proposal from Spicer Group.

Agenda Item 18a

TO: Kelly Jones, Managing Director of Road Department
FROM: James Hudgins, Director of Purchasing
DATE: December 16, 2022
RE: Memorandum of Performance for RFP No. 240-22: 2023 and 2024 Bridge Inspection Program for the Ingham County Road Department

Per your request, the Purchasing Department sought proposals from Michigan Department of Transportation (MDOT) prequalified and experienced engineering firms for the purpose of entering into a contract to provide professional engineering services for the 2023 and 2024 Bridge Inspection Program, with a possible 2-year contract extension for 2025-2026.

The scope of work includes, but is not limited to, the inspections of bridges as set forth in the RFP, as well as any supplemental inspections deemed necessary by the Road Department within the confines of Ingham County. The biennial inspections are to be completed and submitted to MDOT on or before the prescribed anniversary of the bridge’s previous inspection. The annual inspection report deliverable to the Road Department is due on or before December 31 of each year in the contract, unless otherwise approved.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	46	10
Vendors responding	3	2

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Total Inspection Amount
Spicer Group Inc.	Yes, East Lansing MI	\$21,411.00 *See note in packet
Great Lakes Engineering Group	Yes, Lansing MI	\$23,310.00
ROWE Professional Services Company	No, Flint MI	\$31,355.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN ENGINEERING SERVICES CONTRACT FOR
THE 2023-2024 BRIDGE INSPECTION PROGRAM**

WHEREAS, the Road Department is required by federal law to inspect bridges under their jurisdiction and to submit results to the Michigan Department of Transportation; and

WHEREAS, bridge inspection data is incorporated into a report that is submitted to the Federal Highway Administration, which ultimately is used to guide decisions about federal transportation funding levels and program requirements; and

WHEREAS, the Road Department does not have the staff or expertise to perform bridge inspections to meet National Bridge Inspection Standards; and

WHEREAS, the Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced engineering firms to provide bridge inspection services for 2023-2024; and

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

WHEREAS, the costs for the bridge inspection program are included in the annual Road Fund Budget; and

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

WHEREAS, the Road Department recommends that the Board of Commissioners authorize an engineering services contract with Spicer Group to provide bridge inspection services for 2022-2023; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize a contingency for additional as-needed services based on actual bridge conditions at the time of inspection.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an engineering services contract with Spicer Group located at 1595 W. Lake Lansing Rd, Suite 200, East Lansing, MI 48823 for the 2023-2024 Bridge Inspection Program, for the not to exceed fee of \$30,000, which includes the requested 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.

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: January 3, 2023

RE: Proposed Resolution to Authorize an Engineering Services Contract for As-Needed Signal Modeling and Timing Permit Services for 2023-2024

For the meeting agendas of January 17, 18, and 24

BACKGROUND

The Purchasing Department solicited proposals (RFP #241-22) from the Michigan Department of Transportation prequalified and experienced engineering firms to provide signal modeling services on an as-needed basis throughout 2023 and 2024. In general, the scope of work for the consultant contract includes miscellaneous signal modeling, corridor signal optimization, intersection improvement recommendations, and preparation of signal timing permits for projects under the jurisdiction of the Ingham County Road Department (ICRD).

Per the provided Memo of Performance, the Purchasing Department received seven (7) proposals for RFP #241-22. ICRD staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed labor rates and overall value to the county. Based on the review of the proposals and the anticipated engineering needs over the next two years, the ICRD recommends that three of the seven respondents be retained to provide the requested services. When retaining consultant services for a specific project, the ICRD will strive to retain the most cost-effective consultant who is able to provide the experience and expertise necessary for the specific project under contract. The ICRD recommends that the following respondents be retained to provide the requested as-needed signal modeling and timing permit services for 2023 and 2022:

DLZ Michigan, Inc., 1425 Keystone Ave, Lansing, MI 48911
RS Engineering, LLC, 6709 Centurion Drive, Suite 300, Lansing, MI 48917
Traffic Analysis & Design, Inc., 2419 Kinglet Ct, Lansing, MI 48911

ALTERNATIVES

N/A

FINANCIAL IMPACT

The cost for the signal modeling services 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 proposals from all three selected consultants for the 2023-2024 as-needed contract.

Agenda Item 18b

TO: Kelly Jones, Managing Director of Road Department
FROM: James Hudgins, Director of Purchasing
DATE: December 16, 2022
RE: Memorandum of Performance for RFP No. 241-22:
2023-2024 Signal Modeling & Timing Permit Consulting Services

Per your request, the Purchasing Department sought proposals from Michigan Department of Transportation (MDOT) prequalified and experienced engineering firms for the purpose of entering into a contract to provide professional engineering services for years 2023 through 2024, with a possible 2-year contract extension for years 2025-2026.

The scope of work includes, but is not limited to, the required MDOT prequalified classifications: Design - Traffic: Signal, Design - Traffic: Signal Operations, and Design - Traffic: Signal Operations – Complex. The intent is to improve intersection operation, replace the existing signal equipment, and optimize the level of service (LOS) at various intersections within Ingham County.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	37	10
Vendors responding	7	4

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Range of Costs / Rate per Hour See Packet
TADI	Yes, Lansing MI	\$59.40 to \$145.20
HUBBELL, ROTH & CLARK INC.	Yes, Holt MI	\$57.00 to \$199.00
BERGMANN	No, Lansing MI (Eaton County)	\$100.00 to \$200.00
RS ENGINEERING LLC	No, Lansing MI (Eaton County)	\$113.40 to \$224.20
ROWE PROFESSIONAL SERVICES CO.	No, Flint MI	\$65.00 to \$225.00
DLZ	Yes, Lansing MI	\$95.00 to \$229.00
FISHBECK	Yes, Lansing MI	\$80.00 to \$257.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN ENGINEERING SERVICES CONTRACT FOR AS-NEEDED SIGNAL MODELING AND TIMING PERMIT SERVICES FOR 2023-2024

WHEREAS, the Ingham County Purchasing Department (ICRD) solicited proposals from Michigan Department of Transportation prequalified and experienced engineering firms to provide signal modeling and timing permit services on an as-needed basis throughout 2023 and 2024, receiving seven proposals; 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 cost for the as-needed signal modeling and timing permit services are included in the 2023 Road Fund Budget; and

WHEREAS, when retaining consultant services for a specific project, the ICRD will strive to retain the most cost-effective consultant able to provide the experience and expertise necessary for the specific project under contract; and

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

WHEREAS, the Road Department recommends that the Board of Commissioners authorize an engineering services contract with the following consultants to provide the requested as-needed signal modeling and timing permit services for 2023-2024:

DLZ Michigan, Inc., 1425 Keystone Ave, Lansing, MI 48911
RS Engineering, LLC, 6709 Centurion Drive, Suite 300, Lansing, MI 48917
Traffic Analysis & Design, Inc., 2419 Kinglet Ct, Lansing, MI 48911

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an engineering services contract with DLZ Michigan, Inc. located at 1425 Keystone Ave, Lansing, MI 48911; RS Engineering, LLC located at 6709 Centurion Drive, Suite 300, Lansing, MI 48917; and Traffic Analysis & Design, Inc. located at 2419 Kinglet Ct, Lansing, MI 48911 to provide the 2023-2024 as-needed signal modeling and timing permit services at fees not to exceed those stated in their respective proposals.

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 Committee and Finance Committee

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: January 3, 2023

SUBJECT: Proposed Resolution to Enter into an Agreement with the Michigan Department of Transportation for Construction Engineering Services on the Meridian Road and Grand River Avenue (M-43) Project

For the Meeting Agendas of January 17, 18 and 24

BACKGROUND

The Ingham County Road Department (ICRD) has received federal Highway Safety Improvement Program (HSIP) funding for the north segment of Meridian Road at Grand River Avenue (M-43) in Section 25 of Meridian Township. The scope of work includes hot mix asphalt intersection widening, concrete curb and gutter, earthwork, tree removal, storm sewer and pavement markings. The ICRD has coordinated this project with the Michigan Department of Transportation (MDOT) project which will install a traffic signal at this location. Both projects have been designed pursuant to applicable federal, state and local design specifications. MDOT Agreement #22-5492 was approved and executed according to Resolution #22-554, which defined the Road Department’s responsibilities and obligations for the funding.

However, as this is a joint project between the two agencies, the responsible party’s role for administering the construction engineering services for the project needs to be defined. Per MDOT Contract 22-5525, MDOT will reimburse the Road Department for expenses related to the MDOT portion of the project.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department will be reimbursed by MDOT for construction engineering services related to their portion of the project. MDOT has budgeted \$41,300 towards this project, which equates to 15% of their portion of the overall construction cost. The remainder of the construction engineering costs will be the responsibility of the Road Department, which has been included in the 2023 Road Fund Budget.

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to enter into an agreement with MDOT as described in Contract 22-5525.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION FOR CONSTRUCTION ENGINEERING SERVICES ON THE MERIDIAN ROAD AND GRAND RIVER AVENUE (M-43) PROJECT

WHEREAS, the Road Department received federal Highway Safety Improvement Program (HSIP) funding for the north segment of Meridian Road at Grand River Avenue (M-43) in Section 25 of Meridian Township; and

WHEREAS, the Road Department coordinated this intersection widening project with a Michigan Department of Transportation (MDOT) project which will install a traffic signal at the same intersection; and

WHEREAS, the MDOT Contract #22-5492 was authorized and executed according to Resolution #22-554, which defined roles and responsibilities associated with the project funding; and

WHEREAS, MDOT has requested the Road Department to perform the construction engineering services on their behalf for the joint project, in which the Road Department will be reimbursed for the work performed on MDOT's portion of the project as detailed in MDOT Contract #22-5525; and

WHEREAS, the construction engineering costs for the Road Department's portion of the project have been included in the 2023 Road Fund Budget; and

WHEREAS, the County, on behalf of the Road Department, must enter into an agreement with MDOT as detailed in MDOT Contract #22-5525.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Contract #22-5525 with the Michigan Department of Transportation to perform construction engineering services for the joint project with the Road Department at the intersection of Meridian Road and Grand River Avenue (M-43) in Section 25 of Meridian Township, for which the Road Department will be reimbursed for the construction engineering work performed on MDOT's portion of the project, anticipated to be approximately \$41,300.

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 18d

TO: County Services and Finance Committees

FROM: Andrew Dunn, Director of Operations ICRD

DATE: December 23, 2022

SUBJECT: Proposed Resolution Authorizing a Contract for Bulk Fuel Delivery for the Ingham County Road Department

For the agendas January 17 and 18

BACKGROUND

The purpose of this memorandum is to request the approval to purchase bulk fuels including unleaded gasoline and diesel fuel that will be supplied and delivered to Road Department district garages on an as-needed basis. The contract will be effective for one year. The Road Department annually purchases approximately 180,000 gallons of fuel for maintenance and construction operations.

Bids were sought per Invitation to Bid (ITB) #227-22 from experienced and qualified vendors for the purpose of delivering fuel to the Road Department district garages for a period of one year. The bids were received and evaluated by the Purchasing Department as detailed in the attached Memo of Performance. The Purchasing Department and the Road Department are in concurrence to award the contract to the lowest, most complete and qualified bidder, Avery Oil & Propane.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department budget includes sufficient funds to cover the cost of this contract.

OTHER CONSIDERATIONS

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

RECOMMENDATION

I recommend that the approval of the attached resolution to authorize a contract with Avery Oil & Propane for the purchase of bulk for the Ingham County Road Department.

Agenda Item 18d

TO: Andrew Dunn, Director of Operations, Ingham County Road Department
FROM: James Hudgins, Director of Purchasing
DATE: December 12, 2022
RE: Memorandum of Performance for IFB No. 227-22 Bulk Fuel Delivery for the Ingham County Road Department

Per your request, the Purchasing Department sought bids from experienced and qualified vendors for the purpose of entering into a contract to provide bulk fuels including unleaded gasoline and diesel fuels to the Ingham County Road Department’s Western, Eastern and Metro garages on as as-needed basis. The Contractor, upon request, will also take quarterly samples of Ingham County Road Department stored gasoline and diesel fuel for analysis and reporting for all locations.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	16	6
Vendors responding	3	1

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Regular Octane Unleaded Gasoline (Min. 87 Octane) <i>Estimated Annual Qty: 60,000 Gallons</i>	Premium #2 Treated Ultra Low Sulfur Diesel Fuel <i>Estimated Annual Qty: 120,000 Gallons</i>	Quarterly Fuel Testing
		Differential Price/Gallon	Differential Price/Gallon	Cost Per Service
RKA Petroleum	No, Romulus MI	\$0.0754	\$0.0964	\$400.00
		<u>Notes:</u> None		
Avery Oil & Propane Inc.	Yes, Mason MI	\$0.12	\$0.12	\$50.00
		<u>Notes:</u> The differential above contains costs that suppliers invoice as a separate line item of approximately .013, and other costs that are incurred but not on the invoice from suppliers such as freight and the cost to treat the diesel fuel.		
Corrigan Oil Co.	No, Brighton MI	\$0.885 OPLA*	\$0.885 OPLA*	Depends on test requirements
		<u>Notes:</u> There is a \$9.95 Environmental fee per delivery Minimum per delivery 3000 gallons total *There is an additional \$0.02 added on in the winter months for winter mix.		

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT FOR BULK FUEL DELIVERY

WHEREAS, the Road Department annually purchases approximately 180,000 gallons of fuel for use during maintenance and construction operations; and

WHEREAS, the Purchasing Department recently released bid packet #227-22 and received competitive bid proposals for the delivery of bulk fuels including unleaded gasoline and diesel; and

WHEREAS, bids for the delivery of fuel were solicited and evaluated by the Purchasing Department, and it is their recommendation, together with the concurrence of the Road Department staff, to award this contract to the lowest, most complete, qualified bidder and purchase fuel on an as-needed, unit price basis from Avery Oil & Propane; and

WHEREAS, the Road Department budget includes sufficient funds for this contract.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bid and authorizes a contract with Avery Oil & Propane, located at 402 North St, Mason Michigan 48854 for the purchase of unleaded gasoline and diesel fuel on an as-needed, unit price basis for a period of one year at the rates detailed in their proposal response to ITB #227-22.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute purchase orders with Avery Oil & Propane to purchase unleaded gasoline and diesel fuel on behalf of the Road Department.

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: County Services and Finance Committees

FROM: Andrew Dunn, Director of Operations ICRD

DATE: December 23, 2022

SUBJECT: Proposed Resolution Authorizing Contracts for the purchase of furnishing and delivering 34CS Slag, CS-T Trap Rock, 29A Crushed Natural, 29A Crushed Limestone, 3/8 x #4 Crushed Limestone, H1 Limestone & Ohio #9 Aggregates for the Ingham County Road Department.

For the agendas on January 17 and 18

BACKGROUND

The purpose of this memorandum is to request approval to purchase 34CS Slag, CS-T Trap Rock, 29A Crushed Limestone, 3/8 x #4 Crushed Limestone, H1 Limestone & Ohio #9 Aggregates from Yellow Rose Transport and 29A Crushed Natural Aggregate from Aggregate Industries.

Bids for various stone were solicited and evaluated by the Ingham County Purchasing Department for Invitation to Bid (ITB) #225-22 as shown per the Memorandum of Performance. Yellow Rose Transport has the lowest bids for 34CS Slag, CS-T Trap Rock, 29A Crushed Limestone, 3/8 x #4 Crushed Limestone, H1 Limestone & Ohio #9. Aggregate Industries has the lowest bid for 29A Crushed Natural Aggregate. Materials will be purchased on an as needed, unit price basis for a one-year period.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department budget includes sufficient funds to cover the cost associated with this contract.

OTHER CONSIDERATIONS

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

RECOMMENDATION

I recommend that the Committees approve the attached resolution to authorize a contract with Yellow Rose Transport for 34CS Slag, CS-T Trap Rock, 29A Crushed Limestone, 3/8 x #4 Crushed Limestone, H1 Limestone & Ohio #9 Aggregates and with Aggregate Industries for 29A Crushed Natural Aggregate.

Agenda Item 18e

TO: Andrew Dunn, Director of Operations, Ingham County Road Department

FROM: James Hudgins, Director of Purchasing

DATE: November 15, 2022

RE: Memorandum of Performance for IFB No. 225-22: 34CS Slag, CS-T Trap Rock, 29A Crushed Natural, 29A Crushed Limestone, 3/8 x #4 Crushed Limestone, H1 Limestone & Ohio #9 Aggregates

Per your request, the Purchasing Department sought bids for the purchase of furnishing and delivering 34CS Slag, CS-T Trap Rock, 29A Crushed Natural, 29A Crushed Limestone, 3/8 x #4 Crushed Limestone, H1 Limestone & Ohio #9 Aggregates for the Ingham County Road Department.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	35	8
Vendors responding	2	0

A summary of the vendors' costs is on the following page.

You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the IFB; 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	Yellow Rose Transport			Vendor	Aggregate Industries (Meyer Material Co.)		
Local Preference	No, Nunica MI			Local Preference	No, Dundee Michigan		
Aggregate Description	Delivery location	Unit	Unit Price	Aggregate Description	Delivery location	Unit	Unit Price
34CS Slag	Western Garage - Mason	Ton	\$48.00	34CS Slag	Western Garage - Mason	Ton	No Bid
	Metro Garage - Lansing	Ton	\$48.00		Metro Garage - Lansing	Ton	No Bid
	Eastern Garage - Williamston	Ton	\$49.95		Eastern Garage - Williamston	Ton	No Bid
CS-T Trap Rock	Western Garage - Mason	Ton	\$61.50	CS-T Trap Rock	Western Garage - Mason	Ton	No Bid
	Metro Garage - Lansing	Ton	\$61.50		Metro Garage - Lansing	Ton	No Bid
	Eastern Garage - Williamston	Ton	\$63.50		Eastern Garage - Williamston	Ton	No Bid
29A Crushed Natural Aggregate	Western Garage - Mason	Ton	\$46.50	29A Crushed Natural Aggregate	Western Garage - Mason	Ton	\$32.65
	Metro Garage - Lansing	Ton	\$46.50		Metro Garage - Lansing	Ton	\$32.65
	Eastern Garage - Williamston	Ton	\$48.50		Eastern Garage - Williamston	Ton	\$32.65
29A Crushed Limestone	Western Garage - Mason	Ton	\$38.50	29A Crushed Limestone	Western Garage - Mason	Ton	No Bid
	Metro Garage - Lansing	Ton	\$38.50		Metro Garage - Lansing	Ton	No Bid
	Eastern Garage - Williamston	Ton	\$40.50		Eastern Garage - Williamston	Ton	No Bid
3/8 x #4 Crushed Limestone	Western Garage - Mason	Ton	\$38.50	3/8 x #4 Crushed Limestone	Western Garage - Mason	Ton	No Bid
	Metro Garage - Lansing	Ton	\$38.50		Metro Garage - Lansing	Ton	No Bid
	Eastern Garage - Williamston	Ton	\$40.50		Eastern Garage - Williamston	Ton	No Bid
H1 Limestone	Western Garage - Mason	Ton	\$38.50	H1 Limestone	Western Garage - Mason	Ton	No Bid
	Metro Garage - Lansing	Ton	\$38.50		Metro Garage - Lansing	Ton	No Bid
	Eastern Garage - Williamston	Ton	\$40.00		Eastern Garage - Williamston	Ton	No Bid
Ohio #9 Aggregate	Western Garage - Mason	Ton	\$38.50	Ohio #9 Aggregate	Western Garage - Mason	Ton	No Bid
	Metro Garage - Lansing	Ton	\$38.50		Metro Garage - Lansing	Ton	No Bid
	Eastern Garage - Williamston	Ton	\$40.00		Eastern Garage - Williamston	Ton	No Bid

Recorder: Julie Buckmaster

Witness: James Hudgins

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE CONTRACTS FOR
THE PURCHASE OF FURNISHING AND DELIVERING 34CS SLAG, CS-T TRAP ROCK,
29A CRUSHED NATURAL, 29A CRUSHED LIMESTONE, 3/8 x #4 CRUSHED LIMESTONE,
H1 LIMESTONE & OHIO #9 AGGREGATES**

WHEREAS, the Road Department annually purchases approximately 10,000 tons of various aggregates for road maintenance and construction operations; and

WHEREAS, the Purchasing Department recently released Invitation to Bid (ITB) #225-22 and received competitive bid proposals for furnishing and delivering 34CS Slag, CS-T Trap Rock, 29A Natural, 29A Crushed Limestone, 3/8 x #4 Crushed Limestone, H1 Limestone, and Ohio #9 Aggregates for a period of one (1) year; and

WHEREAS, bids for 34CS Slag, CS-T Trap Rock, 29A Natural, 29A Crushed Limestone, 3/8 x #4 Crushed Limestone, H1 Limestone, and Ohio #9 Aggregates were solicited and evaluated by the Purchasing Department, and it is their recommendation, together with the concurrence of Road Department staff, to award the contract to the lowest qualified bidder, Yellow Rose Transport, for furnishing 34CS Slag, CS-T Trap Rock, 29A Crushed Limestone, 3/8 x #4 Crushed Limestone, H1 Limestone, and Ohio #9 Aggregates, and to Aggregate Industries for furnishing 29A Natural Aggregate; and

WHEREAS, the Road Department 2023 budget includes sufficient funds to cover the cost associated with this contract.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bid and authorizes entering into a contract with Yellow Rose Transport, Inc located at 3531 Busch Dr SW, Grandville, Michigan 49418 for furnishing 34CS Slag, CS-T Trap Rock, 29A Crushed Limestone, 3/8 x #4 Crushed Limestone, H1 Limestone, and Ohio #9 Aggregates.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also authorizes entering into a contract with Aggregate Industries located at 7529 Standish PI Ste 100, Rockville, Maryland 20855 for furnishing 29A Natural Aggregate to the Road Department on an as-needed, unit price basis for a one year period at the rates detailed in the proposal responses to ITB #225-22.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute purchase orders with Yellow Rose Transport and Aggregate Industries to purchase aggregate as needed and budgeted, on behalf of the Road Department.

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: County Services and Finance Committees

FROM: Andrew Dunn, Director of Operations ICRD

DATE: December 23, 2022

SUBJECT: Proposed Resolution Authorizing Contracts for the purchase of furnishing and delivering processed road gravels, various crushed aggregates, Class 2 Sand, and 2NS Sand for the Ingham County Road Department.

For the agendas on January 17 and 18

BACKGROUND

The purpose of this memorandum is to request approval to purchase processed road gravels, various crushed aggregates, Class 2 Sand, and 2NS Sand from Sunrise Aggregates, Stoneco of Michigan, and Crandell Bros Trucking.

Bids for various gravel and sand were solicited and evaluated by the Ingham County Purchasing Department for Invitation to Bid (ITB) #226-22 as shown per the Memorandum of Performance. Sunrise Aggregates, Stoneco of Michigan, and Crandell Bros Trucking had the lowest and most complete bids. Materials will be purchased on an as-needed, unit price basis for a period of one-year.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department budget includes sufficient funds to cover the cost associated with this contract.

OTHER CONSIDERATIONS

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

RECOMMENDATION

I recommend that the Committees approve the attached resolution to authorize a contract with Sunrise Aggregates, Stoneco of Michigan, and Crandell Bros Trucking.

Agenda Item 18f

TO: Andrew Dunn, Director of Operations, Ingham County Road Department

FROM: James C. Hudgins, Jr., Director of Purchasing

DATE: November 15, 2022

RE: Memorandum of Performance for IFB No. 226-22: Processed Road Gravels, Various Crushed Aggregates, Class 2 Sand and 2NS Sand

The Ingham County Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing and delivering processed road gravels, various crushed aggregates, Class 2 Sand, and 2NS Sand to the three (3) garage locations within Ingham County.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	35	8
Vendors responding	6	2
Vendor non-responsive – missing forms	1	0

A summary of the vendors' costs is on the following page.

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Delivery Location	Western Garage - Mason	Metro Garage - Lansing	Eastern Garage - Williamsto	Western Garage - Mason	Metro Garage - Lansing	Eastern Garage - Williamston	Western Garage - Mason	Metro Garage - Lansing	Eastern Garage - Williamston	Western Garage - Mason	Metro Garage - Lansing	Eastern Garage - Williamston
Sunrise Aggregate	Yes, Dansville MI	Aggregate Description	22A Processed Road Gravel			23A Processed Road Gravel			1" Limestone (Ohio#4)			1" x 3" Crushed Limestone		
		Price/Ton	\$12.45	\$13.40	\$12.45	\$12.45	\$13.40	\$12.45	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
		Aggregate Description	6A Crushed Natural Aggregate			4"-8" Rip Rap Stone (Natural)			Class 2 Sand			2NS Sand		
		Price/Ton	\$28.80	\$29.70	\$28.80	\$41.50	\$42.40	\$41.50	\$8.75	\$9.65	\$8.75	\$15.00	\$15.90	\$15.00
Michigan Paving /Stoneco	No, Middleville MI	Aggregate Description	22A Processed Road Gravel			23A Processed Road Gravel			1" Limestone (Ohio#4)			1" x 3" Crushed Limestone		
		Price/Ton	\$14.10	\$15.20	\$15.20	\$14.40	\$15.35	\$16.85	\$28.65	\$28.65	\$28.65	\$26.15	\$26.15	\$26.15
		Aggregate Description	6A Crushed Natural Aggregate			4"-8" Rip Rap Stone (Natural)			Class 2 Sand			2NS Sand		
		Price/Ton	\$21.90	\$21.90	\$21.80	No Bid	No Bid	No Bid	\$9.30	\$8.80	\$10.30	\$19.85	\$19.85	\$19.75
Carrick Trucking	Yes, Mason MI	Aggregate Description	22A Processed Road Gravel			23A Processed Road Gravel			1" Limestone (Ohio#4)			1" x 3" Crushed Limestone		
		Price/Ton	\$14.55	\$14.70	\$14.95	\$14.55	\$14.70	\$14.95	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
		Aggregate Description	6A Crushed Natural Aggregate			4"-8" Rip Rap Stone (Natural)			Class 2 Sand			2NS Sand		
		Price/Ton	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	14.55	14.7	14.95	no bid	No Bid	No Bid
Aggregate Industries (Meyer Material Co.)	No, Dundee MI	Aggregate Description	22A Processed Road Gravel			23A Processed Road Gravel			1" Limestone (Ohio#4)			1" x 3" Crushed Limestone		
		Price/Ton	\$18.40	\$18.40	\$18.40	\$30.50	\$30.50	\$30.50	No Bid	No Bid	No Bid	\$30.75	\$30.75	\$30.75
		Aggregate Description	6A Crushed Natural Aggregate			4"-8" Rip Rap Stone (Natural)			Class 2 Sand			2NS Sand		
		Price/Ton	\$25.65	\$25.65	\$25.65	\$38.00	\$38.00	\$38.00	\$15.40	\$15.40	\$15.40	\$23.25	\$23.25	\$23.25
Schlegel Sand & Gravel	No, Lansing MI Clinton County	Aggregate Description	22A Processed Road Gravel			23A Processed Road Gravel			1" Limestone (Ohio#4)			1" x 3" Crushed Limestone		
		Price/Ton	\$16.68	\$16.68	\$19.46	\$16.68	\$16.68	\$19.46	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
		Aggregate Description	6A Crushed Natural Aggregate			4"-8" Rip Rap Stone (Natural)			Class 2 Sand			2NS Sand		
		Price/Ton	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$21.07	\$18.89	\$18.89	\$18.74	\$18.74	\$20.04
Crandell Bros. Trucking	No, Charlotte MI	Aggregate Description	22A Processed Road Gravel			23A Processed Road Gravel			1" Limestone (Ohio#4)			1" x 3" Crushed Limestone		
		Price/Ton	\$15.00	\$15.00	\$17.00	\$15.00	\$15.00	\$17.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
		Aggregate Description	6A Crushed Natural Aggregate			4"-8" Rip Rap Stone (Natural)			Class 2 Sand			2NS Sand		
		Price/Ton	\$32.00	\$32.00	\$32.00	\$45.00	\$45.00	\$45.00	\$10.00	\$10.00	\$12.00	\$16.00	\$16.00	\$18.00
Top Grade Aggregates	No, Hamilton MI	Non-responsive - Forms not completed												

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE CONTRACTS FOR
THE PURCHASE OF FURNISHING AND DELIVERING PROCESSED ROAD GRAVELS,
VARIOUS CRUSHED AGGREGATES, CLASS 2 SAND, AND 2NS SAND**

WHEREAS, the Road Department annually purchases approximately 10,000 tons of various aggregates for road maintenance and construction operations; and

WHEREAS, the Purchasing Department recently released Invitation to Bid (ITB) #226-22 and received competitive bid proposals for furnishing and delivering processed road gravels, various crushed aggregates, Class 2 Sand, and 2NS Sand for a period of one (1) year; and

WHEREAS, bids for processed road gravels, various crushed aggregates, Class 2 Sand, and 2NS Sand were solicited and evaluated by the Purchasing Department, and it is their recommendation, together with the concurrence of Road Department staff, to award the contract to the lowest qualified bidders, Sunrise Aggregates, Stoneco of Michigan, and Crandell Bros Trucking; and

WHEREAS, the Road Department 2023 budget includes sufficient funds to cover the cost associated with this contract.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bid and authorizes entering into a contract with the following:

Sunrise Aggregates located at 2100 Swan Rd, Dansville, Michigan 48819

Stoneco of Michigan located at 3700 Patterson Rd, Middleville, Michigan 49333

Crandell Bros Trucking located at 800 Island Hwy, Charlotte, Michigan 48813

for furnishing processed road gravels, various crushed aggregates, Class 2 Sand, and 2NS Sand to the Road Department on an as-needed, unit price basis for a one-year period, at the rates detailed in the proposal responses to ITB #226-22.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute purchase orders with Sunrise Aggregates, Stoneco of Michigan, and Crandell Bros Trucking to purchase these above-named materials as needed and budgeted, on behalf of the Road Department.

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.

Agenda Item 18g

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: January 3, 2023

SUBJECT: Proposed Resolution of Commitment for Transportation Alternatives Program Funds to Construct Non-Motorized Facilities on Lake Lansing Road between Abbot Road and Hagadorn Road

For the Meeting Agendas of January 17, 18, and 24

BACKGROUND

The federal government provides Transportation Alternatives Program (TAP) funding, which in Michigan is administered through the Michigan Department of Transportation (MDOT). Only Act 51 Agencies are eligible to apply for and receive TAP funding.

The Road Department has received a conditional commitment for \$200,000 of TAP funding to construct non-motorized facilities on Lake Lansing Road between Abbot Road and Hagadorn Road in Meridian Township. As a condition of the funding, the Act 51 Agency must attest to the existence of, and commit to, providing the matching funds necessary to carry out the project. Additionally, the Agency must commit to design, construct, and maintain the proposed facilities for the use of the general public, while satisfying all the requirements of MDOT and the Federal Highway Administration. Finally, the Agency must commit to owning, operating, and implementing a maintenance program over the design life of the facilities constructed with TAP funding. A formal commitment from Ingham County, on behalf of the Road Department, for all the above items is required as part of the funding award process.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department will be required to provide a \$50,000 match to the \$200,000 in TAP funds. This local match has been included in the 2023 Road Fund Budget.

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution of commitment to secure TAP funds on the Lake Lansing Road project.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION OF COMMITMENT FOR TRANSPORTATION ALTERNATIVES PROGRAM FUNDS TO CONSTRUCT NON-MOTORIZED FACILITIES ON LAKE LANSING ROAD BETWEEN ABBOT ROAD AND HAGADORN ROAD

WHEREAS, the Transportation Alternatives Program (TAP) is a federally funded program administered in Michigan by the Michigan Department of Transportation (MDOT); and

WHEREAS, the Road Department has received a conditional commitment for \$200,000 of TAP funding to construct non-motorized facilities on Lake Lansing Road between Abbot Road and Hagadorn Road in Meridian Township; and

WHEREAS, the Road Department attests to the existence of, and commits to, the \$50,000 of matching funds necessary to carry out the project in 2023; and

WHEREAS, the Road Department has committed to design, construct, and maintain the proposed paved shoulders for the use of the general public and satisfy all the requirements of MDOT and the Federal Highway Administration; and

WHEREAS, the Road Department commits to owning, operating, and implementing a maintenance program over the design life of the facilities constructed with TAP funding; and

WHEREAS, MDOT requires a formal commitment from Ingham County, on behalf of the Road Department, to certify that all financing is in place, to certify a maintenance commitment, and to authorize an agency agent to implement the TAP project development.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, on behalf of the Road Department, supports the construction project on Lake Lansing Road between Abbot Road and Hagadorn Road in Meridian Township (“the Project”).

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners, on behalf of the Road Department, certifies that the financing is secured, available, and committed for use in constructing the Project; commits to owning, operating, and funding/implementing a maintenance plan/program over the design life of the facility constructed with TAP funds; and authorizes Kelly Jones, PE, Managing Director for the Road Department, to act on behalf of the Ingham County Board of Commissioners to implement the Transportation Alternatives Program development.

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 & Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: January 9, 2023
SUBJECT: Resolution to Approve Reclassification Requests

For the meeting agendas of January 17 and January 18

BACKGROUND

The Managerial and Confidential Personnel Group Manual and each Ingham County collective bargaining agreement are effective January 1, 2022 through December 31, 2024 and each include a process for employee submission of reclassification requests. The Human Resources Department has executed the process for reclassification requests for employees in these various groups. The reclassification requests were processed in a manner consistent with the approved process by the Human Resources Department. Accordingly, it is proposed that the Ingham County Board of Commissioners approve the changes as set forth in the attached resolution.

ALTERNATIVES

None.

FINANCIAL IMPACT

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

STRATEGIC PLAN CONSIDERATIONS

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

RECOMMENDATION

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE RECLASSIFICATION REQUESTS

WHEREAS, the Managerial and Confidential Personnel Group Manual and each Ingham County collective bargaining agreement are effective January 1, 2022 through December 31, 2024 and each include a process for employee submission of reclassification requests; and

WHEREAS, the Human Resources Department has executed the process for reclassification requests for employees in these various groups; and

WHEREAS, the reclassification requests were processed in a manner consistent with the approved process by the Human Resources Department.

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

<u>Position No.</u>	<u>Position Title</u>	<u>Action</u>
142054	Court Records Coordinator - FOC	Move from UAW G to UAW I
601202	CHR II to Children’s Special Healthcare Services Benefits Representative	Move from UAW D to UAW F
601203	CHR II to Children’s Special Healthcare Services Benefits Representative	Move from UAW D to UAW F
130051	ADR/Case Processing Coordinator	Move from ICEA Court 5 to ICEA Court 8
601170	Dental Hygienist	Increase in UAW Market Exception Rate
601173	Dental Hygienist	Increase in UAW Market Exception Rate
601178	Dental Hygienist	Increase in UAW Market Exception Rate
601411	Dental Hygienist	Increase in UAW Market Exception Rate
601503	Dental Hygienist	Increase in UAW Market Exception Rate
130009	Judicial Assistant – Circuit Court	Move from MC 6 to MC 8
130010	Judicial Assistant – Circuit Court	Move from MC 6 to MC 8
130011	Judicial Assistant – Circuit Court	Move from MC 6 to MC 8
130012	Judicial Assistant – Circuit Court	Move from MC 6 to MC 8
130013	Judicial Assistant – Circuit Court	Move from MC 6 to MC 8
130014	Judicial Assistant – Circuit Court	Move from MC 6 to MC 8
130015	Judicial Assistant – Circuit Court	Move from MC 6 to MC 8
148004	Judicial Assistant – Probate Court	Move from MC 6 to MC 8
148005	Judicial Assistant – Probate Court	Move from MC 6 to MC 8

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

<u>Position Title</u>	2022	2022	<u>Difference</u>
	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	
Ct. Records Coordinator	UAW G: 51,501.53	UAW I: 57,683.02	6,181.49
Child. Spec. Healthcare Svcs. Benefit Rep.	UAW D: 43,194.87	UAW F: 48,678.62	5,483.75
Child. Spec. Healthcare Svcs. Benefit Rep.	UAW D: 43,194.87	UAW F: 48,678.62	5,483.75
ADR/Case Proc. Coord.	ICEA Ct. 5: 59,216.73	ICEA Ct. 8: 76,572.21	17,355.48
Dental Hygienist	UAW ME: 66,256.08	UAW ME: 70,564.31	4,308.23
Dental Hygienist	UAW ME: 66,256.08	UAW ME: 70,564.31	4,308.23
Dental Hygienist	UAW ME: 66,256.08	UAW ME: 70,564.31	4,308.23
Dental Hygienist	UAW ME: 66,256.08	UAW ME: 70,564.31	4,308.23
Dental Hygienist	UAW ME: 66,256.08	UAW ME: 70,564.31	4,308.23
Judicial Asst. – Cir. Ct.	MC 6: 59,276.88	MC 8: 70,264.23	10,987.35
Judicial Asst. – Cir. Ct.	MC 6: 59,276.88	MC 8: 70,264.23	10,987.35
Judicial Asst. – Cir. Ct.	MC 6: 59,276.88	MC 8: 70,264.23	10,987.35
Judicial Asst. – Cir. Ct.	MC 6: 59,276.88	MC 8: 70,264.23	10,987.35
Judicial Asst. – Cir. Ct.	MC 6: 59,276.88	MC 8: 70,264.23	10,987.35
Judicial Asst. – Cir. Ct.	MC 6: 59,276.88	MC 8: 70,264.23	10,987.35
Judicial Asst. – Cir. Ct.	MC 6: 59,276.88	MC 8: 70,264.23	10,987.35
Judicial Asst. – Probate Ct.	MC 6: 59,276.88	MC 8: 70,264.23	10,987.35
Judicial Asst. – Probate Ct.	MC 6: 59,276.88	MC 8: 70,264.23	10,987.35
TOTAL:			154,931.77

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

Agenda Item 20a

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Teri Morton, Deputy Controller
DATE: January 3, 2023
SUBJECT: Resolution to Authorize a Contract with Resolution Services Center of Central Michigan to Support Small Claims Work

For the meeting agendas of January 12 and 18

BACKGROUND

Resolution Services Center of Central Michigan (RSCCM) is a Community Dispute Resolution Program through the State Court Administrators Office (SCAO). Programs provided by RSCCM include mediation, facilitated dialogues, restorative practices, juvenile diversion, and mediation/restorative training. RSCCM is a relatively small nonprofit, comprised of five full-time staff, 32 part-time staff, and over 45 active volunteers. In April 2020, RSCCM responded to requests from the courts in the county to assist with the backlog of small claim cases as a result of COVID-19 stay-at-home orders. In just a few weeks, RSCCM developed a referral process for accepting small claim cases, contacted parties, facilitated all cases remotely, and provided outcome information back to the referring courts. This work continues today. Small claims cases have increased by 54% (compared to 2019, pre-COVID numbers). The courts and affected parties recognize the benefit of this model which is more accessible than spending time at the courthouse waiting for their cases to be heard.

This work is valued and needed, but not adequately funded. RSCCM receives an allocation from SCAO, but it is based on a statewide formula and only partially funds provided services.

Resolution #22-121 authorized \$13,000 from Ingham County to support this small claims work in 2022 at the 55th District Court.

RSCCM submitted a continuation budget request of \$13,000, which is included in the 2023 Adopted Budget.

ALTERNATIVES

RSCCM may have to limit these services if this contract is not approved.

FINANCIAL IMPACT

Funding for this contract is included in the 2023 Adopted Budget.

OTHER CONSIDERATIONS

At the time that funding was approved from the 2022 contingency account, RSCCM was informed that funding requests for this service beyond 2022 should be requested as part of the annual budget process.

RSCCM also receives funding from the County as part of the Juvenile Justice Community Agency process.

RECOMMENDATION

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH RESOLUTION SERVICES CENTER OF CENTRAL MICHIGAN TO SUPPORT SMALL CLAIMS WORK

WHEREAS, Resolution Services Center of Central Michigan (RSCCM) is a Community Dispute Resolution Program through the State Court Administrators Office (SCAO) providing services in the areas of mediation, facilitated dialogues, restorative practices, juvenile diversion, and mediation/restorative training; and

WHEREAS, with the onset of the COVID-19 stay-at-home order, RSCCM responded to requests from the courts in the county to assist with the backlog of small claim cases by developing a referral process for accepting small claims cases, contacting parties, facilitating all cases remotely, and providing outcome information back to the referring courts; and

WHEREAS, these services have proven valuable to both the courts and the parties they serve and the demand for these services is expected to continue into the future; and

WHEREAS, Resolution #22-121 approved a contingency appropriation of \$13,000 to support these services at the 55th District Court in 2022; and

WHEREAS, RSCCM submitted a continuation budget request of \$13,000, which is included in the 2023 Adopted Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Resolution Services Center of Central Michigan for small claims case assistance at the 55th District Court in the amount of \$13,000 for the time period of January 1, 2023 through December 31, 2023.

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

Agenda Item 20b

TO: Law & Courts and Finance Committees

FROM: Teri Morton, Deputy Controller

DATE: January 3, 2023

SUBJECT: Resolution to Correct Resolution #22-470 Authorizing 2023 Agreements for Juvenile Justice Community Agencies

For the meeting agendas of January 12 and 18

BACKGROUND

Resolution #22-470 authorized 2023 agreements for Juvenile Justice Community Agencies as follows:

- Child & Family Charities – Juvenile Screening & Assessment Program \$49,048
- Child and Family Charities – Teen Court \$33,462
- Resolution Services Center of Central Michigan – Restorative Justice \$67,000
- Small Talk – Healthy Boundaries/Mental Health Therapy \$50,000

The appropriation of \$50,000 for the Small Talk – Healthy Boundaries/Mental Health Therapy program was in error, and should have been the requested amount of \$30,000.

This resolution will make that correction.

FINANCIAL IMPACT

The correction is consistent with the budget amount for 2023.

OTHER CONSIDERATIONS

Small Talk has been notified of the error and is in agreement with the corrected amount of \$30,000.

RECOMMENDATION

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CORRECT RESOLUTION #22-470 AUTHORIZING 2023 AGREEMENTS FOR JUVENILE JUSTICE COMMUNITY AGENCIES

WHEREAS, Resolution #22-470 authorized 2023 agreements for Juvenile Justice Community Agencies as follows:

- Child & Family Charities – Juvenile Screening & Assessment Program \$49,048
- Child and Family Charities – Teen Court \$33,462
- Resolution Services Center of Central Michigan – Restorative Justice \$67,000
- Small Talk – Healthy Boundaries/Mental Health Therapy \$50,000; and

WHEREAS, Resolution #22-470 erroneously included an appropriation of \$50,000 for the Small Talk – Healthy Boundaries/Mental Health Therapy program; and

WHEREAS, Small Talk requested \$30,000 as part of the 2023 Juvenile Justice Community Agencies process, and the intent was to allocate the requested amount; and

WHEREAS, Small Talk has been notified of the error and is in agreement with the corrected amount of \$30,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners amends Resolution #22-470 to correct the appropriated amount to Small Talk from \$50,000 to \$30,000.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the County Attorney to draft a contract for the period of January 1, 2023 through December 31, 2023 for Small Talk – Healthy Boundaries/Mental Health Therapy in the corrected amount of \$30,000.

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.