

CHAIRPERSON  
RYAN SEBOLT

VICE-CHAIRPERSON  
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

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

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, JULY 19, 2023 AT 6:30 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/89160266022>.

Agenda

Call to Order

Approval of the [June 21, 2023](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Treasurer's Office – Resolution to Authorize Contract with [Catalyst for Action, LLC](#)
2. Circuit Court – Family Division
  - a. Resolution to Authorize an Agreement with [Smart Home Inc./Smart Office](#) for Digital Cameras at the Ingham County Family Center
  - b. Resolution to Authorize an Agreement with [Dewitt Fence Co.](#) for a Fleet Vehicle Fence at the Ingham County Family Center
3. Friend of the Court
  - a. Resolution to Authorize a [Reorganization](#) of the 30<sup>th</sup> Circuit Court/Friend of the Court
  - b. Resolution to Authorize an Agreement with the State of Michigan Department of Health and Human Services Office of Child Support for the [Title IV-D Cooperative Reimbursement Program](#)
4. Office of the Public Defender
  - a. Resolution to Authorize the Contract Between [Westlaw](#) and the Office of the Public Defender
  - b. Resolution to Authorize a Grant Between State of Michigan, Michigan Indigent Defense Commission (MIDC), Department of Licensing and Regulatory Affairs, and Ingham County to Provide Funding to Assist the County in Complying with the [Compliance Plan and Cost Analysis](#) Approved by MIDC
5. Animal Control and Shelter
  - a. Resolution to Authorize the Purchase of [Fencing](#) for the Ingham County Animal Shelter
  - b. Resolution to Authorize Purchase of a Commercial Grade [Shade Structure](#) from Penchura for the Ingham County Animal Shelter

6. 9-1-1 Dispatch Center – Resolution for Approval to Increase the Wage of the Special Part-Time 9-1-1 Central Dispatch Center [Background Investigator](#) Positions
7. Parks Department
  - a. Resolution to Authorize the Ingham County Parks to Participate in the Capital Area District Libraries [Library of Things](#)
  - b. Resolution to Authorize a Contract with [Laux Construction](#) for Improvements to Hawk Island County Park
  - c. Resolution to Authorize a Three-Year Contract Extension with [Spicer Group, Inc.](#) to Provide Consulting Services for Certain Trails and Parks Millage Related Items
8. Health Department
  - a. Resolution to Amend Resolution #23-295 to Authorize an Agreement with [Birth Kalamazoo, LLC](#)
  - b. Resolution to Amend Resolution #22-354 with [United Way](#) of Central Michigan
  - c. Resolution to Amend Resolution #20-566 with [Amalgam LLC](#)
  - d. Resolution to Authorize a 2023-2024 [Emerging Threats](#) Master Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement
  - e. Resolution to Authorize a 2023-2024 Agreement with the Michigan Department of [Health and Human Services](#) for the Delivery of Public Health Services Under the Comprehensive Agreement
  - f. Resolution to Authorize Letter of Intent to Explore the Acquisition of [Safe Dermatology & Med Spa](#) of Lansing
  - g. Resolution to Authorize an Agreement with [Wayne State University](#) for the Michigan Vaccination Partners Project
9. Facilities Department – Resolution to Authorize an Agreement with [Teachout Security Solutions](#) for Unarmed Security Guard Services at Multiple Ingham County Facilities
10. Road Department
  - a. Resolution to Authorize an Agreement with the Michigan Department of Transportation for Preliminary Engineering Activities on the [Mount Hope Road](#) Project from Hagadorn Road to Okemos Road
  - b. Resolution to Amend Agreements with [Wheatfield and Williamstown Townships](#) for the 2023 Local Road Program
  - c. Resolution to Revise an Engineering Design Services Contract with DLZ Michigan, Inc. for the [Columbia Road](#) and Eifert Road Intersection Project
  - d. Resolution to Revise an Engineering Design Services Contract with DLZ Michigan, Inc. for the [Hagadorn Road](#) and Sandhill Road Intersection Project
11. Human Resources Department – Resolution to Approve UAW TOPS, ICEA County Professional, and Managerial & Confidential [Reclassification](#) Requests
12. Diversity, Equity, and Inclusion Office – Resolution to Approve \$10,000 in Funding to the [Racial Equity Taskforce](#)

13. Controller/Administrator Office

- a. Resolution to Approve an Agreement with [Kolt Communications](#) for Public Relations Services
- b. Resolution to Approve an Agreement with [Urban Wireless Solutions](#) for Broadband Consulting Services
- c. Resolution to Amend Agreement with [Maner Costerisan](#) for Accounting Services
- d. Resolution to Adopt the 2024 [Juvenile Justice](#) Community Agency Process Calendar
- e. Resolution to Authorize [Budget Adjustments](#) for 2023 Based on the Annual Evaluation of the County's Financial Reserve Policy

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](http://www.ingham.org).

FINANCE COMMITTEE  
June 21, 2023  
Draft Minutes

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

Members Absent: Morgan.

Others Present: Treasurer Alan Fox, Michael Townsend, Gregg Todd, Madison Hughes, Deanna LaBrenz, and others.

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

Approval of the June 7, 2023 Minutes

VICE-CHAIRPERSON GREBNER STATED, WITHOUT OBJECTION, THE MINUTES OF THE JUNE 7, 2023 FINANCE COMMITTEE OPEN AND CLOSED SESSION MEETINGS WERE APPROVED AS WRITTEN. Absent: Commissioner Morgan.

Additions to the Agenda

12. Lansing Economic Area Partnership – Resolution to Amend Resolution 23-227 and to Set Public Hearing for Closeout of State Community Development Block Grant Site Readiness Planning Funding on July 25, 2023

Limited Public Comment

Alan Fox, Ingham County Treasurer, stated he was present to discuss Agenda Item No. 2, which was the Competitive Grant Awards proposal from the Housing Trust Fund (HTF) Committee. He further stated there were 30 to 33 applicants who had asked for \$14,000,000, but there was only \$2,000,000 available.

Treasurer Fox stated three of the applicants were eliminated because the properties to be fixed up had property taxes on them. He further stated this was not the best idea.

Treasurer Fox stated the HTF Committee took the comments that had been made seriously at the different Committee meetings and the Board of Commissioners meeting, regarding looking for the value for the dollars spent. He further stated he believed it was reflected in the selections.

Treasurer Fox stated almost all of the projects were big projects in which the HTF Committee would propose to play a role, but there were other sources of money. He further stated they concentrated pretty strongly on what he thought was the most cost-effective way to increase the supply of housing, which was to take old buildings that may or may not have been used as housing previously and repurpose them into housing.

Treasurer Fox stated three of the proposals involved that plan. He further stated that all of these were multi-family developments and those individuals that wanted single-family construction on Ingham County Land Bank lots would submit their proposals for review by the HTF Committee, but that those people were not accustomed to applying for money to do the proposals.

Treasurer Fox stated the HTF Committee encouraged those individuals to submit a proposal anyway and they found that they were good proposals and good builders that the HTF Committee had a lot of confidence in, but were not really at the point where the numbers would add up. He further stated the Ingham County Land Bank was an appropriate place to coach people through the process to use the money that had already been voted for by the Board of Commissioners for single-family construction to the Ingham County Land Bank, and to gain access to money from the State of Michigan and other funding.

Treasurer Fox stated that the Ingham County Land Bank would also help work with people to figure out how the system worked that involved public and private money. He further stated that none of which were a part of the proposal, but that all of the people who were making proposals for single-family construction were still on the radar.

Treasurer Fox stated that on his way to the Finance Committee, he was invited to a 9:00 a.m. meeting at the Ingham County Land Bank on June 22, 2023. He further stated it was already discussed there and he would follow up with them.

Treasurer Fox stated he was available to answer questions. He further stated he urged support for the recommendations.

Discussion.

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

1. Sheriff's Office
  - a. Resolution to Retire and Replace Sheriff's Office K9 Gage
  - b. Resolution to Authorize the Creation of a Front-Load Position Option within the Sheriff's Office
2. Treasurer's Office – Resolution to Authorize Contracts for Housing Trust Fund Competitive Grants
3. Circuit Court-Family Division – Resolution to Authorize Ingham County Youth Center Summer Education Program

4. 9-1-1 Dispatch Center
  - a. Resolution to Authorize the Renewal of the Contract for Pre-Employment Testing Services with Select Advantage for the 9-1-1 Center
  - b. Resolution to Authorize Purchase of Prepared Live Software/Services for the 9-1-1 Center from Invictus App, Inc.
  
5. Parks Department – Resolution to Authorize an Agreement with Mobile Communications America for Radios at Hawk Island County Park
  
6. Fairgrounds – Resolution to Authorize a Contract T.H. Eifert Mechanical Contractors for as Needed Plumbing Services at the Ingham County Fairgrounds
  
7. Health Department
  - a. Resolution to Submit a Letter of Intent to Explore the Acquisition of the Care Free Medical Dental Clinic
  - b. Resolution to Accept Additional FY 2023 Expanding COVID-19 Vaccination Funding from the Health Resources and Services Administration
  - c. Resolution to Accept the 2023-2024 AmeriCorps State Grant Funding
  - d. Resolution to Authorize an Agreement with Health Stream, Inc for an Online Learning Management System
  - e. Resolution to Authorize a Lease and Pharmacy Services Agreement with Cardinal Health 132, LLC
  - f. Resolution to Authorize an Agreement with the Michigan Health Endowment Fund for the Ingham County Black Doula Cohort
  - g. Resolution to Authorize an Agreement with Heart Soul Birth Pros
  - h. Resolution to Authorize an Agreement with North Star Birthing Services
  - i. Resolution to Accept Additional 2023 Child and Adolescent Health Center Planning Funds
  - j. Resolution to Accept Ryan White Part C Early Intervention Services Funds from the Health Resources and Services Administration and to Authorize Contractual Infectious Disease Physician Services and to Create an Outreach and Linkage Specialist Position
  - k. Resolution to Amend the Agreement with Walgreens for Data Sharing with CloudMed
  - l. Resolution to Authorize an Agreement with CloudMed for Referral Capture Services
  - m. Resolution to Authorize an Agreement with Linde Gas & Equipment, Inc. for the Rental of Nitrous Oxide and Oxygen Tanks
  - n. Resolution to Authorize an Agreement with Michigan Primary Care Association & Michigan Community Health Network to Participate in the Medicare Shared Savings Program Accountable Care Organization
  - o. Resolution to Authorize an Agreement with CaptureRx’s ReferDoc for Referral Capture Services
  - p. Resolution to Renew an Obstetrics and Gynecology Physician Services Agreement with Edward W. Sparrow Hospital Association
  - q. Resolution to Renew Representational Agreement with Daudi & Kroll P.C.
  - r. Resolution to Renew an Agreement with Rite Aid Corporation for the 340B Drug Discount Program

- s. Resolution to Amend Resolution #16-539 to Expand Distribution Services to Retail Pharmacies
8. Equalization Department
    - a. Resolution to Award a Contract for Monumentation and Remonumentation Project Representative
    - b. Resolution to Award Contracts for Peer Review Group Members
    - c. Resolution to Award Contracts for Remonumentation Project Surveyors
    - d. Resolution Appointing Rosemary Anger as County Grant Administrator for the 2023 Ingham County Remonumentation Project
  9. Innovation & Technology Department – Resolution to Approve the Purchase of Network Hardware from Sentinel Technologies
  10. Facilities Department
    - a. Resolution to Authorize an Agreement with Elevator Service LLC. for the Full-Service Elevator Repair and Maintenance at Multiple County Buildings
    - b. Resolution to Authorize a Purchase Order to Seelye Group Ltd. to Replace the Flooring in the Conference Rooms, First Floor Offices and Breakrooms at the Hilliard Building
  12. Lansing Economic Area Partnership – Resolution to Amend Resolution 23-227 and to Set Public Hearing for Closeout of State Community Development Block Grant Site Readiness Planning Funding on July 25, 2023

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Morgan.

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

11. Human Resources Department – Resolution to Approve UAW TOPS, ICEA County Professional, and ICEA Court Professional Reclassification Requests

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

Commissioner Sebolt stated the UAW TOPS was a local union, whose international union was affiliated with his employer, the Michigan American Federation of Labor and Congress of Industrial Organizations (AFL-CIO).

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Morgan.

### Announcements

Commissioner Peña stated the 41<sup>st</sup> Annual Tournament of Friendship would take place at the Wheatfield Valley Golf Course in Williamston, which he believed to be Commissioner Schafer's

district, on Friday, July 21, 2023. He further stated it was to raise scholarship funds for young individuals who would be studying police work, criminal justice, and fire science.

Commissioner Peña stated on September 17, 2023 there would be a Dragon Boat Race on the lake at Hawk Island Park. He further stated this was to raise funds for the Women's Center of Greater Lansing, which was located in Commissioner Sebolt's district, to help women out in the community.

Discussion.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:38 p.m.

## JULY 19, 2023 FINANCE AGENDA STAFF REVIEW SUMMARY

### RESOLUTION ACTION ITEMS:

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

1. **Treasurer's Office** – *Resolution to Authorize Contract with Catalyst for Action, LLC*

This resolution approves a contract with Catalyst for Action, LLC to create and administer appropriate processes and draft appropriate documents to meet the expressed goals of the Housing Trust Fund Committee and of ARPA in providing funds for housing construction and rehabilitation.

The not-to-exceed \$75,000 funding will be provided through housing contracts already approved.

See memo for details.

2a. **Circuit Court-Family Division** – *Resolution to Authorize an Agreement with Smart Homes/Smart Offices for Digital Cameras at the Ingham County Family Center*

This resolution authorizes an agreement with Smart Homes/Smart Offices for digital cameras at the Family Center. There have been multiple incidents of property loss and vehicle damage at the Ingham County Family Center, and an MMRMA Risk Avoidance Program (RAP) grant was awarded to pay for 50% of the cost of the cameras. Bids were solicited and Smart Homes/Smart Offices was the lowest bidder with a price of \$37,780.10. A contingency of \$5,000 is also requested.

Funding is available through the Juvenile Justice Millage with a 50% reimbursement from MMRMA.

See memo for details.

2b. **Circuit Court-Family Division** – *Resolution to Authorize an Agreement with DeWitt Fence Co. for a fence at the Ingham County Family Center*

This resolution authorizes an agreement with DeWitt Fence Co., for a fence at the Family Center. There have been multiple incidents of property loss and vehicle damage at the Ingham County Family Center, and an MMRMA Risk Avoidance Program (RAP) grant was awarded to pay for 50% of the cost of the fence. Bids were solicited and DeWitt Fence Co. was the lowest bidder with a price of \$25,230. A contingency of \$4,000 is also requested.

Funding is available through the Juvenile Justice Millage with a 50% reimbursement from MMRMA.

See memo for details.

3a. **Friend of the Court** – *Resolution to Authorize a Reorganization of the 30<sup>th</sup> Circuit Court/Friend of Court*

This resolution approves a reorganization of the 30<sup>th</sup> Circuit Court/Friend of Court to reflect current job duties of two positions. One position of Casework Supervisor moved from ICEA Court Pro 9 to Records Supervisor ICEA Court Pro 10 and one position of Casework Supervisor moved from ICEA Court Pro 9 to Support Enforcement Supervisor ICEA Pro 10.

See memo for details.

**3b. Friend of the Court – Resolution to Authorize an Agreement with the State of Michigan Department of Health and Human Services Office of Child Support for the Title IV-D Cooperative Reimbursement Program**

This resolution authorizes an agreement with the Michigan Department of Health and Human Services Office of Child Support for the Title IV-D Cooperative Reimbursement Program (CRP). Both the Friend of the Court and Prosecuting Attorney’s Office receive Title IV-D funding. The current IV-D CRP expires on September 30, 2023.

The FOC is requesting a new five year IV-D Cooperative CRP with MDHHS to receive IV-D funding from October 1, 2023 through September 30, 2028 allocated at \$38,530,068 with a State contract amount of up to \$26,732,910, and the ICPO FSU is requesting a new five year IV-D CRP Agreement with MDHHS to receive IV-D funding from October 1, 2023 through September 30, 2028 allocated at \$7,950,445 with a State contract amount of up to \$5,247,295.

Funds appropriated by the County and spent by the FOC and ICPO FSU are reimbursed at the rate of 66% to the County by the federal government through the Michigan Department of Health and Human Services (MDHHS) Office of Child Support

See memo for details.

**4a. Office of the Public Defender – Resolution to Authorize the Contract Between Westlaw and the Office of the Public Defender**

This resolution authorizes an agreement with WestLaw for a three-year period with a yearly price increase of 5% (32,797.56 year 1, \$34,437.44 year 2, \$36,159.31 year 3).

Funds are available through the Michigan Indigent Defense Commission.

See memo for details.

**4b. Office of the Public Defender – Resolution to Authorize a Grant Between State of Michigan, Michigan Indigent Defense Commission (MIDC), Department of Licensing and Regulatory Affairs, and Ingham County to Provide Funding to Assist the County in Complying with the Compliance Plan and Cost Analysis Approved by MIDC and Creating Three New Grant Funded Positions**

This resolution authorizes a grant for the funding of the Public Defenders Office for 2024. You will see in the memo that included in the grant is funding for three new positions, two Assistant Public Defenders and a Social Worker. The County contributes roughly 13% and as the 2024 budget has not been balanced, approving positions in the resolution is not recommended so we removed any reference to them from the resolution. The resolution will approve an “up to” amount in grant and local match so the positions can be added later if the 2024 budget allows.

See memo for details.

**5a. Animal Control and Shelter – Resolution to Authorize the Purchase of Fencing for the Ingham County Animal Shelter**

This resolution authorizes the purchase and installation of fencing from Justice Fence Company to expand the existing outdoor play yard at Animal Control & Shelter. The Sheriff’s Office recently ceded excess land to the Shelter, which will allow them to expand the yard.

The \$7,979 funding will come from existing Animal Control & Shelter millage funds.

See memo for details.

**5b. Animal Control and Shelter – Resolution to Authorize Purchase of a Commercial Grade Shade Structure from Penchura for the Ingham County Animal Shelter**

This resolution approves the purchase of a commercial grade shade structure from Penchura for the play yard at the Shelter.

The \$20,915.60 funding will come from existing Animal Control & Shelter millage funds.

See memo for details.

**6. 9-1-1 Dispatch Center – Resolution for Approval to Increase the Wage of the Special Part-Time 9-1-1 Central Dispatch Center Background Investigator Positions**

This resolution increases the special part-time 9-1-1 Background Investigator positions from \$25/hour to \$27.50/hour, a 10% increase. Their rate of pay has not increased since 2012. This increase reflects the average COLA increase for other County employees.

See memo for details.

**7a. Parks Department - Resolution to Authorize the Ingham County Parks to Participate in the Capital Area District Libraries Library of Things**

This resolution approves the Ingham County Parks Department to participate in the Capital Area District Libraries Library of Things. Capital Area District Libraries will create 42 park passes, including park entry to all parks, one-hour pedal boat rental, and a Disc Golf Day Pass and a one-round equipment rental for up to 4 people.

**7b. Parks Department - Resolution to Authorize a Contract with Laux Construction for Improvements to Hawk Island County Park**

This resolution approves entering into a contract with Laux Construction for the base bid of \$984,787.37 for improvements to Hawk Island County Park. The general scope of work includes, but is not limited to: 1) new paved paths, in lieu of the boardwalk along bank of the lake; 2) three (3) new fishing piers/overlook docks; 3) amenities will include a recycled plastic bench, a recycled plastic trash receptacle, recycled bollards and an interpretive sign; 4) native landscaping will be included to replace the removed trees and vegetation along the bank of the lake; and 5) parking lot striping to delineate the American with Disabilities Act (ADA) parking spaces. Funding is available in the Parks budget for this project.

**7c. Parks Department - Resolution to Authorize a Three-Year Contract Extension with Spicer Group, Inc. to Provide Consulting Services for Certain Trails and Parks Millage Related Items**

This resolution authorizes a three-year contract extension with Spicer Group Inc., for the purpose of providing consulting services to and assisting the Ingham County Parks staff with the delivery of millage related items. The cost will be included in the Parks Department's future budget request for the appropriate amount each year of \$109,850 for 2024, \$110,980 for 2025 and \$112,000 for 2026, which includes Spicer Group's attendance at Park Commission, Board of Commissioners, and other meetings, if required and requested, at a cost of \$400.00 per meeting. Funding for this contract is available in the Trails and Parks millage.

**8a. Health Department - Resolution to Amend Resolution #23-295 to Authorize an Agreement with Birth Kalamazoo, LLC**

This resolution authorizes amending Resolution #23-295 to provide birth and/or postpartum doula services to the two groups of doulas, and to change the name (formerly Heart Soul Birth Pros) to Birth Kalamazoo, LLC, effective June 1, 2023 through May 31, 2025 in an amount not to exceed \$20,000.

**8b. Health Department - Resolution to Amend Resolution #22-354 with United Way of Central Michigan**

This resolution amends Resolution #22-354 to extend and increase the agreement with Capital Area United Way (CAUW), now merged with and doing business as United Way of South Central Michigan, effective October 1, 2022 through September 30, 2023 for the Capital Area Behavioral Risk Factor Survey, in an amount not to exceed \$42,233.62. Funding for this agreement is available in the 2023 budget.

**8c. Health Department - Resolution to Amend Resolution #20-566 with Amalgam LLC**

This resolution amends Resolution #20-566 with Amalgam LLC to expand our use of the web-based application by implementing FetchEH, effective August 1, 2023 through July 31, 2025 in an amount not to exceed \$14,000. FetchEH will give ICHD's EH Department the capacity to implement electronic permitting for wells and onsite wastewater treatment systems, to perform inspections, to manage data, and for administrative functions for the following programs: Food, Body Art, Pools, Campgrounds, Pollution Prevention (P2), Tobacco, and Complaints. Funding for this agreement is available in the Health Department budget.

**8d. Health Department - Resolution to Authorize a 2023 -2024 Emerging Threats Master Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services under the Comprehensive Agreement**

This resolution an Emerging Threats agreement with Michigan Department of Health & Human Services (MDHHS) effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$1,460,045. The financial impact of this agreement will increase the FY '24 County budget by \$1,387,095. This resolution makes the following specific changes to the budget:

- COVID Immunization: increase of \$394,496 from \$0.00 to \$394,496
- COVID-19 Mobile Testing: increase of \$127,050 from \$72,950 to \$200,000
- ELC Contact Tracing, Investigation, Testing Coordination & Infection Prevention: increase of \$816,786 from \$0.00 to \$816,786
- American Rescue Plan: increase of \$48,763 from \$0.00 to \$48,763

**8e. Health Department - Resolution to Authorize a 2023-2024 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services under the Comprehensive Agreement**

This resolution authorizes the FY23-24 Comprehensive Agreement with Michigan Department of Health and Human Services (MDHHS) effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$6,982,051. ICHD currently receives funding from MDHHS via the Comprehensive Agreement. The agreement for the delivery of public health services under the Comprehensive Agreement is the principal mechanism for clarifying the roles and responsibilities of the state and local governments. The agreement serves as a vehicle for accepting \$6,982,051 in state and federal grant and formula funding to support a number of public health services. The public health services to be delivered under this agreement include Essential Local Public Health Operations and categorical programs including:

AIDS/HIV Prevention and Care  
Bioterrorism Emergency Preparedness  
Breast & Cervical Cancer Control Navigation Program  
Children Special Health Care Services  
Communicable Disease Prevention  
Family Planning  
Food Vendors and Restaurant Inspections  
Immunizations

Lead Safe Homes  
Maternal & Child Health Programs  
Tobacco Reduction  
Tuberculosis Control  
Sexually Transmitted Disease Ctrl  
Vision & Hearing Screening  
The WIC Program

**8f. Health Department - Resolution to Authorize Letter of Intent to Explore the Acquisition of Safe Dermatology & Med Spa of Lansing**

This resolution authorizes a letter of intent to explore the possibility of acquiring Safe Dermatology & Med Spa of Lansing to provide advanced medical and cosmetic skin treatments to Ingham County's vulnerable populations. Safe Dermatology & Med Spa of Lansing is a Dermatology clinic in Lansing, Michigan providing Advanced Medical & Cosmetic Skin Treatments.

**8g. Health Department - Resolution to Authorize an Agreement with Wayne State University for the Michigan Vaccination Partners Project**

This resolution authorizes an agreement with Wayne State University to participate in the MVP Project developed to improve access to vaccinations and other health care services for persons with disabilities and their families, and to become an MVP Provider site, effective July 30, 2023 through September 30, 2023 in an amount not to exceed \$10,000.

**9. Facilities Department - Resolution to Authorize an Agreement with Teachout Security Solutions for Unarmed Security Guard Services at Multiple Ingham County Facilities**

This resolution authorizes an agreement with Teachout Security Solutions for unarmed security guards at multiple County facilities. Teachout was the lowest responsible bidder. The contract term is three (3) years with a two (2) year renewal option at an hourly bill rate of \$25.76 for Year One and 2% increase plus the living wage increase for each subsequent year thereafter for the three-year term.

See memo for details.

**10a. Road Department - Resolution to Authorize an Agreement with the Michigan Department of Transportation for Preliminary Engineering Activities on the Mount Hope Road Project from Hagadorn Road to Okemos Road**

This resolution approves an agreement with MDOT for preliminary engineering of the Mount Hope Road project, which includes a 4-to-3 lane conversion and traffic signal modernization. MDOT will fund 50% of the \$90,000 project, with the 50% Road Department match coming from the 2023 Road Fund budget.

See memo for details.

**10b. Road Department - Resolution to Amend Agreements with Wheatfield and Williamstown Townships for the 2023 Local Road Program**

This resolution amends the agreements with Wheatfield and Williamstown Townships for the 2023 Local Road Program. Wheatfield has requested additional work on Burkley Road, Apple Blossom Land, and Noble Road and Williamstown has requested additional work on Barry Road, Milton Road, Wilgus Road, and North Branch Road. The Road Department's share of the work is included in the 2023 Road Fund budget.

See memo for details.

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

This resolution revises an engineering design services contract with DLZ Michigan, Inc. for the Columbia Road and Eifert Road Intersection project to include MDOT required language, consistent with their third-party agreement template, in order for the Road Department to be reimbursed with federal funds for the preliminary engineering costs on this project

See memo for details.

**10d. Road Department – Resolution to Revise an Engineering Design Services Contract with DLZ Michigan, Inc. for the Hagadorn Road and Sandhill Road Intersection Project**

This resolution revises an engineering design services contract with DLZ Michigan, Inc. for the Hagadorn Road and Sandhill Road Intersection project to include MDOT required language, consistent with their third-party agreement template, in order for the Road Department to be reimbursed with federal funds for the preliminary engineering costs on this project

See memo for details.

**11. Human Resources – Resolution to Approve UAW TOPS, ICEA County Professional, and Managerial & Confidential Reclassification Requests**

This resolution approves reclassifications of UAW TOPS, ICEA County Professional, and Manager and Confidential employee positions as follows:

<u>Position Title</u>	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	<u>Difference</u>
Judicial Asst. – D.Ct.	MC 6: 60,462.42	MC 8: 71,669.51	11,207.09
Judicial Asst. – D. Ct.	MC 6: 60,462.42	MC 8: 71,669.51	11,207.09
Bookkeeping Coord. AR	UAW F: 49,652.19	UAW G: 52,531.56	2,879.37
Purchasing Clerk	UAW E: 46,971.90	UAW G: 52,531.56	5,559.66
Lead Sr. Accountant	Co Pro 9: 85,410.98	Co Pro 10: 92,245.43	6,834.45
Clinic Info. Trng. Coord.	UAW H: 55,603.90	UAW J: 62,262.46	6,658.56
Program Coordinator	Co Pro 7: 71,599.41	Co Pro 8: 78,095.48	6,496.07
Finance Coordinator	Co Pro 9: 85,410.98	Co Pro 10: 92,245.43	6,834.45
TOTAL:			57,676.74

See memo for details.

**12. Diversity, Equity, and Inclusion Office – Resolution to Approve \$10,000 in Funding to the Racial Equity Taskforce**

This resolution approves \$10,000 in funding for the Racial Equity Taskforce for taskforce specific activities; funding surveys, training for members, etc. The funding request for the 2023 budget was misplaced by your Controller, so, we are requesting it out of Contingency for this year and it will be a budget item in subsequent years.

See memo for details.

**13a. Controller's Office – Resolution to Approve an Agreement with Kolt Communications for Public Relations Services**

This resolution approves an agreement with Kolt Communications for public relations services. By bidding it out, we saved \$1,500 (\$34,500 down from \$36,000). Here's to following proper procedures!

See memo for details.

**13b. Controller's Office – Resolution to Approve an Agreement with Urban Wireless Solutions for Broadband Consulting Services**

This resolution approves an agreement with Urban Wireless Solutions for broadband consulting services. With the State receiving \$1.56 billion in federal Broadband Equity, Access, and Deployment (BEAD) Program funding to go toward providing broadband service to unserved/underserved citizens in the state, this service will help position Ingham County to receive funding.

Funding for the \$24,500 proposed fee for broadband consulting services from Urban Wireless Solutions is available through allocated ARPA broadband development dollars.

See memo for details.

**13c. Controller's Office – Resolution to Amend Agreement with Maner Costerisan for Accounting Services**

This resolution amends the existing agreement with Maner Costerisan by \$60,000 due to the lack of audit preparation with the departure of the previous Financial Services Director, the complexity and length of the audit process, and the additional requirements on Maner Costerisan to help with the completion of the audit.

Funding is available through the Contingency Fund.

See memo for details.

**13d. Controller's Office – Resolution to Adopt the 2024 Juvenile Justice Community Agency Process Calendar**

This resolution adopts the 2024 Juvenile Justice Community Agency Process Calendar and allows for discussion on what amount of Juvenile Justice Millage funds to allocate. Per the memo, \$185K was originally allocated in 2023 with a final allocation amount, after funding requests were received, of \$199,510. The un-audited 2022 year-end fund balance in the millage is \$2,080,009.

See memo for details.

**13e. Controller's Office – Resolution to Amend 2023 Budget Based on Annual Evaluation of the County's Financial Reserve Policy**

This resolution amends 2023 budget to authorize a transfers totaling \$1,000,000 from the General Fund unassigned balance to the Public Improvements Fund in the amount of \$500,000 and to the Budget Stabilization Fund in the amount of \$500,000 in order to provide adequate funds for infrastructure maintenance and improvements and meet minimum targets.

See memo for details.

## Agenda Item 1

TO: County Services and Finance Committees

FROM: Alan Fox, Ingham County Treasurer and Housing Trust Fund Committee Chair

DATE: July 5, 2023

SUBJECT: Proposed Contract With Catalyst For Action LLC for Housing Trust Fund Services

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### **BACKGROUND**

The Board of Commissioners created the Ingham County Housing Trust Fund (HTF) and allocated \$9 million of American Rescue Plan (ARP) funds to the HTF to promote construction and rehabilitation of affordable housing in Ingham County. The Board of Commissioners has, by recommendation of the HTF, allocated funds to specific projects for construction of owner-occupied housing and rehabilitation of both owner-occupied and rental housing. Some of these projects will also utilize funds from various State of Michigan programs.

In every case, the amount of public investment requires that safeguards guarantee that future owners not enrich themselves from those investments. There are a variety of means with which to accomplish this, and some specific methods may be mandated by the programs providing other public funds. In addition, buyers of owner-occupied housing will require assistance with down payments and with mortgage loan applications. The HTF has already identified and is working with a growing number of local financial institutions to provide those services.

### **FINANCIAL IMPACT**

The proposed contract will be for services at \$75 per hour and a maximum of \$75,000 for one year. Funds for these services will be a part of some of the contracts already approved.

### **RECOMMENDATION**

The HTF has identified Catalyst for Action, LLC as fully capable of designing the necessary safeguards and of working with lending institutions to provide the best outcomes for prospective buyers. The principal of Catalyst for Action, LLC has over forty years of experience working for local banks, credit unions and nonprofits, primarily to promote attainable housing. A competitive bidding process would likely result in the same recommendation with any lower bid unlikely, and in any event outweighed by the extent of experience brought by this individual.

The first projects for which these services are required will be started in the next few months. It is important to start the necessary processes immediately to ensure that the money expended goes to the purposes intended and that the county's interests and federal requirements are both met.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE CONTRACT WITH CATALYST FOR ACTION, LLC**

WHEREAS, the Ingham County Board of Commissioners, through Resolution #22-211, has allocated \$9,000,000 of the second tranche of American Rescue Plan funds received by Ingham County for affordable housing opportunities through the Ingham County Housing Trust Fund; and

WHEREAS, the Ingham County Board of Commissioners has by resolution allocated funds from the American Rescue Plan Act (ARPA) for a variety of projects to construct new housing units in Ingham County; and

WHEREAS, these resolutions include Resolution #22-383 (Row House Construction), Resolution #23-047 (Scattered Single-Family Construction/Rehabilitation), and Resolution #23-276 (Competitive Grant Awards); and

WHEREAS, it is necessary when publicly funding housing construction and rehabilitation for housing that will be privately owned for Ingham County to ensure that the goals of the Housing Trust Fund are met and that later owners of such housing are not unduly enriched; and

WHEREAS, it is also necessary to ensure that such funding meets the requirements of ARPA; and

WHEREAS, ARPA contains a variety of means designed to ensure that publicly funded housing construction projects meet both Ingham County's needs and requirements and ARPA's requirements; and

WHEREAS, it is beneficial to Ingham County and to the future residents of such housing to design the specifics of such requirements with the specific needs of the county and its residents in mind; and

WHEREAS, the Housing Trust Fund Committee recommends that the Ingham County Board of Commissioners authorize a contract with Catalyst for Action, LLC to provide these services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Catalyst for Action, LLC to create and administer appropriate processes and draft appropriate documents to meet the expressed goals of the Housing Trust Fund Committee and of ARPA in providing funds for housing construction and rehabilitation.

BE IT FURTHER RESOLVED, that the contract shall be for a period of one year from the effective date of the contract.

BE IT FURTHER RESOLVED, that the contract shall provide for payment for services not to exceed \$75 per hour and a total not to exceed \$75,000 for the period of the contract.

BE IT FURTHER RESOLVED, that the Ingham County Housing Trust Fund Coordinator, under the supervision of the Ingham County Treasurer, is authorized to review services provided and authorize payment from funds allocated by the Board of Commissioners to the Housing Trust Fund, including, where appropriate, funds allocated for specific projects.

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

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Sara Deprez, Juvenile Programs Director  
**DATE:** June 30, 2023  
**SUBJECT:** Resolution to Enter into an Agreement with Smart Home/Smart Office for Digital Cameras at the Ingham County Family Center  
For the meeting agenda of: July 13, 2023 – Law and Court and July 20, 2023 – Finance

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**BACKGROUND**

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

After the numerous incidents of property loss and vehicle damage at the Ingham County Family Center, an application was made for a Risk Avoidance Program (RAP) grant specifically for digital cameras and security, which are offered quarterly by Michigan Municipal Risk Management Authority (MMRMA). This grant provides 50% funding up to \$100,000 in aggregate maximum funding per member for security and related equipment or systems. The application was approved and the Board voted to accept the grant monies in April in Resolution #23-183.

The Purchasing Department solicited proposals from qualified and experienced contractors for the purpose of entering into a contract for the purpose of providing and installing new digital security cameras at the Ingham County Family Center. The Evaluation Committee recommends that a contract be awarded to Smart Homes/Smart Offices.

**ALTERNATIVES**

This is for new and replacement security cameras. The alternative would be to continue using the existing, outdated cameras, which provided little to no assistance for the acts of vandalism and property loss that have occurred to the fleet of vehicles at the facility. The funds are available in the 2023 Board approved CIP IT budget, which will be matched with grant monies made available by MMRMA.

**FINANCIAL IMPACT**

The funds are available in the Juvenile Justice Millage. During the 2023 budget process, the Board approved a CIP for the new and replacement cameras in the amount of \$45,548, which will come from 26466400-978000. The funds spent for this project will be reimbursed at 50% from MMRMA.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

N/A

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into an agreement with Smart Home/Smart Office for the security cameras.

**Agenda Item 2a**

TO: Sara Deprez, Juvenile Programs Director, Family Division

CC: Scott LeRoy, Interim Circuit Court Administrator  
Glenn Canning, Facilities Director  
Joel Hathon, Faculties Project Manager

DATE: June 21, 2023

RE: Memorandum of Performance for RFP No. 99-23 Security Cameras for the Ingham County Family Center

Per your request, the Purchasing Department sought proposals from qualified and experienced contractors to enter into a contract for the purpose of providing and installing new digital security cameras at the Ingham County Family Center.

The scope of work includes, but is not limited to, providing and installing up to twenty-three (23) new Internet Protocol (IP) security cameras as well as four (4) existing exterior cameras that are outdated and need to be replaced. All work shall be scheduled with the IT Network Administrator and Facilities Manager.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	52	4
Vendors responding	3	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](mailto:jhudgins@ingham.org) or by phone at 676-7309.*

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Total Bid for Supplying and Installing New Security Cameras	How long do you anticipate that this contract will take to complete?	Have you included prevailing wages in your bid?
Smart Homes Inc. / Smart Offices	Yes, Mason MI	\$37,780.10	5 business days	Yes
Convergint	No, Grand Rapids MI	\$51,562.98	2 weeks	Yes
Allied Universal	No, Wyoming MI	\$79,943.00	6 weeks	Yes

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH SMART HOME INC./SMART OFFICE FOR DIGITAL CAMERAS AT THE INGHAM COUNTY FAMILY CENTER**

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

WHEREAS, the Purchasing Department sought proposals from qualified and experienced contractors to enter into a contract for the purpose of providing and installing new digital security cameras at the Ingham County Family Center; and

WHEREAS, during the budget process for fiscal year 2023, the Juvenile Division requested, and was approved for, a Capital Improvement Project (CIP) for updating and replacing digital surveillance cameras at the Ingham County Family Center in the amount of \$45,548; and

WHEREAS, the Juvenile Division was awarded a Risk Avoidance Program (RAP) grant from Michigan Municipal Risk Management Authority (MMRMA) to reduce or avoid property losses at the Ingham County Family Center by purchasing new digital surveillance cameras; and

WHEREAS, the grant will reimburse 50% of the purchase costs for the digital cameras for the Ingham County Family Center; and

WHEREAS, based on a Memo of Performance from the Purchasing Department, the Juvenile Division is requesting authorization to enter into an agreement with Smart Home/Smart Office, a local vendor, who submitted the lowest proposal of \$37,780.10 for the cameras; and

WHEREAS, the Juvenile Division is requesting a contingency of \$5,000 for any uncovered conditions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Smart Home/Smart Office, 210 State St., Mason, Michigan 48854, for the new digital cameras at the Ingham County Family Center for an amount not to exceed \$42,780.10, which includes a \$5,000 contingency.

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

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

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Sara Deprez, Juvenile Programs Director  
**DATE:** June 30, 2023  
**SUBJECT:** Resolution to Enter into an Agreement with DeWitt Fence Co. for a Fence at the Ingham County Family Center  
For the meeting agenda of: July 13, 2023 – Law and Court and July 20, 2023 – Finance

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**BACKGROUND**

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

After the numerous incidents of property loss and vehicle damage at the Ingham County Family Center, an application was made for a Risk Avoidance Program (RAP) grant specifically for digital cameras and security, which are offered quarterly by Michigan Municipal Risk Management Authority (MMRMA). This grant provides 50% funding up to \$100,000 in aggregate maximum funding per member for security and related equipment or systems. The application was approved and the Board voted to accept the grant monies in April in Resolution #23-183.

The Purchasing Department solicited proposals from qualified and experienced contractors for the purpose of entering into a contract for supplying and installing a new fence at the Ingham County Family Center. The Evaluation Committee recommends that a contract be awarded to DeWitt Fence Co.

**ALTERNATIVES**

This is for a new fence. The alternative would be not building a fence to protect the fleet of vehicles at the facility.

**FINANCIAL IMPACT**

The fence will be paid from the Juvenile Justice Millage Fund Balance - 26466400-978000. The funds spent for this project will be reimbursed at 50% from MMRMA.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

N/A

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into an agreement with DeWitt Fence Co. for the fleet vehicle fence.

**Agenda Item 2b**

TO: Sara Deprez, Juvenile Programs Director, Family Division

CC: Scott LeRoy, Interim Circuit Court Administrator  
Glenn Canning, Facilities Director  
Joel Hathon, Faculties Project Manager

FROM: James Hudgins, Director of Purchasing

DATE: June 20, 2023

RE: Memorandum of Performance for RFP No. 98-23 Security Fence for the Ingham County Family Center

Per your request, the Purchasing Department sought proposals from qualified and experienced contractors to enter into a contract for the purpose of providing and installing a new security fence capable of securing a fleet of up to twelve full-size vans at the Ingham County Family Center.

The scope of work includes, but is not limited to, providing and installing a new 72' (long) x 84' (wide) x 8' (high), commercial galvanized chain-link fence with two (2) non-powered 20' rolling locking slide gates; and if necessary, restoring the project site to its original condition including reseeding.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	41	10
Vendors responding	3	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](mailto:jhudgins@ingham.org) or by phone at 676-7309.*

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Total Bid for Supplying and Installing New Security Fence	How long do you anticipate that this contract will take to complete/	Have you included prevailing wages in your bid?	Substitution +
Dewitt Fence Co.	Yes, Lansing MI	\$25,230.00	Able to meet completion deadline of 8/31/2023 (2 weeks for completion)	Yes	\$1,075.00 Add on for 1- 3' wide by 8' tall walk gate with post and hardware
Metter Construction LLC	Yes, Holt MI	\$26,725.00	7-10 days	No	-
RMD Holdings Ltd. d/b/a Nationwide Construction Group	No, Richmond MI	\$36,080.80	2 Weeks	Yes	-

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH DEWITT FENCE CO. FOR A FLEET VEHICLE FENCE AT THE INGHAM COUNTY FAMILY CENTER**

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

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced contractors for the purpose of entering into a contract for supplying and installing a fence at the Ingham County Family Center; and

WHEREAS, the Juvenile Division was awarded a Risk Avoidance Program (RAP) grant from the Michigan Municipal Risk Management Authority (MMRMA) to reduce or avoid property losses at the Ingham County Family Center by purchasing a chain link fence for the facility's fleet vehicles; and

WHEREAS, the grant will reimburse 50% of the purchase costs for the fence for the Ingham County Family Center; and

WHEREAS, based on a Memo of Performance from the Purchasing Department, the Juvenile Division is requesting authorization to enter into an agreement with DeWitt Fence Co., a local vendor, who submitted the lowest proposal of \$25,230.00 for the fence; and

WHEREAS, the Juvenile Division is requesting a contingency of \$4,000 for any uncovered conditions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with DeWitt Fence Co, 3236W. St. Joseph, Lansing, Michigan 48917, for the fleet vehicle fence at the Ingham County Family Center for an amount not to exceed \$29,230, which includes a \$4,000 contingency.

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

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

**TO:** Law and Courts, County Services, and Finance Committees

**FROM:** Helen Walker, Deputy Court Administrator/Family Division/FOC Director

**DATE:** May 17, 2023

**SUBJECT:** Discussion item regarding proposed reorganization of the 30<sup>th</sup> Circuit Court/Friend of the Court. For meeting agendas of Law and Courts Committee on June 15, 2023, County Services Committee on June 20, 2023 and Finance Committee on June 21, 2023.

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**BACKGROUND**

The current job description for two “Casework Supervisor” positions has not been updated since 2001 and is outdated. The two Casework Supervisor positions (142017 & 142018) are in the ICEA Court Professionals Bargaining Unit. When the job description was last updated in 2001, the duties listed in the job description were the same for both positions. Over the last twenty years, the two supervisory positions branched out by performing different responsibilities and overseeing different employees within the Friend of Court office. One of the supervisory positions (142017) oversees the records unit, which consists of 14 employees. This supervisor also supervises all records pertaining to intergovernmental cases. The other supervisory position (142018) oversees the support enforcement unit, which consists of 16 employees. The overlap between the two supervisory positions consists of two shared Enforcement Specialist positions, who are assigned to handle support enforcement on intergovernmental cases. Lastly, the current job description no longer reflects that the responsibilities associated with each position have increased and become more complex over time. A reorganization is necessary to properly align the job responsibilities associated with each supervisory position and the positions each supervisor is responsible for overseeing.

The reorganization was approved by the following: Ingham County Human Resources, ICEA – Court Professionals Bargaining Unit, Circuit Court Chief Judge Joyce Draganchuk, Chief Circuit Court Judge Pro Tempore Shauna Dunnings and Presiding Judge of the Family Division Lisa McCormick.

**ALTERNATIVES**

Keep the current job description of Casework Supervisor for both positions despite the fact that the job description is no longer accurate.

**FINANCIAL IMPACT**

The reorganization request for both Casework Supervisor positions has been analyzed by Human Resources. Human Resources supports a reorganization to create two separate job descriptions, one for the position of Records Supervisor and the other for the position of Support Enforcement Supervisor. The new classifications place each position at a higher pay, with an increase of \$6,835 per position or \$13,670 for both positions. However, the Friend of Court office receives most of its funding through the Federal Cooperative Reimbursement Program (CRP) administered by the Michigan Office of Child Support, which provides for 66% direct reimbursement of most IV-D (child support enforcement) expenditures. As a result, the General Fund cost of the increase is 34%, which amounts to \$2,319 per position or \$4,639 for both positions.

**STRATEGIC PLANNING IMPACT**

Provide appropriate enforcement of child support with an accurate and up to date job description from which to do so. Provide appropriate record keeping with an accurate and up to date job description from which to do so.

**OTHER CONSIDERATIONS:**

The last job description, which combined the functions of both positions, is dated January 22, 2001.

**RECOMMENDATIONS:**

Based on the information presented, the Friend of Court respectfully recommends approval of a resolution to reorganize both positions.

**Agenda Item 3a**

TO: Helen Walker, Deputy Court Administrator Family Court  
FROM: Joan Clous, Human Resource Specialist  
DATE: March 31, 2023  
RE: Memo of Analysis for reorganization of Family Division

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The Family Division of the Circuit Court is reorganizing to enhance their ability to serve the residents of Ingham County. As such the following positions will change to:

*Casework Supervisor (142018) ICEA Court Pro 9 (\$71,136.89 to \$85,419.71) to Support Enforcement Supervisor ICEA Court Pro 10 (\$76,833.06 to \$92,254.72).*

*Casework Supervisor (142017) ICEA Court Pro 9 (\$71,136.89 to \$85,419.71) to Records Supervisor ICEA Court Pro 10 (\$76,833.06 to \$92,254.72).*

*The effective date will be December 31,2022.*

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

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

**FW: Reorg FOC**

Joan Clous <JClous@ingham.org>

Mon 5/15/2023 12:22 PM

To: Helen Walker <hwalker@ingham.org>

Helen,

Here is the union's approval of the reorg for FOC.

Joan

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**From:** Luke Cloud <LCloud@ingham.org>  
**Sent:** Monday, May 15, 2023 12:14 PM  
**To:** Joan Clous <JClous@ingham.org>  
**Cc:** Chadwick Phillips <CPhillips@ingham.org>; Stacey Craig <SCraig@ingham.org>; Jeffrey Donahue <JDonahue@WhiteSchneider.com> <JDonahue@WhiteSchneider.com>  
**Subject:** RE: Reorg FOC

This is acceptable to the people in these positions and the ICEA Court Professional Union.

---

**From:** Joan Clous <JClous@ingham.org>  
**Sent:** Monday, May 15, 2023 11:14 AM  
**To:** Luke Cloud <LCloud@ingham.org>  
**Subject:** Reorg FOC

Luke

We have evaluated Stacey Craig's and Chadwick Phillips' positions.

Stacey will now be an Enforcement Supervisor going from an ICEA Court 9 to an ICEA Court 10

1	2	3	4	5	6	7	8a	8b	9	10	11	total
190	180	155	160	155	90	150	115	140	10	10	15	1370

Chadwick will now be a Records Supervisor going from an ICEA Court 9 to an ICEA Court 10

1	2	3	4	5	6	7	8a	8b	9	10	11	total
190	180	155	160	155	90	150	115	140	10	10	15	1370

Please review and let me know if you are in agreement.

Joan

**Joan Clous MPA, SHRM-CP**  
 Human Resources Specialist – Labor & Employee Relations  
**Ingham County**  
 5303 S. Cedar Bldg 2 Suite 2102  
 Lansing MI 48911  
 517-887-4374 – Office  
 517-930-2075 - Cell  
 517-887-4396 – Fax

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5/15/23, 1:04 PM

FW: Reorg FOC - Helen Walker - Outlook

you are hereby notified that any use, dissemination, distribution, or forwarding of this e-mail message is strictly prohibited. If you have received this message in error, please immediately notify me by e-mail reply and delete the original message from your system.



"Success is a project that is always under construction." ~ Pat Summitt

**INGHAM COUNTY  
JOB DESCRIPTION**

**RECORDS SUPERVISOR**

**General Summary:**

Under the supervision of the Friend of the Court and Assistant Friend of the Court, supervises and directs the work activities of records staff in carrying out the Friend of the Court activities. Initiates and recommends revisions in office policy and procedure to reflect new and updated state and federal laws and regulations. Prepares case transfer orders and notices of administrative case consolidations. Reviews and tracks completion of Office of Child support mandated staff training. Creates and generates reports to update MICSES to ensure Friend of the Court compliance for Office of Child Support performance incentive factors and contract performance standards. Generates reports and updates MICSES to ensure full child support case closures. Reviews existing court orders. Responds to inquiries from public officials, clients and other agencies. Intercedes with difficult clients and assists the staff in resolving problem cases.

**Essential Functions:**

1. Supervises the work activities of records and support staff, including participating in employment interviewing and selection, ongoing training, assigning work, scheduling staff coverage, reviewing timecards, reviewing and evaluating performance, and dealing with employee relations matters in the early stages of the disciplinary process.
2. Oversees interstate case activities which includes but is not limited to registration of foreign out-of-state orders for enforcement of child support in Michigan; initiates registration of orders originated in Michigan for enforcement in other states and countries; utilizes specialized applications and websites focused on intergovernmental communication and enforcement. Coordinates the docketing of interstate and transferred cases with the County Clerks and the reassignment of multiple cases to the correct judges. Prepares transfer orders. Communicates with other local, state and foreign agencies regarding interstate cases.
3. Maintains case assignment and functionality of cases within the Michigan Child Support Enforcement System. Generates and analyzes reports to view case assignment, case functionality and transfer of cases. Resolves issues pertaining to assignment of cases to staff, moving functionality of cases from establishment and/or support specialist to the FOC, moving cases to or from another county, updating assignment to and from intergovernmental status, and maintains the Judge/Referee assignment in MICSES.
4. Oversees and updates the FOC's imaging/virtual filing system to ensure up to date office workflow and functionality. Manages routing codes within electronic filing system, oversees the addition and deletion of employee queues to accommodate staffing changes, ensures proper suppression of files and documents to address conflicts of interest or confidential matters. Conducts extensive testing to ensure the office electronic file and work queues are operating appropriately.
5. Represents the FOC on various workgroups pertaining to Family Court/FOC/Court Clerk office integration, state and local computer development projects and other state or national projects. Acts as a liaison with other departments and vendors regarding hardware, software and application development projects for FOC.
6. Monitors mandatory training requirements for FOC staff. Generates and analyzes reports to assist in ensuring employees complete training requirements mandated by the Office of child Support. Assigns specific

- trainings for staff to complete as needed to ensure IV-D requirements are met. Notifies the Deputy Court Administrator/FOC Director of the hours and types of training that have been completed by staff.
7. Collects and coordinates statistical information for state and federal reports. Generates and analyzes multiple reports to ensure that the Friend of Court is in compliance with the requirements for support order percentage per the IV-D funding requirements. Tracks and reviews data and office procedures to ensure that the FOC is meeting or exceeding performance measures to qualify for state/federal funding.
  8. Generate and analyze reports to ensure proper case closure within the Michigan Child Support Enforcement System.
  9. Generate and analyze reports to ensure accuracy of paternity establishment information within the Michigan Child Support Enforcement System. Reviews legal pleadings, court orders, and affidavits of parentage to assist in executing any needed updates to paternity information. Tracks and reviews data and office procedures to ensure that the FOC is meeting or exceeding performance measures to qualify for state/federal funding.
  10. Generates and analyzes the Child Support Contract Performances Standard Improvement Report to ensure the Friend of the Court meets performance standard measures per the Cooperative Reimbursement Program (CRP) agreement with the Office of Child Support. Completes and assigns various tasks pertaining to locate case members to ensure benchmarks are met.
  11. Oversees cash handling and controls, operations and procedures for FOC staff.
  12. Ensures adequate office coverage for switchboard, front desk receptionist, cashier, bank deposit, and scanning.
  13. Access information needed for FOC operations through confidential online data systems and technologies. Requires and in depth understanding of multiple platforms. Sources include but are not limited to the Michigan Child Support Enforcement System, Self-Service Reports, Business Objects, Data Visualizations, OnBase, CourtView, Learning Management System, Child Support Portal, Accurant and Right-Fax, Zoom, and Microsoft teams.
  14. Reviews court orders to determine if amendments are needed.
  15. Communicates with the following: clients, attorneys, employers, judges/judicial staff, prosecutor's office, court clerk's office, local, state, and federal courts, local and state agencies including the Michigan Office of Child Support and Michigan State Disbursement Unit, and Friend of Court offices statewide.
  16. Intercedes with difficult clients, in person and by telephone, and attempts to prevent and resolve issues.
  17. Serves as a backup for some administrative duties, supervisory staff and/or other support staff as necessary.
  18. Reviews and drafts standard operating policies and procedures pertaining to records section including interstate cases/enforcement and oversees implementation of the policies and procedures by staff.
  19. Participates in various training to ensure compliance with continuing education requirements as well as to ensure adherence with any developments or changes within the field.

20. Performs other duties as assigned.

**Other Functions:**

None listed.

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

**Employment Qualifications:**

**Education:** Possession of a Bachelor's Degree in the Human Services, Business, Legal Studies, or a closely related field.

**Experience:** Three or more years of directly related casework, order entry, and court work experience, with at least one year of prior supervisory experience.

**Other Requirements:**

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

**Physical Requirements:**

- Ability to access department files.
- Ability to enter and retrieve information from computer systems.
- Ability to lift and carry folders and files.
- Ability to access all areas of the office and the courts.

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

**Working Conditions:**

- Works in an office setting.
- Exposure to clients in various emotional states who may be verbally abusive or hostile.

***RECORDS SUPERVISOR***

**INGHAM COUNTY  
JOB DESCRIPTION**

**SUPPORT ENFORCEMENT SUPERVISOR**

**General Summary:**

Under the supervision of the Friend of the Court or Assistant Friend of the Court, supervises and directs the work activities of enforcement and support staff in carrying out the Friend of the Court activities. Creates, analyzes and disseminates numerous specialized reports to aid in enforcement activities. Updates various fields in the Michigan Child Support Enforcement System. Initiates and recommends revisions in office policy and procedure to reflect new and updated state and federal laws and regulations. Coordinates FOC functions with other local and state offices and agencies. Prepares enforcement orders and reviews existing court orders. Responds to inquiries from public officials, clients and others. Intercedes with difficult clients and assists the staff in resolving problem cases.

**Essential Functions:**

1. Supervises the work activities of enforcement and support staff, includes participating in employment interviewing and selection, ongoing training, assigning work, scheduling staff coverage, reviewing timecards, reviewing and evaluating performance, and dealing with employee relations matters in the early stages of the disciplinary process.
2. Supervises, oversees and assists in the monitoring of incarcerated payers to ensure support is abated and a child support review is initiated in compliance with the law. Generates and analyzes multiple reports and data sources to maintain an accurate record to be utilized when monitoring incarcerated payers. Oversees abatement process and request for child support review whenever a payer has been released from incarceration after an abatement has occurred.
3. Oversees the discharge of state-owed debt policy and procedures implemented by the State of Michigan Office of Child Support. Creates and generates reports targeted at identifying payers who may qualify for discharge, assigns tasks to the enforcement section, reviews requests for state owed discharge and conducts an in depth analysis of the file when determining whether to approve or deny the request. Maintains records pertaining to discharge of state owed debt.
4. Creates and maintains the County Location Availability Schedule within the Michigan Child Support Enforcement System.
5. Performs locate searches targeted at finding case members who are deceased and updates the Michigan Child Support Enforcement System, assigns tasks to staff, and oversees the process to clear any balances owed to or by a deceased member.
6. Creates and generates reports for enforcement staff to utilize when conducting an “ability to pay” analysis to assist in determining which dockets should be scheduled for show cause hearings or when other enforcement remedies may be needed.
7. Oversees enforcement staff who are responsible for the execution and cancellation of bench warrants for support and custody/parenting time related issues. Oversees enforcement staff who are responsible for locating, surveying, arresting and transporting clients to a correctional facility.

8. Oversees various enforcement remedies as permitted by law, which includes but is not limited to the following: placement of liens on specific types of property, suspension of driver's licenses, occupational licenses and recreational licenses, as well as credit bureau reporting.
9. Oversees enforcement staff who interpret, investigate and enforce orders pertaining to medical coverage and the reimbursement of uninsured medical expenses.
10. Monitors case members bankruptcy status to ensure FOC enforcement remedies comply with state and federal law, as well as requirements outlined by the State of Michigan Office of Child Support.
11. Generates and analyzes the Child Support Contract Performance Standard Improvement Report to ensure the Friend of the Court meets performance standard measures per the Cooperative Reimbursement Program (CRP) agreement with the Office of Child Support. Completes and assigns various tasks pertaining to locating case members as well as executing timely medical and support enforcement measures to remedy any deficiencies in these areas.
12. Collects and coordinates statistical information for state and federal reports. Generates and analyzes multiple reports to ensure that the Friend of Court is in compliance with the requirements for current support percentage and arrears case percentage per the IV-D funding requirements. Tracks and reviews data and office procedures to ensure that the FOC is meeting or exceeding performance measures to qualify for state/federal funding.
13. Access information needed for FOC operations through confidential online data systems and technologies. Requires an in depth understanding of multiple platforms. Sources include but are not limited to the Michigan Child Support Enforcement System, MiSDU Kidstar, Business Objects, Self-Service Reporting, Data Visualizations, Federal Child Support Portal, Learning Management System, OnBase, CourtView, Public Access to Court Electronic Records, Internet Criminal History Access Tool, Judicial Data Warehouse, Clear, Accurint, Right-Fax, Zoom, OneSpan and Microsoft Teams.
14. Review problematic orders to ensure ordered amounts can be properly entered into the Michigan Child Support System and that case specific language is enforceable. Refer to appropriate staff for resolution.
15. Communicates with the following: clients, attorneys, employers, judges/judicial staff, prosecutor's office, court clerk's office, local, state, and federal courts, local and state agencies including the Michigan Office of Child Support and Michigan State Disbursement Unit, police agencies, and Friend of Court offices statewide.
16. Intercedes with difficult clients, in person and by telephone, and attempts to prevent and resolve issues.
17. Conducts Show Cause conferences to address delinquency in payments pertaining to child support, child care, medical and spousal support.
18. May be required to appear and testify in hearings.
19. Serves as backup for some administrative duties, supervisory staff and/or other support staff as necessary.
20. Reviews and drafts standard operating policies and procedures pertaining to enforcement of support and oversees implementation of the policies and procedures by staff.

21. Participates in various training to ensure compliance with continuing education requirements as well as to ensure adherence with any developments or changes within the field.
22. May assist in conducting community outreach as requested.
23. Performs other duties as assigned.

**Other Functions:**

None listed.

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

**Employment Qualifications:**

**Education:** Possession of a Bachelor's Degree in the Human Services, Business, Legal Studies, or a closely related field.

**Experience:** Three or more years of directly related casework and court work experience, with at least one year of prior supervisory experience.

**Other Requirements:**

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

**Physical Requirements:**

- Ability to access department files.
- Ability to enter and retrieve information from computer systems.
- Ability to lift and carry folders and files.
- Ability to access all areas of the office and the courts.

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

**Working Conditions:**

- Works in an office setting.
- Exposure to clients in various emotional states who may be verbally abusive or hostile.

***ENFORCEMENT SUPERVISOR***

**INGHAM COUNTY  
JOB DESCRIPTION**

**CASEWORK SUPERVISOR**

**General Summary:**

Under the supervision of the Friend of the Court or Assistant Friend of the Court, supervises and directs the work activities of enforcement and support staff in carrying out the Friend of the Court activities. Initiates and recommends revisions in office policy and procedure to reflect new and updated state and federal laws and regulations. Coordinates FOC functions with other local and state offices and agencies. Prepares specialized orders for the referees and staff attorneys. Responds to inquiries from public officials, clients and others. Intercedes with difficult clients and assists the staff in resolving problem cases.

**Essential Functions:**

1. Supervises the work activities of enforcement and support staff, includes participating in employment interviewing and selection, ongoing training, assigning work, scheduling staff, reviewing and evaluating performance, and dealing with employee relations matters in the early stages.
2. Oversees and coordinates the functions of the various units of the Friend of the Court, including parenting time and child custody disputes, medical coverage and reimbursement of uninsured medical expenses, and child and spousal support issues.
3. Monitors the referrals to the Michigan Works agencies. Insures that caseworkers maintain awareness of the status of referred clients.
4. Intercedes with difficult clients, in person and by telephone, and attempts to prevent and resolve issues.
5. Conducts show cause conferences as necessary.
6. Represents the FOC on various committees addressing all aspects of Family Court integration, state and local computer development projects and other state or national projects.
7. Serves as a liaison/witness for in-state felony and federal criminal warrants for non-support cases with local, state, and federal courts, attorneys, and police agencies.
8. Coordinates the docketing of interstate and transferred cases with the County Clerks and the reassignment of multiple cases to the correct judges.
9. Writes and administers Michigan Works grants and the related budgets.
10. Authorizes the cancellation of bench warrants and the sending of LEIN messages.
11. Collects and coordinates statistical information for state and federal reports.
12. Serves as backup for some administrative duties and for enforcement and support staff as necessary.

**Other Functions:**

None listed.

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

**Employment Qualifications:**

**Education:** Possession of a Bachelor's Degree in the Human Services, Business, Legal Studies, or a closely related field.

**Experience:** Three or more years of directly related casework and court work experience, with at least one year of prior supervisory experience.

**Other Requirements:**

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

**Physical Requirements:**

- Ability to access department files.
- Ability to enter and retrieve information from computer systems.
- Ability to lift and carry folders and files.
- Ability to access all areas of the office and the courts.

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

**Working Conditions:**

- Works in an office setting.
- Exposure to clients in various emotional states who may be verbally abusive or hostile.

**CASEWORK SUPERVISOR**  
**(1/22/01)**  
**CourtPro-09**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A REORGANIZATION OF THE 30<sup>TH</sup> CIRCUIT COURT/  
FRIEND OF THE COURT**

WHEREAS, the proposed reorganization effects two Casework Supervisor positions with the Ingham County Friend of the Court; and

WHEREAS, both positions are within the ICEA Court Professionals Bargaining Unit, specifically position number 142017 & 142018; and

WHEREAS, the job description for the two Casework Supervisor positions has not been updated since 2001; and

WHEREAS, the job responsibilities associated with each position have changed and the responsibilities associated with each position have increased and become more complex over time; and

WHEREAS, the two positions no longer perform the same duties, such that one supervisor (position 142017) is responsible for overseeing positions within the records unit and the other supervisor (position 142018) is responsible for overseeing positions within the support enforcement unit; and

WHEREAS, a reorganization will properly align the job responsibilities associated with each supervisory position with the positions each supervisor is responsible for overseeing; and

WHEREAS, Human Resources, the ICEA Court Professionals Bargaining Unit and the Chief Judge of the 30<sup>th</sup> Circuit Court all support this reorganization.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the proposed reorganization of the 30<sup>th</sup> Circuit Court Family Division/Friend of the Court with the following changes:

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
142017	Casework Supervisor to Records Supervisor	Move from ICEA Court Pro 9 to ICEA Court Pro 10
142018	Casework Supervisor to Support Enforcement Supervisor	Move from ICEA Court Pro 9 to ICEA Court Pro 10

The financial impact associated with the proposed reorganization is as follows:

<u>Position Title</u>	<u>2023</u> <u>Current Grade, Step 5</u>	<u>2023</u> <u>Proposed Grade, Step</u>	<u>Difference</u>
Casework Supervisor to Records Supervisor	ICEA-Ct Pro 9: \$85,419.71	ICEA-Ct Pro 10: \$92,254.72	\$6,835.01
Support Enforcement Supervisor	ICEA-Ct Pro 9: \$85,419.71	ICEA-Ct Pro 10: \$92,254.72	\$6,835.01
<b>TOTAL:</b>			<b>\$13,670.02</b>

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

BE IT FURTHER RESOLVED, that the effective date for the reclassification as part of the reorganization for ICEA Court Pro position 142017 and 142018 will be December 31, 2022.

TO: Board of Commissioners; Law & Courts and Finance Committees

FROM: Helen Walker, Deputy Court Administrator/FOC Director  
Nicole Matusko, Chief Assistant Prosecuting Attorney

DATE : June 14, 2023

SUBJECT: Memorandum regarding Resolution Authorizing Agreements with the State of Michigan Department of Health and Human Services Office of Child Support for the Title IV-D Cooperative Reimbursement Program.

For meeting agendas of Law and Courts Committee on July 13, 2023, County Services Committee on July 18, 2023 and Finance Committee on July 19, 2023.

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### **BACKGROUND**

The Ingham County Friend of the Court (FOC) receives Title IV-D funding to administer their child support program. The Ingham County Prosecuting Attorney's Office Family Support Unit (ICPO FSU) receives IV-D funding to establish orders of paternity, child support orders and pursue criminal non-support matters. Through IV-D Cooperative Reimbursement Program Agreements, funds appropriated by the County and spent by the FOC and the ICPO FSU office are reimbursed at the rate of 66% to the County by the federal government through the Office of Child Support. To obtain IV-D funding, the FOC and the ICPO FSU are each required to enter into IV-D Cooperative Reimbursement Program (CRP) Agreements with the Michigan Department of Health and Human Services (MDHHS) Office of Child Support.

The current two year Amendments to the five year IV-D Cooperative Reimbursement Program (CRP) Agreements between the State of Michigan Department of Health and Human Services and both the FOC and the ICPO FSU expire on September 30, 2023.

The FOC and ICPO FSU submitted separate applications to enter into new five year Federal Cooperative Reimbursement Program Agreements with MDHHS. Both applications were approved by MDHHS.

The FOC is requesting that the Ingham County Board of Commissioners approve a new five year IV-D Cooperative Reimbursement Program Agreement with MDHHS to receive IV-D funding from October 1, 2023 through September 30, 2028 allocated at \$38,530,068.00 with a State contract amount of up to \$26,732,910.00.

The ICPO FSU is requesting that the Ingham County Board of Commissioners approve a new five year IV-D Cooperative Reimbursement Program Agreement with MDHHS to receive IV-D funding from October 1, 2023 through September 30, 2028 allocated at \$7,950,445.00 with a State contract amount of up to \$5,247,295.00.

### **ALTERNATIVES**

None. The Federal Cooperative Reimbursement Program (CRP) administered by the MDHHS Office of Child Support is the primary source of revenue and funds the majority of operating and personnel costs for both the FOC and the ICPO FSU.

### **FINANCIAL IMPACT**

Without continued revenue from the IV-D Cooperative Reimbursement Program (CRP) and corresponding incentive revenues, the County will incur additional expenditures of approximately 5-6 million annually to sustain FOC operations over the next five years and approximately 3-4 million annually in additional expenditures to sustain ICPO FSU operations over the next five years.

### **STRATEGIC PLANNING IMPACT**

By authorizing IV-D Cooperative Reimbursement Program (CRP) Agreements, the FOC and the ICPO FSU will continue to receive IV-D funding to sustain operations to perform services mandated by Local Administrative Orders, Michigan Court Rules, Michigan Statutes and Federal Regulations for a five year period, from October 1, 2023 through September 30, 2028.

### **OTHER CONSIDERATIONS**

The FOC and/or ICPO FSU are required by statute to comply with the following acts: Friend of Court Act, MCL 552.501; Support and Parenting Time Enforcement Act, MCL 552.601; Office of Child Support Act, MCL 400.231; Child Custody Act of 1970, MCL 722.21; Status of Minors and Child Support Act, MCL 722.1, The Paternity Act, MCL 722.711; Uniform Interstate Family Support Act, MCL 552.2101; Uniform Child Custody Jurisdiction and Enforcement Act, MCL 722.1101; Collection of Alimony or Support and Maintenance, MCL 552.151.

### **RECOMMENDATION**

Based on the information presented, the FOC and ICPO FSU respectfully recommend approval of the attached resolution to enter into IV-D Cooperative Reimbursement Program Agreements with the Michigan Department of Health and Human Services (MDHHS) Office of Child Support to receive Title IV-D funding for a period of five years from October 1, 2023 through September 30, 2028.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE STATE OF MICHIGAN  
DEPARTMENT OF HEALTH AND HUMAN SERVICES OFFICE OF CHILD SUPPORT FOR THE  
TITLE IV-D COOPERATIVE REIMBURSEMENT PROGRAM**

WHEREAS, the Ingham County Friend of the Court (FOC) receives Title IV-D funding to administer the child support program; and

WHEREAS, the Ingham County Prosecutor's Office Family Support Unit (ICPO FSU) receives Title IV-D funding to establish orders of paternity, child support orders, and pursue criminal non-support matters; and

WHEREAS, through the IV-D Cooperative Reimbursement Program Agreement, funds appropriated by the County and spent by the FOC and ICPO FSU are reimbursed at the rate of 66% to the County by the federal government through the Michigan Department of Health and Human Services (MDHHS) Office of Child Support; and

WHEREAS, the IV-D Cooperative Reimbursement Program Agreement funds the majority of operating and personnel costs of the FOC and ICPO FSU; and

WHEREAS, the current IV-D Cooperative Reimbursement Program Agreements terminate on September 30, 2023; and

WHEREAS, the FOC and ICPO FSU submitted separate applications to enter into new five year Federal Cooperative Reimbursement Program Agreements, which were approved by MDHHS; and

WHEREAS, the new IV-D Cooperative Reimbursement Program Agreement with MDHHS for the FOC to receive IV-D funding from October 1, 2023 through September 30, 2028, is allocated at \$38,530,068.00 and has a State Contract amount of up to \$26,732,910.00 over the five year period; and

WHEREAS, the new year IV-D Cooperative Reimbursement Program Agreement with MDHHS for the ICPO FSU to receive IV-D funding from October 1, 2023 through September 30, 2028, is allocated at \$7,950,445.00 with a State contract amount of up to \$5,247,295.00 over the five year period; and

WHEREAS, the approvals for reimbursement requests and contract submissions for FOC and the ICPO FSU within the Electronic Grant Administration Management System (EGrAMS) are authorized per Resolution #15-437 and Resolution #11-172.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves IV-D Cooperative Reimbursement Program Agreements for FOC and the ICPO FSU a period of five years from October 1, 2023 through September 30, 2028.

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 and approved as to form by the County Attorney.

## Agenda Item 4a

TO: Board of Commissioners Law & Courts, Finance Committee

FROM: Keith Watson, Chief Public Defender

DATE: June 9, 2023

SUBJECT: Resolution to Authorize a Contract between WestLaw and the Office of the Public Defender

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### **BACKGROUND**

The attorneys and paralegals of the Office of the Public Defender use WestLaw on a regular basis in order to conduct legal research.

The Office of the Public Defender contract with WestLaw was entered into in 2019 and is due for renewal in July of 2023. The renewal includes a price increase of approximately 5% each year.

Funds are available through the 2022-2023 Michigan Indigent Defense Commission grant for this expenditure. The funds have been requested for the 2023-2024 year, and will be requested in subsequent years.

### **ALTERNATIVES**

Leave the Office of the Public Defender without the ability to efficiently conduct such research.

### **FINANCIAL IMPACT**

The proposed resolution will cost \$2,733.13 a month the first year of the contract, with a 5% increase in the second year (\$2,869.79 monthly) and a 5% increase in the third year (\$3,013.28 monthly). This expenditure has been included in the 2022-23 Michigan Indigent Defense Compliance Plan and has been included in the plan that was submitted for the 2023-24 year.

### **OTHER CONSIDERATIONS**

None.

### **RECOMMENDATION**

Respectfully recommend that the Law & Courts and Finance Committees approve the resolution.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE CONTRACT BETWEEN WESTLAW AND  
THE OFFICE OF THE PUBLIC DEFENDER**

WHEREAS, the Ingham County Office of the Public Defender utilizes WestLaw for case research; and

WHEREAS, the Ingham County Board of Commissioners adopted Resolution #19-249 on May 28, 2019 to authorize a 3-year contract with WestLaw; and

WHEREAS, the contract between WestLaw and the Office of the Public Defender is due for renewal at the end of July 2023; and

WHEREAS, the cost will be approximately \$2,733.13 per month the first year, with a 5% increase the second year (\$2,869.79 per month), and a 5% increase the third year (\$3,013.28 per month); and

WHEREAS, funds are available through the 2023 MIDC grant and have been included in the 2024 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 WestLaw to provide services to the Office of the Public Defender for the next three years at a cost of \$2,799.13 per month the first year, with a 5% increase the second year (\$2,869.79 per month), and a 5% increase the third year (\$3,013.28 per month).

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 4b

**TO:** Law & Courts, County Services, and Finance Committees

**FROM:** Keith Watson, Chief Public Defender

**DATE:** June 29, 2023

**SUBJECT:** Resolution to Authorize a Grant between State of Michigan, Michigan Indigent Defense Commission (MIDC), Department of Licensing and Regulatory Affairs (LARA) and Ingham County to Provide Funding to Assist the County in Complying with the Compliance Plan and Cost Analysis Approved by MIDC

### **BACKGROUND**

The Michigan Indigent Defense Commission (MIDC) has approved Ingham County's FY24 Compliance Plan Renewal for funding the Ingham County Office of the Public Defender, which provides indigent defense and related services at the 30<sup>th</sup> Circuit Court, 54A District Court, 54B District Court, and the 55<sup>th</sup> District Court. This will be the sixth year of grant funding from the State of Michigan for the compliance plan, and it will cover the time period of October 1, 2023 through September 30, 2024.

The major changes in this year's grant over last year's is the addition of two Assistant Public Defender positions and one Social Worker position and increased funding for experts and investigators, as well as increased funding for Conflict Counsel.

### **FINANCIAL IMPACT**

The 2023-2024 grant budget is \$8,065,828.26, including a local share of \$1,120,201. The local share will be split among Ingham County (\$1,073,152.56), the City of Lansing (\$26,884.82), and the City of East Lansing (\$20,163.62).

### **STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of assuring fair and efficient judicial processing, specifically section A 2. (c) of the Action Plan – Develop an indigent defense services plan following guidelines issued by the State through the Michigan Indigent Defense Commission (MIDC).

### **OTHER CONSIDERATIONS**

The two proposed newly-created positions of Assistant Public Defender, classified as Teamsters Assistant Public Defenders (salary range \$67,869.65-\$116,316.68) and one proposed newly created position of Social Worker, classified as Ingham County Employee's Association, Professional Grade 8 (salary range \$65,038.93-\$78,095.48).

The Cities of Lansing and East Lansing will continue to contribute their local share to the grant. Memoranda of Understanding between the County and the Cities will be brought before the Board of Commissioners for approval at a future round of committee meetings.

### **RECOMMENDATION**

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

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A GRANT BETWEEN STATE OF MICHIGAN,  
MICHIGAN INDIGENT DEFENSE COMMISSION (MIDC), DEPARTMENT OF LICENSING AND  
REGULATORY AFFAIRS, AND INGHAM COUNTY TO PROVIDE FUNDING TO ASSIST THE  
COUNTY IN COMPLYING WITH THE COMPLIANCE PLAN AND COST ANALYSIS  
APPROVED BY MIDC**

WHEREAS, the Michigan Indigent Defense Commission (MIDC) approved Ingham County's Compliance Plan and Cost Analysis, which creates an Office of the Public Defender administered by Ingham County to provide indigent defense and related services at the 30<sup>th</sup> Circuit Court, 54A District Court, 54B District Court, and the 55<sup>th</sup> District Court; and

WHEREAS, this plan was accepted and approved by Ingham County Board Resolution #17-445; and

WHEREAS, the Ingham County Office of the Public Defender submitted a FY24 grant request which was accepted and approved by the State of Michigan, the Michigan Indigent Defense Commission (MIDC), and the Department of Licensing and Regulatory Affairs (LARA).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the grant between the State of Michigan, Michigan Indigent Defense Commission (MIDC), Department of Licensing and Regulatory Affairs (LARA), and Ingham County to provide indigent defense and related services at the 30<sup>th</sup> Circuit Court, 54A District Court, 54B District Court, and the 55<sup>th</sup> District Court.

BE IT FURTHER RESOLVED, that the grant period is October 1, 2023 through September 30, 2024, and the budget is approved for an amount of up to \$8,065,828.26, including a local share of \$1,120,201.

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

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

**TO:** Board of Commissioners Law & Courts Committee, Finance Committee  
**FROM:** Heidi Williams, Director, Ingham County Animal Control & Shelter  
**DATE:** June 20, 2023  
**SUBJECT:** Resolution to authorize purchase of fencing for the Ingham County Animal Shelter  
For the meeting agendas of July 13, 2023 and July 19, 2023.

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**BACKGROUND**

The Ingham County Animal Control & Shelter (ICACS) currently utilizes a piece of property behind the shelter parking lot for use as a dog play yard. Recently, the Ingham County Sheriff's Office (ICSO) ceded another piece of adjoining property so that the current yard can be expanded and reconfigured for multiple uses. This resolution is to approve the purchase of additional fencing from Justice Fence Company not to exceed \$7,979.

**ALTERNATIVES**

If this resolution is not approved, the yard will continue to have limited use.

**FINANCIAL IMPACT**

Funding exists in the Ingham County Animal Shelter Millage Fund to cover this purchase.

**STRATEGIC PLANNING IMPACT**

This project fits with the Ingham County Goals of: (A) Service to Residents - provide easy access to quality, cost effective services that promote well-being and quality of life for the residents of Ingham County as it allows the ICACS to increase functionality of the existing play yard, allowing dogs to have more outdoor time which improves their mental health; (E) Facilities & Infrastructure - providing quality infrastructure as it upgrades and expands the Ingham County Animal Shelter facility.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the purchase of fencing from Justice Fence Company in the amount not to exceed \$7,979.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE PURCHASE OF FENCING FOR THE  
INGHAM COUNTY ANIMAL SHELTER**

WHEREAS, Ingham County Animal Control and Shelter has an outdoor play yard where shelter dogs can go to get fresh air and mental stimulation; and

WHEREAS, due to the current size of this play yard, there are limitations on the number of dogs that can be exercised at once in this yard; and

WHEREAS, the Ingham County Sheriff's Office recently ceded an additional portion of land that is adjacent to the current play yard; and

WHEREAS, the Ingham County Animal Control & Shelter desires to expand the current play yard into three separate play yards; and

WHEREAS, the Ingham County Animal Control & Shelter submitted a request for proposal for this project and received quotes from Justice Fence Company and Dewitt Fence Company and the third vendor, Pro-Soil did not respond with a quote; and

WHEREAS, Justice Fence Company was the lowest quote at \$7,979.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract with Justice Fence Company in the amount not to exceed \$7,979 to be taken from existing Ingham County Animal Control & Shelter millage funds.

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 5b**

**TO:** Board of Commissioners Law & Courts Committee, Finance Committee  
**FROM:** Heidi Williams, Director, Ingham County Animal Control & Shelter  
**DATE:** June 27, 2023  
**SUBJECT:** Resolution to authorize purchase of a shade structure for the Ingham County Animal Shelter.  
For the meeting agendas of July 13, 2023 & July 19, 2023.

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**BACKGROUND**

This resolution is for the approval to purchase a commercial grade shade structure for the outdoor play yard at the Ingham County Animal Shelter from Penchura in the amount of \$20,915.60. Penchura is the only company that provides this type of shade structure for shelters.

**ALTERNATIVES**

If this resolution is not approved, the yard will continue to have limited use depending on the weather.

**FINANCIAL IMPACT**

Funding exists in the Ingham County Animal Shelter Millage Fund to cover this purchase.

**STRATEGIC PLANNING IMPACT**

This project fits with the Ingham County Goals of: (A) Service to Residents - provide easy access to quality, cost effective services that promote well-being and quality of life for the residents of Ingham County as it allows the ICACS to increase functionality of the existing play yard, allowing dogs to have more outdoor time which improves their mental health; (E) Facilities & Infrastructure - providing quality infrastructure as it upgrades and expands the Ingham County Animal Shelter facility.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the purchase of a commercial shade structure from Penchura in the amount of \$20,915.60.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE PURCHASE OF A COMMERCIAL GRADE SHADE STRUCTURE  
FROM PENCHURA FOR THE INGHAM COUNTY ANIMAL SHELTER**

WHEREAS, Ingham County Animal Control and Shelter has an outdoor play yard where shelter dogs can go to get fresh air and mental stimulation; and

WHEREAS, due to the position of this play yard on the West side of the shelter, the yard has no shade and direct sun exposure makes the yard very hot for the dogs, staff, and volunteers; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract with Penchura to purchase a commercial grade shade structure not to exceed the amount of \$20,915.60 to be taken from existing Ingham County Animal Control & Shelter millage funds.

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

## Agenda Item 6

**TO:** Board of Commissioners Law & Courts, County Services, and Finance Committees  
**FROM:** Barb Davidson, Director 9-1-1  
**DATE:** July 3, 2023  
**SUBJECT:** Approval to increase the wage of the special part-time 911 Central Dispatch Center background investigator positions  
*For the meeting agendas of Law & Courts on July 13, 2023, and Finance on July 19, 2023*

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### **BACKGROUND**

Ongoing staffing challenges in the 9-1-1 Center were identified as early as 2012. It was identified that the hiring process needed to be streamlined. We needed to reduce the time it took from receiving the applications to bringing a new employee on board. One of the most time-consuming parts of our hiring process is the law enforcement-level background check. Options were explored and with Resolution #12-437, we created and hired 3 special part-time employees to complete our background investigations at a rate of pay of \$25.00 per hour. With Resolution #16-455, we were authorized to hire 3 more special part-time investigators to keep up with the workload at the rate of \$25.00 per hour. This group of investigators continues to be essential in our hiring process. Their rate of pay has not changed since the creation of the position in 2012. Their work and thoroughness are crucial to continuing to find, evaluate, and onboard employees at the 9-1-1 Center in the shortest time possible.

### **ALTERNATIVES**

We can continue to pay their current rate of pay.

### **FINANCIAL IMPACT**

I reached out to the Human Resource Department for assistance on appropriate considerations for a wage increase for this group. After consulting with the Human Resource Department and Director, we evaluated the costs of living increases other Ingham County employees have received over the last 10 years. It was determined that would equate to a 10% increase in their current rate of pay. That would make the new rate \$27.50. The Human Resource Director agreed with this assessment and recommended increase.

### **OTHER CONSIDERATIONS**

This request was not initiated by the investigators. Their work is excellent and invaluable to the operation of the Center. Having thorough information about our hires is essential to ensure the confidentiality of the information our staff is privy to. This background information also helps us streamline a new employee's training process which can be quite lengthy. Having information to build that plan will ultimately reduce training time which could then reduce overtime and reduce some of the stress on our current staff.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to increase the special part-time background investigators' hourly rate to \$27.50.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION FOR APPROVAL TO INCREASE THE WAGE OF THE SPECIAL PART-TIME  
9-1-1 CENTRAL DISPATCH CENTER BACKGROUND INVESTIGATOR POSITIONS**

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

WHEREAS, the current staffing level requires the hiring of new employees to fill currently open positions as well as future positions that become available; and

WHEREAS, the 9-1-1 Center requires a law enforcement level background investigation to be completed on each new employee, and currently has six special part-time 9-1-1 Central Dispatch Background Investigator positions, established under Resolutions #12-437 and #16-455; and

WHEREAS, the 9-1-1 Center's special part-time 9-1-1 Central Dispatch Background Investigators are essential in the 9-1-1 Center's hiring process and their excellent work continues to help keep it as streamlined as possible which positively affects the Center; and

WHEREAS, the wage for this position has not changed since its creation in 2012; and

WHEREAS, with the consultation and approval of the Human Resource Director, an increase from \$25.00 hourly to \$27.50 is recommended.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the wage adjustment of the special part-time 9-1-1 Dispatch Center Background Investigator position from \$25.00 per hour to \$27.50 per hour, effective the first full pay period following the approval of this resolution.

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

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** July 3, 2023  
**SUBJECT:** Capital Area District Libraries Library of Things  
For the meeting agenda of July 17, 2023 Human Services and July 19, 2023 Finance

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**BACKGROUND**

The Library of Things service at Capital Area District Libraries supports lifelong learning and creativity. The Library of Things allows adult cardholders to borrow practical, hands-on items to learn new skills, explore areas of interest or help with everyday tasks. The Ingham County Park staff wish to partner with the Capital Area District Libraries to encourage individuals to learn and explore the Ingham County Parks.

**ALTERNATIVES**

To not offer this experience.

**FINANCIAL IMPACT**

Fees that might have been collected if we did not offer free opportunities.

**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 June 12, 2023 meeting.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County Parks to participate in the Capital Area District Libraries' Library of Things.

# Ingham County Park Passes

- Pass covers parking and entry at all Ingham County parks
- Includes an 1 hour pedal boat rental (pedal boat holds up to 4 people) at Hawk Island or Burchfield Park
- Includes a Disc Golf Day Pass and a one round equipment rental for up to 4 people (Disc Golf is available at Burchfield Park and Lake Lansing North)
- Start with a total of 42 passes
- Checkout for 1 weeks
- CADL will create passes
- Use DVD cases, same as Zoo Passes – Ingham County Parks to supply information they would like included in the DVD case, feel free to include marketing materials about park events



## **ENTRY FOR 1 HOUSEHOLD + PARKING AT ALL INGHAM COUNTY PARKS**

Visit [pk.ingham.org](http://pk.ingham.org) for park hours and individual park details

### **Hawk Island and Burchfield Park Additions**

- 1 hour pedal boat rental (pedal boat holds up to 4 people)  
(Memorial Day—Labor Day, Staff Dependent)

### **Burchfield Park and Lake Lansing North Additions**

- Disc Golf Day Pass and a one round equipment rental for up to 4 people

**RETURN:** 7 Days After Checkout to any CADL branch

Questions or Concerns, please contact 517-676-2233

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE INGHAM COUNTY PARKS TO PARTICIPATE IN THE  
CAPITAL AREA DISTRICT LIBRARIES LIBRARY OF THINGS**

WHEREAS, the Library of Things service at Capital Area District Libraries supports lifelong learning and creativity; and

WHEREAS, Library of Things allows adult cardholders to borrow these practical, hands-on items to learn new skills, explore areas of interest, or help with everyday tasks; and

WHEREAS, park staff wish to partner with the Capital Area District Libraries to encourage individuals to learn and explore the Ingham County Parks; and

WHEREAS, park staff has worked with the Capital District Libraries to develop a Library Park Pass to be offered for check out at the Capital Area District Libraries.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Ingham County Parks Department to participate in the Capital Area District Libraries Library of Things.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes Capital Area District Libraries to create 42 park passes, including park entry to all parks, one-hour pedal boat rental, and a Disc Golf Day Pass and a one-round equipment rental for up to 4 people.

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

**TO:** Board of Commissioners Human Services & Finance Committees

**FROM:** Tim Morgan, Parks Director

**DATE:** July 3, 2023

**SUBJECT:** Contract with Laux Construction

For the meeting agenda of July 17, 2023 Human Services and July 19, 2023 Finance

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**BACKGROUND**

The Purchasing Department solicited proposals from qualified and experienced general contractors to enter into a contract for the purpose of making improvements to Hawk Island County Park. The general scope of work includes, but is not limited to: 1) new paved paths, in lieu of the boardwalk along bank of the lake; 2) three (3) new fishing piers/overlook docks; 3) amenities will include a recycled plastic bench, a recycled plastic trash receptacle, recycled bollards and an interpretive sign; 4) native landscaping will be included to replace the removed trees and vegetation along the bank of the lake; and 5) parking lot striping to delineate the American with Disabilities Act (ADA) parking spaces. 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.

**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 \$984,787.37. Funding has been established as follows:

Trust Fund Grant #19-0116	300,000.00
Land & Water Grant #26-01823	292,100.00
Millage TR059	523,500.00
TOPO	15,000.00
Fish Stocking	10,000.00
<b>Total Awarded</b>	<b>1,140,600.00</b>
Prime Commitment (LAP 1448-21A)	(37,123.00)
Prime Commitment (LAP 1448-21B)	(30,357.00)
<b>Total before construction</b>	<b>1,073,120.00</b>
Construction	(984,787.37)
Construction Contingency	(70,000.00)
<b>Total after construction</b>	<b>18,332.63</b>
Fish Stocking	(10,000.00)
Permit Fees (EGLE & COL)	(2,500.00)
Striping of path & handicap spots	(3,000.00)
<b>Total Remaining</b>	<b>2,332.63</b>

**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 June 12, 2023 meeting.

**RECOMMENDATION**

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

TO: Timothy Morgan, Director, Parks Department  
CC: Brian Collins, Deputy Director, Parks Department  
FROM: James Hudgins, Director of Purchasing  
DATE: May 11, 2023  
RE: Memorandum of Performance for RFP #59-23 Improvements to Hawk Island County Park

Per your request, the Purchasing Department sought proposals from qualified and experienced contractors to enter into a contract for the purpose of making improvements to Hawk Island County Park.

There are two Michigan Department of Natural Resources (MDNR) grants that are being utilized to fund this project:

**1. TRUST FUND GRANT PROJECT**

This project entails moving the access route to the south end of the lake including but not limited to, 1) a new paved path, in lieu of the boardwalk along bank of the lake, 2) Three (3) new fishing piers / overlook docks, 3) Amenities will include a recycled plastic bench, a recycled plastic trash receptacle, recycled bollards and an interpretive sign. 4) Native landscaping will be included to replace the removed trees and vegetation along the bank of the lake and 5) Parking lot striping to delineate the ADA parking spaces

**2. LAND & WATER CONSERVATION FUND (LWCF) GRANT PROJECT**

The proposed project includes, but is not limited to, 1) An accessible canoe/kayak launch, 2) A new floating pedal boat / row boat dock with slips, 3) New concrete walks, 4) Amenities will include a recycled plastic bench, a recycled plastic trash receptacle, recycled bollards and an interpretive sign, 5) Native landscaping will be included to replace the removed trees and vegetation along the bank of the lake, and 6) Parking lot striping to delineate the ADA parking spaces.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	97	18
Vendors attending pre-bid/proposal meeting	9	4
Vendors responding	3	1

Summary of the vendors' costs:

Vendor Name	Local Preference	Base Bid
Laux Construction	Yes, Mason MI	\$984,787.37
Orion Construction	No, Grand Rapids MI	\$1,047,185.00
E.T. Mackenzie Company	No, Grand Ledge MI	\$1,179,389.70

*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](mailto:jhudgins@ingham.org) or by phone at 676-7309.*

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 HAWK ISLAND COUNTY PARK**

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

WHEREAS, this general scope of work includes, but is not limited to: 1) new paved paths, in lieu of the boardwalk along bank of the lake; 2) three (3) new fishing piers/overlook docks; 3) amenities will include a recycled plastic bench, a recycled plastic trash receptacle, recycled bollards and an interpretive sign; 4) native landscaping will be included to replace the removed trees and vegetation along the bank of the lake; and 5) parking lot striping to delineate the Americans with Disabilities Act (ADA) parking spaces; and

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

WHEREAS, there is \$1,140,600 available in line item 228-62800-967000-TR059 per Resolutions #20-349 and #21-411.

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 \$984,787.37 for improvements to Hawk Island County Park.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a contingency not to exceed \$70,000 to cover any additional work items to be completed by staff in-house and/or expenditure by Laux Construction of which must be mutually agreed on in writing between the Parks Director (or designee) and Laux Construction before work on such work items is begun.

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

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** July 3, 2023  
**SUBJECT:** Contract Extension with Spicer Group, Inc. for Consulting Services  
For the meeting agenda of July 17, 2023 Human Services and July 19, 2023 Finance

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**BACKGROUND**

The Board of Commissioners passed Resolution #20-560 to authorize a three-year contract with Spicer Group Inc., for the purpose of providing consulting services to and assisting the Ingham County Parks staff with the delivery of millage related items, with an option to renew the contract for an additional three-year period. Ingham County Parks staff and the Park Commission recommend renewing the contract with Spicer Group Inc. for an additional three years as detailed in Exhibit A.

**ALTERNATIVES**

Ingham County Park staff does not have the engineering expertise that the consultant is able to provide.

**FINANCIAL IMPACT**

Board of Commissioners Resolution #20-560 authorized \$322,557 for a three-year contract. This resolution extends the contract for an additional three years. The fourth, fifth, and sixth year cost will be included in the Parks Department’s future budget request for the appropriate amount each year of \$109,850 for 2024, \$110,980 for 2025 and \$112,000 for 2026, which includes Spicer Group’s attendance at Park Commission, Board of Commissioners, and other meetings, if required and requested, at a cost of \$400.00 per meeting:

Budget Year	Yearly Amount	Meeting Fee	Total
2021	\$102,738.00	\$3,750.00	\$106,488.00
2022	\$103,765.38	\$3,750.00	\$107,515.38
2023	\$104,803.03	\$3,750.00	\$108,553.03
2024	\$105,850.00	\$4,000.00	\$109,850.00
2025	\$106,980.00	\$4,000.00	\$110,980.00
2026	\$108,000.00	\$4,000.00	\$112,000.00

The financial impact from this request will be an additional \$332,830 from the Trails and Parks Millage Fund balance.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

The Parks & Recreation Commission supported this resolution unanimously with the passage of a motion at their June 12, 2023 meeting.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend the resolution authorizing an amendment to the contract with Spicer Group, Inc. be approved.

**Exhibit A**



May 4, 2023

Tim Morgan, Director  
Ingham County Parks  
121 E. Maple St., Suite 102  
Mason, MI 48854

RE: Professional Consulting Services Contract Extension, Contract #153-20  
Ingham County, MI

Tim,

At your request, we are providing you with our proposal to extend our contract for the Parks and Trails Professional Consulting Services, Packet #153-20.

**Background**

Spicer Group has been assisting Ingham County in administration tasks related to their Trails and Parks Millage. The Ingham County Trails and Parks millage generates approximately \$4 million dollars per year. With this millage, the County has successfully offered grant funding to communities within the County, to create and maintain a sustainable countywide system of recreation trails and adjacent parks.

Administering this program is a good deal of work. Ingham County would like to continue our assistance with the administration of this grant program regarding several specified tasks. Listed below are the 13 tasks we have been assisting the County with and an associated scope of work for each item.

**Scope of Work / Fee**

Our Scope of Work is divided into specific tasks, as follows:

**TASK #1. EVALUATING APPLICATIONS** – We will receive and review applications from the millage programs with oversight from the Director for Ingham County Parks and Trails and Parks Millage Coordinator. This review will include:

- **Validating cost estimates submitted with each application for completeness and accuracy.** Spicer will review the projects and their cost estimates submitted with each application. We will compare the estimates with current cost data for accuracy and assist the communities in providing the best estimates for their proposed projects.
- **Providing funding recommendations on project viability to the Parks Director, Park Commission and Board of Commissioners.** Based on the review of the projects and estimates, Spicer Group, with assistance and input from the County, will provide a Viability Report for each project. These reports will be distributed to each community prior to their presentation to the Park Commission so they can respond to any project concerns. Following the presentation, the Viability Reports will be finalized for the Park Commission who will use them when scoring the projects.
- **Compiling the scoring of the applications for the Park Commission.** Once the Park Commissioners have scored each application, Spicer Group will compile the scores into the scoring system developed by

May 4, 2023

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the Park Commission. A scoring report will be developed showing each project's score, park commissioners' comments, and a summary of the project in alphabetical and scoring order.

**Fee:** Our anticipated fee for this task is based on an expected amount of 40 hours of effort per year. This equates to \$18,180 (broken down by year: year 4 - \$6,000, year 5 - \$6,060, year 6 – \$6,120).

**TASK #2. GIS MAPPING** – Develop maps of existing trails and planned trails within the boundaries of the existing County Parks, as needed. Spicer Group will produce GIS documents and printable copies for each of the four County Parks including Lake Lansing North and South, Burchfield, and Hawk Island.

**Fee:** Our anticipated fee for this task is based on an expected amount of 58 hours of effort per year. This equates to \$21,982 (broken down by year: year 4 - \$7,250, year 5 - \$7,337, year 6 – \$7,395).

**TASK #3. OVERSEE PROJECTS** – All projects awarded millage grants will be monitored from inception to completion to ensure conformance to standards, plans and specifications. Once the projects are awarded, it will be necessary to review the progress of each project on-site to ensure they are moving forward.

**Fee:** Our anticipated fee for this task is based on an expected amount of 180 hours of effort per year. This equates to \$81,810 (broken down by year: year 4 - \$27,000, year 5 - \$27,270, year 6 – \$27,540).

**TASK #4. PERFORM A “PROJECT AUDIT”** – Once a project completes construction, Spicer Group will complete a final inspection of the project to oversee the work of the Contractor and ensure compliance with the contract, including inspection of the work for conformance to standards, specifications, and guidelines.

**Fee:** Our anticipated fee for this task is based on an expected amount of 48 hours of effort per year. This equates to \$21,816 (broken down by year: year 4 - \$7,200, year 5 - \$7,272, year 6 – \$7,344).

**TASK #5. TRACK ALL FINANCIAL ASPECTS** – Spicer Group will continue to track projects through the developed Millage Management Excel spreadsheet developed over the past four years. This will be updated monthly, or as requested, and provided regularly to the County. To provide these updates, Spicer Group will:

- Request MUNIS reports from Ingham County Finance office on expenditures, quarterly, or as needed.
- Work with park staff to update projects and funding.
- Regularly review County resolutions and update information in the spreadsheet.
- Provide regular reports to each community so they can update their project status.
- Gather project status data from each community.

**Fee:** Our anticipated fee for this task is based on an expected amount of 124 hours of effort per year. This equates to \$56,358 (broken down by year: year 4 - \$18,600, year 5 - \$18,786, year 6 – \$18,972).

**TASK #6. FIELD ENGINEERING STUDIES** – A variety of engineering field studies pertaining to bridge evaluation according to MDOT standards will be conducted, as needed.

**Fee:** Our anticipated fee for this task is based on an expected amount of 28 hours of effort per year. This equates to \$10,612 (broken down by year: year 4 - \$3,500, year 5 - \$3,542, year 6 – \$3,570).

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**TASK #7. CONDUCT PASER RATINGS** – A variety of engineering field studies pertaining to Pavement Surface Evaluation and Rating (PASER) ratings and pavement thickness will be conducted, as needed.

**Fee:** Our anticipated fee for this task is based on an expected amount of 32 hours of effort per year. This equates to \$14,544 (broken down by year: year 4 - \$4,800, year 5 - \$4,848, year 6 – \$4,896).

**TASK #8. WAYFINDING** – Spicer Group will assist the County in the implementation of future phases of the Trails Wayfinding Sign program.

- We will work with the participating communities to identify the signage needs, compile the information, coordinate the sign development with the sign contractor, assist with specifications and
- drawings for installation, assist with any needed estimates, and work with the County to oversee the installation of all signs.
- Once the signs are installed, Spicer Group will GPS the location of each sign and add it to the County's GIS system. This data will be shared with Ingham County 911 to utilize on the trail systems when they are trying to locate victims.

**Fee:** Our anticipated fee for this task is based on an expected amount of 90 hours of effort per year. This equates to \$40,905 (broken down by year: year 4 - \$13,500, year 5 - \$13,635, year 6 – \$13,770).

**TASK #9. GRANT APPLICATIONS AND RFP DEVELOPMENT** – Assist the County with:

- Prepare the design and cost estimates for projects proposed in the County Parks Capital Action Plan, and as directed by the Parks Director and/or Trails Coordinator.
- Prepare grant applications for each project through the determined grant program (i.e. DNR, County, or other public or private grant agency).
  - Pre-score the DNR application to determine the best grant program to target.
  - Develop the application on MiGrants online grant application.
  - Determine the local match amount.
  - Prepare the location map, legal boundary map.
  - Prepare a conceptual site plan showing the proposed improvements in relationship to the existing facilities.
  - Develop a preliminary floor plan of any proposed building improvements, where required.
  - Review and complete the environmental checklist and SHPO submittals for any Land and Water Conservation Fund grants. These are not required to be submitted when the application is submitted.
  - Write the supporting grant narrative text.
  - Produce photographs of the site showing the existing conditions and proposed improvement locations.
  - Produce the Notice of Intent Form and Transmittal Letter to the regional planning agency.
  - Compile the requirements for the grant applications and upload them to the online application.
  - Assist the County in submitting the grant application to the MDNR.
- County Responsibilities would include:
  - Assist and provide information for the application form as needed (i.e., property deeds, plat map information, property descriptions, etc.)
  - Obtain attorney signature on documentation of site control form.
  - Advertise and host a public meeting.

May 4, 2023

Page 4 of 6

- Obtain documentation from people with disabilities or a disability group regarding the project.
- Obtain letters of support for the project.
- Produce approved public meeting minutes.
- Certify a resolution from the Board of Commissioners.
- Review and submit the application.
- Assist the County in developing an RFP to aid the County in soliciting proposals for prime professional services for the design, grant administration, bidding, and construction administration of each grant project. The RFP would, at a minimum, meet all requirements of the MDNR grant for prime professional and the requirements of the County Purchasing Department.

**Fee:** Our anticipated fee for this task is based on an expected amount of 68 hours of effort per year. This equates to \$25,772 (broken down by year: year 4 - \$8,500, year 5 - \$8,602, year 6 – \$8,670).

**TASK #10. UPDATE COMPREHENSIVE REPORT MAPS** – Work with the County and stakeholders to update the maps in the Comprehensive Report developed in 2015/16. There are many projects that have been completed with the Trails and Parks Millage funds and these projects have quickly outdated the 2015/16 maps.

- Spicer Group will develop updated maps showing clear detail of critical connections in the
- entire County Trails systems, identify missing links, and recommend priorities in the regional system for connecting communities.
- Verify on-road bike lanes within the current plans/maps and the status of the widths of those identified bike lanes.
- Coordinate with the Ingham County Road Department and park staff.

**Fee:** Our anticipated fee for this task is based on an expected amount of 32 hours of effort per year. This equates to \$14,544 (broken down by year: year 4 - \$4,800, year 5 - \$4,848, year 6 – \$4,896).

**TASK #11. PRIORITY TRAILS** - Provide costs and designs for the priority trails outlined in the Trails and Parks Comprehensive Report.

- Drive and study the routes to determine the proposed routes and any challenges that will have to be overcome.
- Develop a conceptual plan showing the proposed route and any potential phasing.
- Prepare preliminary estimates of costs broken down by phases.
- Work with the Trails Coordinator, park staff, Park Commission, and Board of Commissioners to apply for grant funds to complete these important linkages, including:
  - Holt to Mason Trail (from College Road to the Hayhoe Trail)
  - Ram 2 Burchfield Trail
  - MSU to Lake Lansing, Phase 3
- Communicate with MDOT and DART manufacturing, as well as all local entities, stakeholders and communities.

**Fee:** Our anticipated fee for this task is based on an expected amount of 24 hours of effort per year. This equates to \$10,908 (broken down by year: year 4 - \$3,600, year 5 - \$3,636, year 6 – \$3,672).

**TASK #12. REPORTING OF CONSULTANT'S TIME** – Spicer Group will track and provide detailed reports regularly showing the amount of time spent on each task.

Fee: Our anticipated fee for this task is based on an expected amount of 11 hours of effort per year. This equates to \$3,399 (broken down by year: year 4 - \$1,100, year 5 - \$1,144, year 6 - \$1,155).

**TASK #13. MEETINGS** – Spicer Group will attend meetings with the Park Commission, Board of Commissioners, or other agencies, as needed.

Fee: Our anticipated fee for this task is based on an expectation of attending 10 meetings per year, which equates to \$12,000.

#### **Additional Services**

Additional services related to this project will be furnished by us after you authorize the work. Our fee for the additional services will be determined at the time they are agreed to and rendered.

#### **Fee Schedule**

Our proposed fee to complete these services can be found above and on the attached spreadsheet. When we add up the anticipated task efforts for:

- Year 4, the total estimated hourly fee is in the amount of **\$105,850**.
- Year 5, the total estimated hourly fee is in the amount of **\$106,980**.
- Year 6, the total estimated hourly fee is in the amount of **\$108,000**.

If, or when, we approach that number, we would let the park staff know that we are within say 15% of the upper limit. At that time the County could determine to either limit additional work or utilize additional dollars.

It is also our understanding that the Ingham County Park Staff will be responsible for communication with the Park Commission and Board of Commissioners, however if our attendance is required at one of these meetings, our fee for this will be in addition to the amount above, at a rate of **\$400 per meeting**.

Once we have done this work for a year or two, I think both parties will have a better understanding of what work is involved and the level of assistance needed.

May 4, 2023  
Page 6 of 6

We deeply appreciate your confidence in Spicer, and we look forward to working with you and for you on your project.

Sincerely,



**Cynthia A. Todd, PLA**  
Director of Planning



**Tanya M. Moore, PLA, CPSI, ASLA**  
Landscape Architect/Planner

**SPICER GROUP, INC.**

230 S. Washington Avenue  
Saginaw, MI 48607  
Phone: (989) 754-4717 ext. 5568  
Fax: (989) 754-4440  
mailto: [robe@spicergroup.com](mailto:robe@spicergroup.com)

Cc: SGI File 129934SG2023  
KEF, Acctg.

Scope Item Descriptions in RFP	YEAR 4		YEAR 4	YEAR 5		YEAR 5	YEAR 6		YEAR 6
	Estimated Hours	Rate/Hour	Total Not-to Exceed	Estimated Hours	Rate/Hour	Total Not-to Exceed	Estimated Hours	Rate/Hour	Total Not-to Exceed
1. Evaluate Applications	40	\$150.00	\$6,000.00	40	\$151.50	\$6,060.00	40	\$153.00	\$6,120.00
2. GIS Mapping	58	\$125.00	\$7,250.00	58	\$126.50	\$7,337.00	58	\$127.50	\$7,395.00
3. Oversee & Follow up on awarded projects & monitor ongoing projects	180	\$150.00	\$27,000.00	180	\$151.50	\$27,270.00	180	\$153.00	\$27,540.00
4. Project Audit Post Completion	48	\$150.00	\$7,200.00	48	\$151.50	\$7,272.00	48	\$153.00	\$7,344.00
5. Track Financial Aspects	124	\$150.00	\$18,600.00	124	\$151.50	\$18,786.00	124	\$153.00	\$18,972.00
6. Field Engineering Studies (Bridges)	28	\$125.00	\$3,500.00	28	\$126.50	\$3,542.00	28	\$127.50	\$3,570.00
7. Conduct PASER Ratings	32	\$150.00	\$4,800.00	32	\$151.50	\$4,848.00	32	\$153.00	\$4,896.00
8. Wayfinding	90	\$150.00	\$13,500.00	90	\$151.50	\$13,635.00	90	\$153.00	\$13,770.00
9. Grant Applications and RFP Development	68 (2 grant app.)	\$125.00	\$8,500.00	68 (2 grant app.)	\$126.50	\$8,602.00	68 (2 grant app.)	\$127.50	\$8,670.00
10. Update Comprehensive Report Maps	32	\$150.00	\$4,800.00	32	\$151.50	\$4,848.00	32	\$153.00	\$4,896.00
11. Priority Trails Studies	24	\$150.00	\$3,600.00	24	\$151.50	\$3,636.00	24	\$153.00	\$3,672.00
12. Reporting of Consultant's Time	11	\$100.00	\$1,100.00	11	\$104.00	\$1,144.00	11	\$105.00	\$1,155.00
<b>OVERALL TOTALS:</b>	<b>735</b>		<b>\$105,850.00</b>	<b>735</b>		<b>\$106,980.00</b>	<b>735</b>		<b>\$108,000.00</b>
13. Attendance at Park Commission, BOC, and other meetings	10 Each	\$400.00	\$4,000.00	10	\$400.00	\$4,000.00	10	\$400.00	\$4,000.00

NOTE: We anticipate an annual increase of 1% or the rate of inflation, whichever is greater.



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A THREE-YEAR CONTRACT EXTENSION WITH SPICER GROUP, INC. TO PROVIDE CONSULTING SERVICES FOR CERTAIN TRAILS AND PARKS MILLAGE RELATED ITEMS**

WHEREAS, through Resolution #20-560 the Ingham County Board of Commissioners authorized entering into a three-year contract with Spicer Group Inc., a consultant with various personnel with very diverse skill sets to assist County staff with the Trails and Park Millage for a first-year cost of \$106,488, second-year cost of \$107,515.38, and third-year cost of \$108,553.03; and

WHEREAS, the Board of Commissioners approved an option to renew the contract for an additional three-year period; and

WHEREAS, the Parks Department would like to exercise a three-year contract extension with Spicer Group Inc.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes extending the contract with Spicer Group, Inc., for an additional three years for an estimated fourth-year cost of \$105,850, an estimated fifth-year cost of \$106,980 and an estimated sixth-year cost of \$108,000 from the Trails and Parks Millage fund to provide consulting services to the Ingham County Parks staff for the delivery of certain millage related items.

BE IT FURTHER RESOLVED, that the Board of Commissioners also authorizes Spicer Group’s attendance at Park Commission, Board of Commissioners, and other meetings, if required and requested, at a cost of \$400.00 per meeting, for a three-year total of \$12,000 for a total contract amount not to exceed \$332,830.

BE IT FURTHER RESOLVED, that the fourth, fifth, and sixth year cost will be included in the Parks Department’s future budget request for the appropriate amount each year:

Budget Year	Yearly Amount	Meeting Fee	Total
2024	\$105,850	\$4,000	\$109,850
2025	\$106,980	\$4,000	\$110,980
2026	\$108,000	\$4,000	\$112,000

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:** Board of Commissioners Human Services and Finance Committees

**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer

**DATE:** June 30, 2023

**SUBJECT:** Authorization to Amend Resolution #23-295 with Birth Kalamazoo, LLC

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

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to amend Resolution #23-295 with Birth Kalamazoo (formerly known as Heart Soul Birth Pros) to change the formal name to Birth Kalamazoo, LLC, and to further clarify the terms of the agreement effective June 1, 2023 through May 31, 2025 in amount not to exceed \$20,000. Through Resolution #23-295, Birth Kalamazoo LLC was authorized to provide DONA International (formerly known as Doulas of North America) approved doula training for two groups of 10 new doulas, to support the development of an Ingham County Black Doula Cohort. This amendment will establish the transfer of a new name, will allow Birth Kalamazoo, LLC to provide birth and/or postpartum doula services to two groups of new doulas, and will provide ongoing support for the implementation of the Doula Cohort representing Black birthing people.

**ALTERNATIVES**

Not amending this agreement will forfeit critical opportunities for ICHD to provide essential Doula training.

**FINANCIAL IMPACT**

All costs associated with this agreement are included in and contingent upon acceptance of the resolution to accept funding from and enter into an agreement with the Michigan Health Endowment Fund for the Ingham County Black Doula Cohort.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize amending Resolution #23-295 to provide birth and/or postpartum doula services to the two groups of doulas, and to change the name (formerly Heart Soul Birth Pros) to Birth Kalamazoo, LLC, effective June 1, 2023 through May 31, 2025 in an amount not to exceed \$20,000.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #23-295 TO AUTHORIZE AN AGREEMENT WITH BIRTH KALAMAZOO, LLC**

WHEREAS, Ingham County Health Department (ICHD) wishes to amend Resolution #23-295 with Birthing Kalamazoo, (formerly known as Heart Soul Birth Pros) in an amount not to exceed \$20,000 to change the formal name to Birth Kalamazoo, LLC and to amend the terms of the agreement effective June 1, 2023 through May 31, 2025 in amount not to exceed \$20,000; and

WHEREAS, through Resolution #23-295, Birth Kalamazoo LLC was authorized to provide DONA International (formerly known as Doulas of North America) approved doula training for two groups of 10 new doulas, to support the development of an Ingham County Black Doula Cohort; and

WHEREAS, this amendment will establish the transfer of a new name and will allow Birth Kalamazoo, LLC to provide birth and/or postpartum doula services to two new groups of doulas; and

WHEREAS, Birth Kalamazoo, LLC will provide ongoing support for the implementation of the Doula Cohort representing Black birthing people; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize amending Resolution #23-295 with Birthing Kalamazoo, LLC (formerly known as Heart Soul Birth Pros) in an amount not to exceed \$20,000 to change the formal name to Birth Kalamazoo, LLC and to provide birth and/or postpartum doula services to two groups of new doulas, effective June 1, 2023 through May 31, 2025 in amount not to exceed \$20,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #23-295 with Birthing Kalamazoo, LLC (formerly known as Heart Soul Birth Pros) in an amount not to exceed \$20,000 to change the formal name to Birth Kalamazoo, LLC and to provide birth and/or postpartum doula services to two groups of new doulas, effective June 1, 2023 through May 31, 2025 in amount not to exceed \$20,000.

BE IT FURTHER RESOLVED, that Birth Kalamazoo, LLC will provide ongoing support in the implementation of the Doula Cohort representing Black birthing people.

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

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** July 3, 2023  
**SUBJECT:** Authorization to Amend Resolution #23-354 with United Way of South Central Michigan  
For the meeting agendas of July 17, and July 19, 2023

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to amend Resolution #22-354 to extend and increase the agreement with Capital Area United Way (CAUW), now merged with and doing business as United Way of South Central Michigan, effective October 1, 2022 through September 30, 2023 in an amount not to exceed \$42,233.62. The Capital Area Behavioral Risk Factor Survey (Capital Area BRFS) measures a number of health indicators and quality of life indices including chronic diseases, cigarette and alcohol use, obesity, physical activity, and neighborhood safety. Data from the Capital Area BRFS is essential to the Healthy! Capital Counties Community Health Assessment done in collaboration with two neighboring health departments and the three local hospitals in the region.

The collaborative agreement was originally authorized through Resolution #05-148 and amended in Resolutions #06-205, #07-154, #08-239, #09-197, #10-023, #11-399, #13-16, #14-226, #15-176, #16-405, #17-325, #18-028, #19-196, #20-355, and #21-458. Collaborative activities have continued since the agreement's inception. Under this agreement, United Way has coordinated funding from Barry-Eaton District Health Department (BEDHD), Mid-Michigan District Health Department (MMDHD), and ICHD to administer the Capital Area BRFS. This resolution will authorize an amendment to the agreement with United Way and enable data collection to continue.

**ALTERNATIVES**

If this contract is not extended, the Capital Area BRFS data collection will not continue.

**FINANCIAL IMPACT**

ICHD will provide CAUW \$42,233.62 under the extended agreement. These funds are included in ICHD's 2023 budget with \$3,000 of the costs to be paid for by funds from the Michigan Department of Licensing and Regulatory Affairs (LARA) as authorized through Resolution #23-109. Additionally, Michigan Department of Health and Human Services (MDHHS) will pay \$2,250 as part of the Minority Health Community Capacity Building (MHCCB) grant funding previously accepted.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to amend the collaborative agreement with the CAUW now merged with and doing business as United Way of South Central Michigan, effective October 1, 2022 through September 30, 2023 in an amount not to exceed \$42,233.62.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AMENDING RESOLUTION #22-354 WITH  
UNITED WAY OF CENTRAL MICHIGAN**

WHEREAS, Ingham County Health Department (ICHD) wishes to amend Resolution #22-354 to extend and increase the agreement with Capital Area United Way (CAUW), now merged with and doing business as United Way of South Central Michigan, effective October 1, 2022 through September 30, 2023 in an amount not to exceed \$42,233.62; and

WHEREAS, the Capital Area Behavioral Risk Factor Survey (Capital Area BRFS) measures a number of health indicators and quality of life indices including chronic diseases, cigarette and alcohol use, obesity, physical activity, and neighborhood safety; and

WHEREAS, data from the Capital Area BRFS is essential to the Healthy! Capital Counties Community Health Assessment done in collaboration with two neighboring health departments and the three local hospitals in the region; and

WHEREAS, the collaborative agreement was originally authorized through Resolution #05-148 and amended in Resolutions #06-205, #07-154, #08-239, #09-197, #10-023, #11-399, #13-16, #14-226, #15-176, #16-405, #17-325, #18-028, #19-196, #20-355, #21-458, and #22-354, and collaborative activities have continued since the agreement's inception; and

WHEREAS, under this agreement the United Way of South Central Michigan has coordinated funding from Barry-Eaton District Health Department (BEDHD), Mid-Michigan District Health Department (MMDHD), and ICHD to administer the Capital Area BRFS; and

WHEREAS, this resolution will authorize an amendment to the agreement with United Way of South Central Michigan and enable data collection to continue; and

WHEREAS, these funds are included in ICHD's 2023 budget with \$3,000 of the cost to be paid for with funds from the Michigan Department of Licensing and Regulatory Affairs (LARA) as authorized through resolution #23-109; and

WHEREAS, additionally, \$2,250 of the cost will be paid for by funds from Michigan Department of Health and Human Services (MDHHS) as part of the Minority Health Community Capacity Building (MHCCB) grant funding previously accepted; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize amending Resolution #22-354 with United Way to coordinate the Capital Area BRFS, effective October 1, 2022 through September 30, 2023 in an amount not to exceed \$42,233.62.

THEREFORE BE IT RESOLVED, that that the Ingham County Board of Commissioners authorizes amending Resolution #22-354 with United Way to coordinate the Capital Area BRFS, effective October 1, 2022 through September 30, 2023 in an amount not to exceed \$42,233.62.

BE IT FURTHER RESOLVED, that these funds are included in ICHD's 2023 budget with \$3,000 of the cost to be paid for with funds from the Michigan Department of Licensing and Regulatory Affairs (LARA) as authorized through Resolution #23-109.

BE IT FURTHER RESOLVED, that \$2,250 of the costs will be paid for by funds from Michigan Department of Health and Human Services (MDHHS) as part of the Minority Health Community Capacity Building (MHCCB) grant funding previously accepted.

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.

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** June 22, 2023  
**SUBJECT:** Authorization to Amend Resolution #20-566 with Amalgam LLC  
For the meeting agendas of July 17 and July 19, 2023

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**BACKGROUND**

Ingham County Health Department's (ICHD) Environmental Health (EH) Department wishes to amend Resolution #20-566 with Amalgam LLC to expand our use of the web-based application by implementing FetchEH, effective August 1, 2023 through July 31, 2025 in an amount not to exceed \$14,000. FetchEH will give ICHD's EH Department the capacity to implement electronic permitting for wells and onsite wastewater treatment systems, to perform inspections, to manage data, and for administrative functions for the following programs: Food, Body Art, Pools, Campgrounds, Pollution Prevention (P2), Tobacco, and Complaints. This expanded use of FetchEH will integrate all EH programs into a single platform, improving access to information within the division and in conjunction with other county, state, and federal GIS data layers. FetchEH will replace the antiquated Sword Solutions platform which has been in use for over 25 years but has limited functionality with no prospect of future updates.

**ALTERNATIVES**

ICHD could continue using Sword Solutions, but this platform is limiting and does not have the ability to combine EH programs into a single platform.

**FINANCIAL IMPACT**

The proposed agreement would cost a total of \$14,000 for two years of service, payable in two \$7,000 yearly installments. The cost of this agreement will be funded by the General Operating Budget.

**STRATEGIC PLANNING IMPACT**

Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County. Strategy 1. Strive to make facilities and services user-friendly b. Expand Medicaid enrollment activities throughout Ingham County. e. Expand access to health care for County residents, with an emphasis on the uninsured and the under-insured.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize amending Resolution #20-566 with Amalgam LLC to implement FetchEH effective August 1, 2023 through July 31, 2025 in an amount not to exceed \$14,000.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #20-566 WITH AMALGAM LLC**

WHEREAS, Ingham County Health Department's (ICHHD) Environmental Health (EH) Department wishes to amend Resolution #20-566 with Amalgam LLC to expand our use of the web-based application by implementing FetchEH, effective August 1, 2023 through July 31, 2025 in an amount not to exceed \$14,000; and

WHEREAS, FetchEH will give ICHHD the capacity to implement electronic permitting for wells and onsite wastewater treatment systems, to perform inspections, to manage data, and for administrative functions for the following programs: Food, Body Art, Pools, Campgrounds, Pollution Prevention (P2), Tobacco, and complaints; and

WHEREAS, this expanded use of FetchEH will integrate all EH programs into a single platform, improving access to information within the division and in conjunction with other county, state, and federal Geographic Information System (GIS) data layers; and

WHEREAS, FetchEH will replace the antiquated Sword Solutions platform which has been in use for over 25 years and has limited functionality with no prospect for future updates; and

WHEREAS, all costs for this agreement will be covered by the General Operating Budget; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize amending Resolution #20-566 with Amalgam LLC to implement the web-based application Fetch EH, effective August 1, 2023 through July 31, 2025 in an amount not to exceed \$14,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #20-566 with Amalgam LLC to implement the web-based application Fetch EH, effective August 1, 2023 through July 31, 2025 in an amount not to exceed \$14,000.

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:** Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** June 13, 2023  
**SUBJECT:** FY 24 State of Michigan Emerging Threats Comprehensive Agreement  
For the meeting agendas of July 17 and July 19, 2023

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to enter into an Emerging Threats agreement with Michigan Department of Health & Human Services (MDHHS) effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$1,460,045. ICHD currently receives funding from MDHHS via the Comprehensive Agreement. The agreement for the delivery of public health services under the Comprehensive Agreement is the principal mechanism for clarifying the roles and responsibilities of the state and local governments. The agreement serves as a vehicle for accepting \$1,460,045 in state and federal grant and formula funding to support Emerging Threats in Ingham County. The services to be delivered under this agreement are detailed below under Financial Impact.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

The financial impact of this agreement will increase the FY '24 County budget by \$1,387,095. This resolution makes the following specific changes to the budget:

- COVID Immunization: increase of \$394,496 from \$0.00 to \$394,496
- COVID-19 Mobile Testing: increase of \$127,050 from \$72,950 to \$200,000
- ELC Contact Tracing, Investigation, Testing Coordination & Infection Prevention: increase of \$816,786 from \$0.00 to \$816,786
- American Rescue Plan: increase of \$48,763 from \$0.00 to \$48,763

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support this Emerging Threats agreement with Michigan Department of Health & Human Services (MDHSS) effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$1,460,045.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A 2023-2024 EMERGING THREATS MASTER AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE DELIVERY OF PUBLIC HEALTH SERVICES UNDER THE COMPREHENSIVE AGREEMENT**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an Emerging Threats agreement with Michigan Department of Health & Human Services (MDHHS) effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$1,460,045; and

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

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

WHEREAS, the MDHHS and Ingham County has proposed a 2023 – 2024 Emerging Threats Agreement for the delivery of emerging threats service under the Comprehensive Agreement process to clarify roles and responsibilities, including funding relations; and

WHEREAS, the Medical Health Officer has recommended that the Ingham County Board of Commissioners authorize a 2023 – 2024 Emerging Threats Agreement with the MDHHS for the delivery of emerging threats services under the Comprehensive Agreement process, effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$1,460,045.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a 2023 – 2024 Emerging Threats Agreement with the MDHHS for the delivery of emerging threats services under the Comprehensive Agreement process, effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$1,460,045.

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

BE IT FURTHER RESOLVED, that \$1,460,045 of state/federal funds will be made available to Ingham County through the Emerging Threats Comprehensive Agreement.

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

- COVID Immunization: increase of \$394,496 from \$0.00 to \$394,496
- COVID-19 Mobile Testing: increase of \$127,050 from \$72,950 to \$200,000
- ELC Contact Tracing, Investigation, Testing Coordination & Infection Prevention: increase of \$816,786 from \$0.00 to \$816,786
- American Rescue Plan: increase of \$48,763 from \$0.00 to \$48,763

BE IT FURTHER RESOLVED, that the Medical Health Officer, Dr. Adenike Shoyinka, MD, or her designee, is authorized to submit the 2023-2024 Emerging Threats Comprehensive Agreement electronically through the Mi-E-Grants system after approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign contracts, subcontracts associated with the Comprehensive Agreement after review by the County Attorney.

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** June 13, 2023  
**SUBJECT:** Authorization for FY 24 State of Michigan Comprehensive Agreement  
For the meeting agendas of July 17 and July 19, 2023

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to enter into a FY23-24 Comprehensive Agreement with Michigan Department of Health and Human Services (MDHHS) effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$6,982,051. ICHD currently receives funding from MDHHS via the Comprehensive Agreement. The agreement for the delivery of public health services under the Comprehensive Agreement is the principal mechanism for clarifying the roles and responsibilities of the state and local governments. The agreement serves as a vehicle for accepting \$6,982,051 in state and federal grant and formula funding to support a number of public health services. The public health services to be delivered under this agreement include Essential Local Public Health Operations and categorical programs including:

- |   |                                   |
|---|-----------------------------------|
| AIDS/HIV Prevention and Care                        | Lead Safe Homes                   |
| Bioterrorism Emergency Preparedness                 | Maternal & Child Health Programs  |
| Breast & Cervical Cancer Control Navigation Program | Tobacco Reduction                 |
| Children Special Health Care Services               | Tuberculosis Control              |
| Communicable Disease Prevention                     | Sexually Transmitted Disease Ctrl |
| Family Planning                                     | Vision & Hearing Screening        |
| Food Vendors and Restaurant Inspections             | The WIC Program                   |
| Immunizations                                       |                                   |

**ALTERNATIVES**

Not entering into this agreement would result in a loss of the majority of ICHD’s funding designated to delivering public health services to the residents of Ingham County.

**FINANCIAL IMPACT**

The grant amounts, detailed in the agreement, are included in the proposed FY 24 Health Department budget.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

The resolution also authorizes subcontracts in the Breast and Cervical Cancer Control Navigation Program and Nurse Family Partnership programs. The resolution includes authorization for a number of service contracts to perform outreach activities to potential and current Medicaid beneficiaries in the following categories:

Medicaid Outreach and Public Awareness  
Facilitating Medicaid Eligibility Determination  
Program Planning, Policy Development and Interagency Coordination Related to Medical Svcs  
Referral, Coordination, and Monitoring of Medicaid Services  
Medicaid-Specific Training on Outreach Eligibility Services  
Arranging for Medicaid-related Transportation and Provision of Medicaid-related Translation

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support this agreement with Michigan Department of Health & Human Services (MDHHS) effective October 1, 2023 through September 30, 2024.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A 2023-2024 AGREEMENT WITH  
THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE DELIVERY  
OF PUBLIC HEALTH SERVICES UNDER THE COMPREHENSIVE AGREEMENT**

WHEREAS, Ingham County Health Department (IHD) wishes to enter into a FY23-24 Comprehensive Agreement with Michigan Department of Health and Human Services (MDHHS) effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$6,982,051; and

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

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

WHEREAS, the MDHHS and Ingham County have proposed a 2023 – 2024 agreement for the delivery of public health services under the Comprehensive Agreement process to clarify roles and responsibilities, including funding relations; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize an FY23-24 agreement with MDHHS for the delivery of public health services under the Comprehensive Agreement process effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$6,982,051.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a FY23-24 Agreement with MDHHS for the delivery of public health services under the Comprehensive Agreement Process effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$6,982,051.

BE IT FURTHER RESOLVED, that the scope of services included in this Agreement shall include essential Local Public Health Services, and several categorical public health programs identified in the attachments to the Agreement.

BE IT FURTHER RESOLVED, that \$6,982,051 of state/federal funds will be made available to Ingham County through the Comprehensive Agreement, and that Ingham County contribution to expenditures associated with the agreement and budget shall not exceed levels appropriated in the County’s 2024 Budget for these purposes.

BE IT FURTHER RESOLVED, that the Health Department is authorized to receive additional funds for the following services, in a total amount not to exceed \$850,000.

Body Art Fixed Fee

CSHCS Medicaid Elevated Blood Lead Case Mgt.

Fetal Infant Mortality Review (FIMR) Case Abstraction

CSHC Medicaid Outreach

Medicaid Outreach

FIMR Interviews

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes Memorandums of Understanding (MOU) and/or subcontracts for the period of October 1, 2023 – September 30, 2024 with specialty physicians, laboratories and health care institutions and other service providers necessary to implement the Breast and Cervical Cancer Control Navigation Programs in Clinton, Gratiot, Ingham, Ionia, Jackson, Livingston, and Washtenaw Counties, which is a program included in the Comprehensive Agreement.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes a subcontract effective for the period of October 1, 2023 – September 30, 2024 with the Nurse Family Partnership; to provide technical support, training and materials specific to the Nurse Family Partnership model which is a program included in the Comprehensive Agreement.

BE IT FURTHER RESOLVED, that service contracts are authorized with the providers named below to support outreach activities to potential and current Medicaid beneficiaries in the following categories:

- Medical Outreach and Public Awareness
- Facilitating Medicaid Eligibility Determination
- Program Planning, Policy Development and Interagency Coordination Related to Medicaid Svcs
- Referral, Coordination and Monitoring of Medicaid Services
- Medicaid-Specific Training on Outreach Eligibility and Services
- Arranging for Medicaid-related Transportation and Provision for Medicaid-related Translation

These service contracts braid together requirements and funds from multiple sources including the County and Medicaid Administration (Federal Share) and the braided contracts shall be authorized up to the amounts identified below for the period of October 1, 2023 – September 30, 2024:

- Allen Neighborhood Center \$53,782
- Northwest Initiative \$53,782
- South Side Community Coalition \$46,075
- Cristo Rey \$58,663
- Child & Family Charities \$37,010

BE IT FURTHER RESOLVED, that the Medical Health Officer, Dr. Adenike, Shoyinka, MD, or her designee, is authorized to submit the 2023-2024 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** May 26, 2023  
**SUBJECT:** Letter of Intent to Explore the Acquisition of Safe Dermatology & Med Spa of Lansing  
For the Meeting Agendas of July 17, and July 19, 2023

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**BACKGROUND**

Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to explore the possibility of acquiring Safe Dermatology & Med Spa of Lansing to provide advanced medical and cosmetic skin treatments to Ingham County's vulnerable populations. Safe Dermatology & Med Spa of Lansing is a Dermatology clinic in Lansing, Michigan providing Advanced Medical & Cosmetic Skin Treatments. The owner and sole Dermatologist, Dr. Saif Fatteh, recently expressed interest in selling his dermatology practice to ICHD because of its commitment to serving Ingham County's most vulnerable populations. Further, Dr. Fatteh has a contract in place with ICHD's CHC's to provide dermatology services at its CHCs four hours per week. ICHD's CHC's have been designated as Federally Qualified Health Centers (FQHCs) serving residents of greater Lansing and Ingham County. As an FQHC, ICHD's CHCs receive direct federal funding to support clinical operations and enhanced reimbursement from Medicare and Medicaid. Acquiring Safe Dermatology & Med Spa of Lansing would allow ICHD to expand access to dermatology services and maximize enhanced reimbursement opportunities through Medicare and Medicaid. The exploration process will include the signing of a letter of intent, and due diligence with Safe Dermatology & Med Spa of Lansing. ICHD's CHCs will partner with County Legal and the Controller's Office to complete the due diligence process.

**ALTERNATIVES**

In order to acquire Safe Dermatology & Med Spa of Lansing, the due diligence process is imperative.

**FINANCIAL IMPACT**

The due diligence process will allow ICHD's CHCs to request and collect financial information from Safe Dermatology & Med Spa of Lansing. Subsequently, financial projections will be developed to determine the potential impact of acquiring Safe Dermatology & Med Spa of Lansing.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A1(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 authorization of a letter of intent with Safe Dermatology & Med Spa of Lansing to explore the possibility of acquiring Safe Dermatology & Med Spa of Lansing.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE LETTER OF INTENT TO EXPLORE THE ACQUISITION OF  
SAFE DERMATOLOGY & MED SPA OF LANSING**

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to explore the possibility of acquiring Safe Dermatology & Med Spa of Lansing to provide advanced medical and cosmetic skin treatments to Ingham County's vulnerable populations; and

WHEREAS, Safe Dermatology & Med Spa of Lansing is a Dermatology clinic in Lansing, Michigan providing Advanced Medical & Cosmetic Skin Treatments; and

WHEREAS, the owner and sole Dermatologist, Dr. Saif Fatteh, recently expressed interest in selling his dermatology practice to ICHD because of its commitment to serving Ingham County's most vulnerable populations; and

WHEREAS, currently, Dr. Fatteh has a contract in place with ICHD's CHCs to provide dermatology services at its health centers four hours per week; and

WHEREAS, ICHD's CHCs are designated Federally Qualified Health Centers (FQHC) serving residents of greater Lansing and Ingham County; and

WHEREAS, as an FQHC, ICHD receives direct federal funding to support clinical operations and enhanced reimbursement from Medicare and Medicaid; and

WHEREAS, ICHD's CHCs are interested in exploring the possibility of acquiring Safe Dermatology & Med Spa of Lansing to expand access to dermatology services and maximize enhanced reimbursement opportunities through Medicare and Medicaid; and

WHEREAS, the exploration process will require the signing of a letter of intent and due diligence with Safe Dermatology & Med Spa of Lansing; and

WHEREAS, ICHD's CHCs will partner with the County Attorney and the Controller's Office to complete the due diligence process; and

WHEREAS, the due diligence process will allow ICHD's CHCs to request and collect financial information from Safe Dermatology & Med Spa of Lansing; and

WHEREAS, subsequently, financial projections will be developed to determine the potential impact of acquiring Safe Dermatology & Med Spa of Lansing; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize a letter of intent with Safe Dermatology & Med Spa of Lansing to explore the possibility of acquiring Safe Dermatology & Med Spa of Lansing.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a letter of intent with Safe Dermatology & Med Spa of Lansing to explore the possibility of acquiring Safe Dermatology & Med Spa of Lansing.

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Adenike Shoyinka, MD,MPH, Medical Health Officer  
**DATE:** July 3, 2023  
**SUBJECT:** Resolution Authorizing a Michigan Vaccination Partners Project Agreement with Wayne State University  
For the meeting agendas of July 17, and July 19, 2023

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to enter into an agreement with Wayne State University to participate in the Michigan Vaccination Partners (MVP) Project developed to improve access to both vaccinations and to health care services for persons with disabilities and their families, and to become an MVP Provider site effective July 30, 2023 through September 30, 2023 in an amount not to exceed \$10,000. One in four people in the United States have a disability, which research shows results in higher rates of diabetes, stroke, Chronic Obstructive Pulmonary Disease (COPD), cancer and depression compared to those without. Through this agreement, ICHHD will participate in Disability training, will implement Americans with Disabilities (ADA) Disability Compliance guidance, will collect disability status, and will work with Population Health Outcomes and Information Exchange (PHOENIX) to strategize ways to increase incorporating disability needs into health care. Additionally, ICHHD will provide monthly Disability Data Reports, and will market immunization clinics and events as MVP and disability friendly by incorporating the MVP logo into all related events. ICHHD will be receive \$10,000 in exchange for providing these services.

**ALTERNATIVES**

Choosing not to enter into this agreement would forfeit critical collaboration needed to raise awareness and improved access to vaccinations and health care for those with disabilities.

**FINANCIAL IMPACT**

ICHHD will receive a payment of \$10,000 for entering into this agreement.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize entering into an agreement with Wayne State University to participate in the MVP Project developed to improve access to vaccinations and other health care services for persons with disabilities and their families, and to become an MVP Provider site, effective July 30, 2023 through September 30, 2023 in an amount not to exceed \$10,000.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH WAYNE STATE UNIVERSITY FOR THE MICHIGAN VACCINATION PARTNERS PROJECT**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Wayne State University to participate in the Michigan Vaccination Partners (MVP) Project developed to improve access to both vaccinations and to health care services for persons with disabilities and their families, and to become an MVP Provider site effective July 30, 2023 through September 30, 2023 in an amount not to exceed \$10,000; and

WHEREAS, one in four people in the United States have a disability, which research shows results in higher rates of diabetes, stroke, Chronic Obstructive Pulmonary Disease (COPD), cancer and depression compared to those without; and

WHEREAS, through this agreement, ICHD will participate in Disability training, will implement Americans with Disabilities (ADA) Disability Compliance guidance, will collect disability status, and will work with Population Health Outcomes and Information Exchange (PHOENIX) to strategize ways to increase incorporating disability needs into health care; and

WHEREAS, ICHD will also provide monthly Disability Data Reports, and will market immunization clinics and events as MVP/disability friendly by incorporating the MVP logo into all related events; and

WHEREAS, ICHD will be receive \$10,000 in exchange for providing these services; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize entering into an agreement with Wayne State University to participate in the Michigan Vaccination Partners (MVP) Project developed to improve access to both vaccinations and to health care services for persons with disabilities and their families, and to become an MVP Provider site effective July 30, 2023 through September 30, 2023 in an amount not to exceed \$10,000.

THEREFORE BE IT RESOLVED, that that the Ingham County Board of Commissioners authorizes entering into an agreement with Wayne State University to participate in the Michigan Vaccination Partners (MVP) Project developed to improve access to both vaccinations and to health care services for persons with disabilities and their families, and to become an MVP Provider site effective July 30, 2023 through September 30, 2023 in an amount not to exceed \$10,000.

BE IT FURTHER RESOLVED, that through this agreement, ICHD will participate in Disability training, will implement ADA Disability compliance guidance, will collect disability status, and will work with PHOENIX to strategize ways to increase incorporating disability needs into health care.

BE IT FURTHER RESOLVED, that ICHD will also provide monthly Disability Data Reports, and will market immunization clinics and events as MVP and disability friendly by incorporating the MVP logo into all related events.

BE IT FURTHER RESOLVED, that ICHD will be receive \$10,000 in exchange for providing these services.

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

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

## Agenda Item 9

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

**FROM:** Glenn Canning, Facilities Director

**DATE:** July 5<sup>th</sup>, 2023

**RE:** Resolution to Authorize an Agreement with Teachout Security Solutions for Unarmed Security Guard Services at Multiple Ingham County Facilities

For the meeting agendas of: July 18 & 19

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### **BACKGROUND**

The current agreement for unarmed security will expire on July 31<sup>st</sup>, 2023. The Purchasing Department solicited proposals from interested and qualified vendors for a three-year contract term with a two-year renewal option. Teachout Security Solutions, who is a local vendor, submitted the lowest responsive and responsible proposal. The proposal is broken down by the hourly bill rate which is \$25.76 per hour for Year One and each additional year will increase by 2% plus the living wage increase.

### **ALTERNATIVES**

The alternative would be to not approve the security services leaving staff and the public vulnerable.

### **FINANCIAL IMPACT**

Funds are available in the appropriate maintenance contractual line items.

### **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 Teachout Security for unarmed security services at multiple Ingham County facilities.

**Agenda Item 9**

TO: Glenn Canning, Facilities Director  
FROM: James Hudgins, Director of Purchasing  
DATE: June 5, 2023  
RE: Memorandum of Performance for RFP #33-23 Unarmed Security Services

Per your request, the Purchasing Department sought proposals from qualified and experienced security firms for the purpose of entering into a contract to provide unarmed security guard services at various County facilities for a period of three years with an option to renew for two additional years.

The scope of work includes, but is not limited to, providing all supervision, labor, materials, supplies and equipment, together with planning, scheduling and coordinating the number of guards at various County locations during the prescribed hours as detailed in the RFP to ensure the effective performance of security services. No subcontracting shall be allowed under the terms of this contract.

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

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](mailto:jhudgins@ingham.org) or by phone at 676-7309.*

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	YEAR 1 - 2023 Supervisor Rate/Hour	YEAR 1 - 2023 Security Guard Rate/Hour	YEAR 1 - 2023 Total Cost	YEAR 2 - 2024 Supervisor Rate/Hour +L.W. Increase	YEAR 2 - 2024 Security Guard Rate/Hour +L.W. Increase	YEAR 3 - 2025 Supervisor Rate/Hour +L.W. Increase	YEAR 3 - 2025 Security Guard Rate/Hour +L.W. Increase
Teachout Security Solutions	Yes, Lansing MI	\$25.76	\$25.76	<b>\$693,047.04</b>	\$26.27	\$26.27	\$26.79	\$26.79
Allied Universal	No, Wyoming MI	\$28.98* <small>*based on 1 supervisor in Mason and 1 in Lansing</small>	\$26.00	<b>\$871,894.00 - 636.5 HPW</b>	\$29.12	\$26.35	\$29.47	\$26.70
Charles Brook Protection	No, Grand Rapids MI	\$29.50	\$29.50	<b>\$893,366.70</b>	\$30.38	\$30.38	\$31.29	\$31.29
Securitas	Yes, Lansing MI	\$30.04	\$27.31	<b>\$895,958.00</b>	\$30.94	\$28.13	\$31.87	\$28.97
Xpressguards	No, Florida	\$29.00	\$27.00	<b>\$943,230.00</b>	\$30.45	\$28.35	\$31.97	\$29.76
American Guard Services Inc. (AGS)	No, Southfield MI	\$31.34	\$29.34	<b>\$993,077.80</b>	\$32.53	\$30.45	\$33.77	\$31.61
L.W. = Living Wage								

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH TEACHOUT SECURITY SOLUTIONS FOR UNARMED SECURITY GUARD SERVICES AT MULTIPLE INGHAM COUNTY FACILITIES**

WHEREAS, the current agreement for unarmed security will expire on July 31, 2023; and

WHEREAS, unarmed security is a necessity for the safety of staff and the public; and

WHEREAS, the Purchasing Department solicited proposals from interested and qualified vendors for a contract term of three (3) years with a two (2) year renewal option; and

WHEREAS, the Facilities Department recommends an agreement with Teachout Security Solutions, a local vendor, who submitted the lowest responsive and responsible proposal for unarmed security services at multiple Ingham County facilities; and

WHEREAS, the proposal is broken down by the hourly bill rate which is \$25.76 per hour for Year One and each additional year will increase by 2% plus the living wage increase; and

WHEREAS, funds are available in the appropriate maintenance contractual line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Teachout Security Solutions, 209 N. Walnut Street, Lansing, Michigan 48933, for unarmed security guard services at multiple Ingham County facilities for an hourly bill rate of \$25.76 for Year One and 2% increase plus the living wage increase for each subsequent year thereafter for the three year term.

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:** July 5, 2023

**SUBJECT:** Proposed Resolution to Authorize an Agreement with the Michigan Department of Transportation for Preliminary Engineering Activities on the Mount Hope Road Project from Hagadorn Road to Okemos Road

For the Meeting Agendas of July 18, 19 and 25

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**BACKGROUND**

The Ingham County Road Department has received federal funding for the design and construction of the safety improvement project located at Mount Hope Road from Hagadorn Road to Okemos Road in Meridian Township. The scope of work includes a 4-to-3 lane conversion and traffic signal modernization.

The design phase of the project requires an agreement (Contract #23-5246) between the Michigan Department of Transportation (MDOT) and Ingham County, on behalf of the Road Department. The estimated costs eligible for the preliminary engineering phase of the project is \$90,000, of which the federal participation ratio is 50%, resulting in \$45,000 in federal aid and \$45,000 in Road Department costs. This agreement between MDOT and Ingham County is required to define the Road Department’s responsibilities and obligations for the federal funding.

The construction phase of the project will require an MDOT agreement at a later date.

**ALTERNATIVES**

N/A

**FINANCIAL IMPACT**

The estimated costs for the preliminary engineering phase of the project are as follows:

Highway Safety Improvement Program (HSIP) Funding Award:	\$ 90,000
<u>HSIP Funding Participation (50%):</u>	<u>\$ 45,000</u>
Road Department Responsibility:	\$ 45,000

These costs are included in the 2023 Road Fund Budget.

**OTHER CONSIDERATIONS**

N/A

**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 #23-5246.

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 PRELIMINARY ENGINEERING ACTIVITIES ON THE MOUNT HOPE ROAD PROJECT FROM HAGADORN ROAD TO OKEMOS ROAD**

WHEREAS, the Road Department received federal funding for the design and construction of a safety improvement project at Mount Hope Road from Hagadorn Road to Okemos Road in Meridian Township; and

WHEREAS, both the design phase and the construction phase of the project will require individual contracts with the Michigan Department of Transportation (MDOT); and

WHEREAS, the MDOT contract for the construction phase of the project is anticipated in early 2024; and

WHEREAS, the design phase of the project requires the execution of MDOT Contract #23-5246 to define the Road Department's responsibilities and obligations to utilize federal funding for preliminary engineering activities on the project; and

WHEREAS, the County, on behalf of the Road Department, must enter into an agreement with MDOT consistent with state and federal funding requirements; and

WHEREAS, the estimated funding costs for the preliminary engineering activities are as follows, with the Local Costs being the responsibility of the Road Department:

Highway Safety Improvement Program (HSIP) Funding Award:	\$ 90,000
<u>HSIP Funding Participation (50%):</u>	<u>\$ 45,000</u>
Local Costs, Road Department Responsibility:	\$ 45,000; and

WHEREAS, the local costs for preliminary engineering activities are included in the 2023 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Contract #23-5246 with the Michigan Department of Transportation for the preliminary engineering activities related to the safety improvement project located at Mount Hope Road from Hagadorn Road to Okemos Road in Meridian Township, for a total funding award of \$90,000 consisting of \$45,000 in federal Highway Safety Improvement Program funds and \$45,000 in Road Department funds, which have been included in the 2023 Road Fund Budget.

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

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

**FROM:** Kelly R. Jones, Managing Director  
Road Department

**DATE:** July 6, 2023

**SUBJECT:** Proposed Resolution to Amend Agreements with Wheatfield and Williamstown Townships for the 2023 Local Road Program

For the Meeting Agendas of July 18, 19 and 25

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**BACKGROUND**

As provided in Act 51 of 1951 as amended, the cost of improvements on local roads must be funded at least 50% by other sources than the Road Department, such as the township, millage, or special assessment district. In Ingham County, only Lansing and Meridian Townships have a millage for road improvements.

Each year, a portion of the Road Department’s budget is allocated toward the shared 50% match with each township for road work occurring on local roads within their boundaries. The annual allocation of funding from the Road Department to each of the 16 townships is called the “Local Road Program” and is based on the local road miles and population within each township. The Road Department coordinates with each township to determine the priority of road projects included in the annual program. Project costs exceeding the annually allocated 50% capped funding match by the Road Department becomes the full financial responsibility of the township. Most of the projects included in the Local Road Program can be performed by the Road Department. As the Road Department only charges for materials and vendor expenses, this further increases the value of the Local Road Program funding.

Both Wheatfield and Williamstown Townships coordinated with the Road Department to schedule work for the 2023 construction season and the associated agreements were authorized per Resolution #23-147. Both townships have since requested additional work to be performed as part of the 2023 program, requiring an amendment to their executed agreements. The attached table provides details regarding the 2023 funding allocations available from the Road Department, the project scope, the estimated project cost, the funding responsibility for the township and the funding responsibility of the Road Department.

**ALTERNATIVES**

N/A

**FINANCIAL IMPACT**

The Road Department does not have a match contribution for the additional work requested as part of the 2023 Local Road Program, as each township’s annual allocation was previously expended in the original scope of work detailed in Resolution #23-147. Therefore, the additional project costs that exceed the capped match amounts from the Road Department will be each township’s financial responsibility.

**OTHER CONSIDERATIONS**

N/A

**RECOMMENDATION**

Based on the information provided, the Road Department respectfully requests the following resolution be approved to amend the Local Road Program Agreements with Wheatfield and Williamstown Townships.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND AGREEMENTS WITH WHEATFIELD AND WILLIAMSTOWN TOWNSHIPS FOR THE 2023 LOCAL ROAD PROGRAM**

WHEREAS, per Act 51 of 1951 as amended, the cost of improvements on local roads must be funded at least 50% by other sources than the Road Department, such as a township, millage, or special assessment district; and

WHEREAS, a portion of the Road Department's budget is annually allocated toward the capped 50% match with each township, based on population and local road mileage, for road work occurring on local roads within their boundaries; and

WHEREAS, the Road Department coordinated with each township to determine the priority of road projects included in the annual Local Road Program; and

WHEREAS, Wheatfield and Williamstown Townships coordinated with the Road Department to schedule work for the 2023 construction season and the associated agreements were authorized per Resolution #23-147; and

WHEREAS, both Wheatfield and Williamstown Townships have requested additional road work to be included in the 2023 construction season, as detailed in the attached table; and

WHEREAS, the Road Department is willing to perform the additional road improvements for the 2023 construction season; and

WHEREAS, the Road Department shall only charge for materials and vendor expenses for the projects performed by Road Department staff, and will pay 50% of the project costs up to the capped allocation for each township; and

WHEREAS, the project costs exceeding the annually allocated 50% capped funding match by the Road Department becomes the full financial responsibility of the township; and

WHEREAS, the Road Department's capped match contribution in the total amount of \$93,300 combined for these two townships is included in the adopted 2023 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the agreements with Wheatfield and Williamstown Townships to include additional road work for the 2023 Local Road Program, as detailed in the attached table.

BE IT FURTHER RESOLVED, that the Road Department is authorized to match up to 50% of the costs for the respective township projects up to the capped allocation amounts as shown in the attached table.

BE IT FURTHER RESOLVED, that the Road Department shall invoice each respective township for their portion of the project costs at the conclusion of the construction season.

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

## 2023 Local Road Program (LRP)

Township	Match Balance Thru 2022	2023 ICRD Match Allocation	Total 2023 Match Available	Proposed 2023 Local Road Projects	Estimated Total LRP Cost	Estimated Township Cost	ICRD LRP Contribution
Wheatfield	\$0.00	\$33,300.00	\$33,300.00	Asphalt wedging and overlay of Burkley Road (Linn Road to the north Township line) and asphalt pads with a double chipseal on Apple Blossom Lane (Meridian Rd to dead end) Amended to include asphalt pads on Noble Road (Williamston Road to Meech Road).	\$118,752.50	\$85,452.50	\$33,300.00
Williamstown	\$0.00	\$60,000.00	\$60,000.00	Asphalt wedging and overlay of Barry Road (Lounsbury Rd to Williamston Rd) and Milton Road (Williamston Rd to the east Township line). Crush & shape and add gravel to Wilgus Road (Williamston Rd to dead end). Amended to include gravel resurfacing of N Branch Road (Germany Road to Sherwood Road).	\$206,454.97	\$146,454.97	\$60,000.00

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

**FROM:** Kelly R. Jones, Managing Director  
Road Department

**DATE:** July 6, 2023

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

For the July 18, 19 and 25 meeting agendas

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**BACKGROUND**

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

Ingham County, on behalf of the Road Department, entered into Contract #23-5245 with the Michigan Department of Transportation (MDOT), per Resolution #23-249, to define the preliminary engineering funding responsibilities for this project. Per the MDOT Contract, the estimated costs for the preliminary engineering phase of the project are as follows:

Highway Safety Improvement Program (HSIP) Funding Award:	\$ 73,000
<u>HSIP Funding Participation (50%):</u>	<u>\$ 36,500</u>
Road Department Responsibility:	\$ 36,500

Ingham County, on behalf of the Road Department, entered into an agreement (Resolution #23-171) with DLZ Michigan, Inc. to perform the design work necessary for the Columbia Road and Eifert Road Intersection Project for a fee of \$62,314.01. A contingency in the amount of \$18,685.99 was also authorized per Resolution #23-171, for a maximum project budget of \$81,000.

The Road Department has since been informed that the DLZ agreement must be revised to meet the MDOT template for third-party agreements in order to receive federal aid reimbursement for the consultant's preliminary engineering costs. Additionally, the federal aid funding award of \$73,000 (as detailed in the executed MDOT Contract #23-5245) is to be referenced in the modified third-party agreement, noting the consultant shall only be paid for the preliminary engineering contract amount authorized by Ingham County, regardless of the funding available for the project. It is also noted, if the consultant fee exceeds the federal funding award, any costs exceeding the capped HSIP funding award of \$73,000 shall be the full responsibility of the Road Department.

### **ALTERNATIVES**

None. This contract revision is required for the Road Department to be reimbursed for 50% of the preliminary engineering design costs through obligated federal aid funds.

### **FINANCIAL IMPACT**

By revising the current DLZ agreement to meet the language requirements provided in the MDOT template for third-party agreements, it will allow for the Road Department to be reimbursed for 50% of the actual costs related to preliminary engineering, up to the capped reimbursement amount of \$36,500. As the maximum authorized DLZ budget is \$81,000 (including the \$18,685.99 contingency), the Road Department expects to be reimbursed the capped amount of \$36,500, with any overages being the full responsibility of the Road Department.

The cost for the preliminary engineering services are included in the 2023 Road Fund Budget.

### **OTHER CONSIDERATIONS**

N/A

### **RECOMMENDATION**

I respectfully recommend the Board of Commissioners adopt the attached resolution to revise the engineering services agreement with DLZ Michigan, Inc. for the Columbia Road and Eifert Road Intersection Project.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

WHEREAS, the Road Department received Highway Safety Improvement Program funding to construct a roundabout at the intersection of Columbia Road and Eifert Road in Sections 3, 4, 9, and 10 of Aurelius Township, which funds the preliminary engineering costs up to a capped funding amount of \$73,000.00, of which the federal participation ratio is 50%, resulting in \$36,500 in federal aid and \$36,500 in Road Department costs; and

WHEREAS, Ingham County, on behalf of the Road Department, entered into Contract #23-5245 with the Michigan Department of Transportation (MDOT) per Resolution #23-249 to define the design engineering funding responsibilities for this project; and

WHEREAS, Ingham County, on behalf of the Road Department, entered into an agreement with DLZ Michigan, Inc. to perform the preliminary engineering work necessary for the Columbia Road and Eifert Road Intersection Project per Resolution #23-171, for a total preliminary engineering budget of \$81,000, which includes a \$18,685.99 contingency; and

WHEREAS, MDOT requires specific language to be included in the consultant services contract, consistent with their third-party agreement template, in order for the Road Department to be reimbursed with federal funds for the preliminary engineering costs on this project; and

WHEREAS, as the current engineering services agreement does not include the necessary MDOT language to receive federal aid reimbursement, the Road Department recommends that the Board of Commissioners authorize a revised engineering services agreement with DLZ Michigan, Inc. to include the missing contract language, referencing the authorized Highway Safety Improvement Program funding detailed in MDOT Contract #23-5245 of \$73,000 (i.e. 50% federal funds and 50% County match) as the maximum preliminary engineering budget, acknowledging the consultant shall only be paid for actual costs authorized by Ingham County on behalf of the Road Department and that any preliminary engineering costs exceeding the capped funding award shall be the responsibility of the Road Department.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a revised engineering design services contract for the Columbia Road and Eifert Road Intersection Project with DLZ Michigan, Inc. located at 1425 Keystone Ave, Lansing, MI 48911, to include the required language from MDOT's third-party agreement template, referencing the authorized Highway Safety Improvement Program funding detailed in MDOT Contract #23-5245 of \$73,000 (i.e. 50% federal funds and 50% County match) as the maximum preliminary engineering budget, acknowledging the consultant shall only be paid for actual costs authorized by Ingham County on behalf of the Road Department and that any preliminary engineering costs exceeding the capped funding award shall be the responsibility of the Road Department.

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 10d**

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

**FROM:** Kelly R. Jones, Managing Director  
Road Department

**DATE:** July 5, 2023

**RE:** Proposed Resolution to Revise an Engineering Design Services Contract with DLZ Michigan, Inc. for the Hagadorn Road and Sandhill Road Intersection Project

For the July 18, 19 and 25 meeting agendas

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**BACKGROUND**

The Ingham County Road Department has been awarded Highway Safety Improvement Program (HSIP) funds to construct a roundabout at the intersection of Hagadorn Road and Sandhill Road in Sections 5-8 of Alaedon Township. The HSIP provides federal funding for 90% of the construction costs and 50% of the design engineering costs. The Road Department is responsible for the 10% construction match, 50% preliminary engineering match, 100% of the construction engineering, and 100% of the right of way costs.

Ingham County, on behalf of the Road Department, entered into Contract #22-5199 with the Michigan Department of Transportation (MDOT) per Resolution #22-257 to define the preliminary engineering funding responsibilities for this project. Per the MDOT Contract, the estimated costs for the preliminary engineering phase of the project are as follows:

Highway Safety Improvement Program (HSIP) Funding Award:	\$ 160,000
<u>HSIP Funding Participation (50%):</u>	<u>\$ 80,000</u>
Road Department Responsibility:	\$ 80,000

Ingham County, on behalf of the Road Department, entered into an agreement (Resolution #22-166) with DLZ Michigan, Inc. to perform the design work necessary for the Hagadorn Road and Sandhill Road Intersection Project for a fee of \$56,271.26. A contingency in the amount of \$17,728.74 was also authorized per Resolution #22-166. Subsequently, a contract amendment was authorized per Resolution #23-252 to increase the budget to \$83,175 with a contingency amount of \$25,000.00 to accommodate unplanned archeological survey expenses. The total authorized budget for DLZ (if the current contingency is exhausted) is \$108,175, which is less than the \$160,000 federal funding award for this project.

The Road Department has since been informed that the DLZ agreement must be modified to meet the MDOT template for third-party agreements in order to receive federal aid reimbursement for the consultant's preliminary engineering costs. Additionally, the federal aid funding award of \$160,000 (as detailed in the executed MDOT Contract #22-5199) is to be referenced in the modified third-party agreement, noting the consultant shall only be paid for the preliminary engineering contract amount authorized by Ingham County, regardless of the funding available for the project. It is also noted, if the consultant fee exceeds the federal funding award, any costs exceeding the capped HSIP funding award of \$160,000 shall be the full responsibility of the Road Department. Fortunately, as the project is nearing completion, no other major preliminary engineering costs are anticipated.

### **ALTERNATIVES**

None. This contract revision is required for the Road Department to be reimbursed for 50% of the preliminary engineering design costs through obligated federal aid funds.

### **FINANCIAL IMPACT**

By revising the current DLZ agreement to meet the language requirements provided in the MDOT template for third-party agreements, it will allow for the Road Department to be reimbursed for 50% of the actual costs related to preliminary engineering, up to the capped amount of \$80,000. As the maximum authorized DLZ budget is \$108,175 (including the \$25,000 contingency), the Road Department expects to be reimbursed up to \$54,087.50, which is less than the capped funding budget of \$80,000.

For the 2022-2023 fiscal years, the Road Department budgeted \$80,000 for the preliminary engineering phase, so the actual design costs are still below the anticipated budget.

### **OTHER CONSIDERATIONS**

N/A

### **RECOMMENDATION**

I respectfully recommend the Board of Commissioners adopt the attached resolution to revise the engineering services agreement with DLZ Michigan, Inc. for the Hagadorn Road and Sandhill Road Intersection Project.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO REVISE AN ENGINEERING DESIGN SERVICES CONTRACT  
WITH DLZ MICHIGAN, INC. FOR THE  
HAGADORN ROAD AND SANDHILL ROAD INTERSECTION PROJECT**

WHEREAS, the Road Department received Highway Safety Improvement Program funding to construct a roundabout at the intersection of Hagadorn Road and Sandhill Road in Sections 5-8 of Alaiedon Township, which funds 50% of the preliminary engineering costs up to a capped funding amount of \$80,000, for a total preliminary engineering project cost of \$160,000, with the 50% match being the responsibility of the Road Department; and

WHEREAS, Ingham County, on behalf of the Road Department, entered into Contract #22-5199 with the Michigan Department of Transportation (MDOT) per Resolution #22-257 to define the design engineering funding responsibilities for this project; and

WHEREAS, Ingham County, on behalf of the Road Department, entered into an agreement with DLZ Michigan, Inc. to perform the preliminary engineering work necessary for the Hagadorn Road and Sandhill Road Intersection Project per Resolution #22-166 and as amended per Resolution #23-252, for a total preliminary engineering budget of \$108,175, which includes a \$25,000 contingency; and

WHEREAS, MDOT requires specific language to be included in the consultant services contract, consistent with their third-party agreement template, in order for the Road Department to be reimbursed with federal funds for the preliminary engineering costs on this project; and

WHEREAS, as the current engineering services agreement does not include the necessary MDOT language to receive federal aid reimbursement, the Road Department recommends that the Board of Commissioners authorize a revised engineering services agreement with DLZ Michigan, Inc. to include the missing contract language, referencing the authorized Highway Safety Improvement Program funding detailed in MDOT Contract #22-257 of \$160,000 (i.e. 50% federal funds and 50% County match) as the maximum preliminary engineering budget, acknowledging the consultant shall only be paid for actual costs authorized by Ingham County on behalf of the Road Department.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a revised engineering design services contract for the Hagadorn Road and Sandhill Road Intersection Project with DLZ Michigan, Inc. located at 1425 Keystone Ave, Lansing, MI 48911, to include the required language from MDOT's third-party agreement template, referencing the authorized Highway Safety Improvement Program funding detailed in MDOT Contract #22-257 of \$160,000 (i.e. 50% federal funds and 50% County match) as the maximum preliminary engineering budget, acknowledging the consultant shall only be paid for actual costs authorized by Ingham County on behalf of the Road Department.

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 11

**TO:** Board of Commissioners County Services & Finance Committees  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** July 3, 2023  
**SUBJECT:** Resolution to Approve UAW TOPS, ICEA County Professional, and Managerial & Confidential  
Reclassification Requests

For the meeting agendas of July 18 and July 19

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### **BACKGROUND**

The UAW Technical, Office, Paraprofessional & Service Employees collective bargaining agreement, the ICEA County Professional Employees collective bargaining agreement, and the Managerial & Confidential Employee Personnel Manual are effective January 1, 2022 through December 31, 2024. Each includes a process for employee submission of reclassification requests. The Human Resources Department has executed the approved process for reclassification requests for employees in these groups. 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.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE UAW TOPS, ICEA COUNTY PROFESSIONAL, AND MANAGERIAL & CONFIDENTIAL RECLASSIFICATION REQUESTS**

WHEREAS, the UAW Technical, Office, Paraprofessional & Service Employees collective bargaining agreement, the ICEA County Professional Employees collective bargaining agreement, and the Managerial & Confidential Employee Personnel Manual are effective January 1, 2022 through December 31, 2024; and

WHEREAS, the Human Resources Department has executed the approved process for reclassification requests for employees in these groups.

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>
137013	Judicial Assistant – District Court	Move from MC 6 to MC 8
137014	Judicial Assistant – District Court	Move from MC 6 to MC 8
601008	Bookkeeping Coordinator AR	Move from UAW F to UAW G
601009	Purchasing Clerk	Move from UAW E to UAW G
601035	Lead Sr. Accountant	Move from County Pro 9 to County Pro 10
<b>601040</b>	Clinic Information Training Coord. ( <b>vacant</b> )	Move from UAW H to UAW J
601060	Program Coordinator	Move from County Pro 7 to County Pro 8
601435	Finance Coordinator	Move from County Pro 9 to County Pro 10

<u>Position Title</u>	2023		<u>Difference</u>
	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	
Judicial Asst. – D.Ct.	MC 6: 60,462.42	MC 8: 71,669.51	11,207.09
Judicial Asst. – D. Ct.	MC 6: 60,462.42	MC 8: 71,669.51	11,207.09
Bookkeeping Coord. AR	UAW F: 49,652.19	UAW G: 52,531.56	2,879.37
Purchasing Clerk	UAW E: 46,971.90	UAW G: 52,531.56	5,559.66
Lead Sr. Accountant	Co Pro 9: 85,410.98	Co Pro 10: 92,245.43	6,834.45
Clinic Info. Trng. Coord.	UAW H: 55,603.90	UAW J: 62,262.46	6,658.56
Program Coordinator	Co Pro 7: 71,599.41	Co Pro 8: 78,095.48	6,496.07
Finance Coordinator	Co Pro 9: 85,410.98	Co Pro 10: 92,245.43	6,834.45

TOTAL: 57,676.74

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.

**TO:** Board of Commissioners County Services Committee  
**FROM:** Gregg Todd, Controller  
**DATE:** July 6, 2023  
**SUBJECT: RESOLUTION TO APPROVE \$10,000 IN FUNDING TO THE RACIAL EQUITY TASKFORCE**  
For the meeting agendas of July 18, 19, 2023

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**BACKGROUND**

The Racial Equity Taskforce voted at their July 7, 2022 meeting to request \$10,000 in the 2023 County budget for taskforce specific activities; funding surveys, training for members, etc. Due to an oversight, the funds were not included in the 2023 budget. We are requesting \$10,000 out of the Contingency Fund for 2023 and funding will be included in the DEI budget in 2024 and beyond.

**ALTERNATIVES**

Do not provide funding for 2023.

**FINANCIAL IMPACT**

Funding to be provided through Contingency Fund.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Respectfully recommend that County Services approve the resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE \$10,000 IN FUNDING TO THE RACIAL EQUITY TASKFORCE**

WHEREAS, the Racial Equity Taskforce was established through Resolution #20-271 to support an overarching goal of achieving equitable outcomes in wealth accumulation and income, education, safety, health, and other measures of well-being among all Black Ingham County residents; and

WHEREAS, the Racial Equity Taskforce voted unanimously to request \$10,000 in annual funding to help achieve these goals; and

WHEREAS, this funding request was not included in the FY 2023 budget, but will be included in future budgets; and

WHEREAS, funding for 2023 is available through the Contingency Fund.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves \$10,000 in 2023 funding through the Contingency Fund to the Racial Equity Taskforce.

BE IT FURTHER RESOLVED, that future annual funding requests will be part of the annual budget cycle.

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

**Agenda Item 13a**

TO: Board of Commissioners County Services and Finance Committees  
FROM: Gregg Todd, Controller  
DATE: June 28, 2023  
SUBJECT: Resolution to Approve an Agreement with Kolt Communications for Public Relations Services  
For the meeting agendas of July 18, 19

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**BACKGROUND**

The Board of Commissioners has shown interest in contracting with a public relations firm to help promote/advertise County initiatives and news-worthy events. Due to the Financial Services/Controller's Office reorganization, approximately \$50,000 in annual savings will be available for such a service.

An RFP was issued for Communications and Public Relations Consulting Services with seven vendors responding. Kolt Communications was the lowest responsive bidder with a yearly fee of \$34,500. Kolt Communications has a number of clients including: Lansing School District, Haslett Public Schools, Capital Region International Airport, Consumers Energy, Lansing Regional Chamber of Commerce, Bekum America, Olivet College, Mid-Michigan Travel Coalition, Institute for Leadership Fitness, and Greenstone Farm Credit Services.

**ALTERNATIVES**

Go without the services of a PR/Consulting firm.

**FINANCIAL IMPACT**

The fee for this service will be provided through the savings generated from the Financial Services/Controller's Office reorganizations.

**RECOMMENDATION**

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

TO: Gregg Todd, Controller  
FROM: James Hudgins, Director of Purchasing  
DATE: June 15, 2023  
RE: Memorandum of Performance for RFP No. 115-23 Communications and Public Relations Consulting Services

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for facilitating an unlimited number of hours of communications and public relations consulting services on a retainer basis for a period of one (1) year.

The scope of services includes, but is not limited to, the following: 1) assisting in designing and implementing strategies for customer service and communications with citizens; 2) providing creative, design and art production services related to print electronic and computer assisted media presentations; 3) advising on strategies and processes for presentation of County positions, roles and responsibilities to various and specific stakeholders; 4) copywriting services for public education, editorial and news media communication; 5) developing bill inserts, brochures, handouts, booklets and newsletters; 6) advising and participate in issues management; 7) art direction, scripting and production of public service announcements and advertisements; 8) preparing statistically valid sampling, field research and analysis; 9) development, administration and evaluation of focus groups; 10) fostering community participation activities and events; and, 11) providing public speaking and media training.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	64	36
Vendors responding	7	7

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](mailto:jhudgins@ingham.org) or by phone at 676-7309.*



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE AN AGREEMENT WITH KOLT COMMUNICATIONS FOR  
PUBLIC RELATIONS SERVICES**

WHEREAS, the Ingham County Board of Commissioners is interested in contracting with a public relations firm to help promote/advertise County initiatives and news-worthy events; and

WHEREAS, the Ingham County Purchasing Department issued an RFP for Communications and Public Consulting Services; and

WHEREAS, seven firms responded to the RFP; and

WHEREAS, Kolt Communications was the lowest responsive bidder with a one-year fee of \$34,500; and

WHEREAS, the funding for this agreement is available through the savings created by the Financial Services and Controller's Office reorganizations.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the agreement with Kolt Communications for public relations services to Ingham County for a one-year term beginning August 1, 2023 for a not to exceed amount of \$34,500.

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

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

## Agenda Item 13b

TO: Board of Commissioners County Services and Finance Committees  
FROM: Gregg Todd, Controller  
DATE: June 28, 2023  
SUBJECT: Resolution to Approve an Agreement with Urban Wireless Solutions for Broadband Consulting Services  
For the meeting agendas of July 18, 19

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### **BACKGROUND**

Michigan was recently awarded \$1.56 billion in federal Broadband Equity, Access, and Deployment (BEAD) Program funding to go toward providing broadband service to unserved/under served citizens in the state. The State is required to develop a Five Year Action Plan that will outline how they intend to distribute these funds, based primarily on unserved/underserved areas as determined by the FCC National Broadband Map.

The mapping process, along with the process to challenge the legitimacy of the FCC generated broadband maps, is ongoing through work with Merit Network and the Michigan Highspeed Internet (MIHI) Department. The process of analyzing data collected on location/availability of broadband in the County, developing a plan for broadband distribution, and identifying solutions will require additional consulting services. Urban Wireless Solutions provides these services, and is currently working with a number of Michigan local governments and Merit on similar projects.

### **ALTERNATIVES**

Go without the services of broadband consultant.

### **FINANCIAL IMPACT**

Funding for the \$24,500 proposed fee for broadband consulting services from Urban Wireless Solutions is available through allocated ARPA broadband development dollars.

### **RECOMMENDATION**

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE AN AGREEMENT WITH URBAN WIRELESS SOLUTIONS FOR BROADBAND CONSULTING SERVICES**

WHEREAS, the State of Michigan was allocated \$1.56 billion in federal Broadband Equity, Access, and Deployment (BEAD) Program funding to go toward providing broadband service to unserved/underserved citizens in the state; and

WHEREAS, the State of Michigan is required to develop a Five-Year Action Plan outlining how the process with which the funds will be distributed to provide broadband service to unserved/underserved citizens; and

WHEREAS, Ingham County has a number of unserved/underserved areas that will be eligible for BEAD funding; and

WHEREAS, the BEAD funding will be highly competitive so it will be crucial that Ingham County analyze the data generated from the Merit Network Broadband Survey conducted in 2022 and the Michigan High Speed Internet Office (MIHI) state-wide broadband infrastructure survey to determine eligible communities and locations within Ingham County, and develop a plan to identify solutions for broadband distribution; and

WHEREAS, Urban Wireless Solutions, a Canton, Michigan-based consulting firm, is currently working with a number of Michigan local governments and Merit Network on a number of similar projects, has proposed providing Ingham County broadband consulting services for \$24,500.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves an agreement with Urban Wireless Solutions, 6175 Courtland Drive, Canton, Michigan for broadband consulting services to Ingham County for a not to exceed amount of \$24,500.

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

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

**TO:** Board of Commissioners County Services Committee  
**FROM:** Gregg Todd, Controller  
**DATE:** July 6, 2023  
**SUBJECT:** Resolution to Amend Agreement with Maner Costerisan for Accounting Services  
For the meeting agendas of July 18, 19, 2023

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**BACKGROUND**

Maner Costerisan, has provided us with excellence service to our Financial Services Department during the interim process from Tori Meyer to Eric Smith. The audit process was quite time consuming and difficult this year as Tori historically did a majority of the audit preparation work herself and, in her absence, Maner Costerisan had to take on additional duties.

To that end, an additional not to exceed amount of \$60,000 is requested to complete their work at Financial Services. This will get us through all of the audit work and provide a transition to Mr. Smith who began with us on July 10.

**ALTERNATIVES**

N/A.

**FINANCIAL IMPACT**

Funding to be provided through Contingency Fund.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Respectfully recommend that County Services approve the resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND AGREEMENT WITH  
MANER COSTERISAN FOR ACCOUNTING SERVICES**

WHEREAS, the unexpected departure of the Financial Services Director left the department with a dearth of financial management and oversight; and

WHEREAS, Resolution #23-153 approved a not-to-exceed agreement of \$75,000 with Maner Costerisan for interim Financial Services management and 2022 audit preparation; and

WHEREAS, due to the lack of audit preparation with the departure of the previous Financial Services Director, the complexity and length of the audit process, and the additional requirements on Maner Costerisan to help with the completion of the audit, a contract amendment in the amount of \$60,000 is required; and

WHEREAS, funding is available through the Contingency Fund.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves an amendment to the agreement with Maner Costerisan for accounting services and 2022 audit preparation for an additional fee not to exceed \$60,000.

BE IT FURTHER RESOLVED, that the agreement will be funded through the Contingency Fund.

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

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Gregg Todd, Controller  
**DATE:** June 28, 2023  
**SUBJECT:** Resolution to Adopt the 2024 Juvenile Justice Community Agency Process Calendar  
 For the meeting agendas of July 13 and 19, 2023

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**BACKGROUND**

This resolution would authorize the adoption of the attached 2024 Juvenile Justice Community Agency Process calendar to establish time lines and a budgeted amount for the process. The Board of Commissioners has reserved a portion of the Juvenile Justice Millage annually to enable this grant process. This process partners with local agencies to provide some preventive services to eligible at-risk county youth outside the formal judicial process to help reduce the Court’s formal dockets.

**ALTERNATIVES**

This is a discretionary program and is not required.

**FINANCIAL IMPACT**

In 2023, the Board of Commissioners allocated \$199,510 in funding for this program from the Juvenile Justice Millage proceeds. The un-audited 2022 year end fund balance is \$2,080,009 for the Juvenile Justice Millage Fund.

**OTHER CONSIDERATIONS**

Grant awards for 2023 were in the amount of \$199,510:

- 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 – Health Boundaries/Mental Health Therapy \$50,000

The history of initial allocation vs. final appropriation over the last three years is as follows:

	2021	2022	2023
Allocation Set in Calendar Resolution	\$ 125,000	\$ 175,000	\$ 185,000
Total Requested	\$ 149,571	\$ 152,637	\$ 229,510
Total Allocated in Funding Resolution	\$ 149,571	\$ 175,000	\$ 199,510

**RECOMMENDATION**

Respectfully recommend the approval the resolution.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ADOPT THE 2024 JUVENILE JUSTICE  
COMMUNITY AGENCY PROCESS CALENDAR**

WHEREAS, a Juvenile Justice Millage was approved by the voters of Ingham County in November of 2002, and subsequently renewed, for the purpose of funding an increase to Ingham County's capacity to detain and house juveniles who are delinquent or disturbed, and to operate new and existing programs for the treatment of such juveniles; and

WHEREAS, the Ingham County Board of Commissioners wishes to adopt a resolution to establish the 2024 Juvenile Justice Community Agency Process and to reserve Juvenile Justice Millage funds in the amount of \$ \_\_\_\_\_ for this purpose.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached 2024 Juvenile Justice Community Agency Process Calendar to establish time lines for the process.

## 2024 JUVENILE JUSTICE COMMUNITY AGENCY PROCESS CALENDAR

July 25, 2023	The Board of Commissioners adopts the 2023 Juvenile Justice Community Agency Process Calendar Resolution.
July 26, 2023	A press release is prepared announcing the availability of Juvenile Justice Community Agency funds and invites community organizations to submit an application. The application deadline is August 16, 2023 at 5:00pm.
August 18, 2023	The Controller's Office prepares a summary of the Juvenile Justice Community Agency applicants and forwards the summary to the County Attorney's Office to ensure that the agency's proposed purposes are legal under Michigan Law and comply with the intent of the Juvenile Justice Millage.
September 26, 2023	A Juvenile Justice Community Agency notebook is prepared by the Controller/Administrator's Office. The notebook includes all agencies who submitted applications for review by the Law & Courts Committee. (Notebook is distributed at the September 26, 2023 Board of Commissioners' Meeting)
September 28, 2023	The Law & Courts Committee reviews the Juvenile Justice Community Agency applications and makes recommendations for funding. Juvenile Justice Community Agency applicants are invited to attend the Law & Courts Committee meeting. The Law & Courts Committee makes their recommendations by resolution to the Finance Committee.
October 4, 2023	The Finance Committee approves the resolution for Juvenile Justice Community Agency funding to the Board of Commissioners.
October 10, 2023	The Board of Commissioners authorizes a resolution for the 2024 Juvenile Justice Community Agency grant awards.
October 13, 2023	The Juvenile Justice Community Agency applications are sent to the County Attorney's Office for contract preparation.
October 13, 2023	Juvenile Justice Community Agencies are notified of the County grant award and that a County contract will be forthcoming in December.
December 2023	Contracts are received from the County Attorney's Office and mailed to the Juvenile Justice Community Agencies for appropriate signatures. When the contracts are mailed, a request is made to agencies to mail their Certificate of Insurances and a Revised Scope of Services if the grant award is different than the original requested amount.
January 2024	Fifty percent of the grant award is sent to the Juvenile Justice Community Agency upon receipt of the agency's signed contract and the appropriate documentation as listed above.
July 5, 2024	The Juvenile Justice Community Agencies send in their first six month report to the Controller's Office and upon review by staff, a check for the remaining portion of the grant is sent to the agency.

July 11, 2023

TO: Finance Committee

FROM: Michael A. Townsend, Budget Director

RE: Financial Reserve Status

In 2002, the Board of Commissioners adopted a policy on financial reserves. The purpose of the policy is to maintain adequate financial reserves so as to provide for the stable operation of the county government; to assure that the county's financial obligations will be met; and to assure continuation of a strong credit rating. Reserves addressed in the policy are the General Fund, the Budget Stabilization Fund, and the Public Improvement Fund.

**RESERVE STATUS AS OF 12/31/22**

The reserves in the Budget Stabilization Fund, General Fund, and Public Improvement Fund as of 12/31/22 total \$27.5 million. This equates to 9% of the \$311.7 million in total budgeted expenditures for 2023. As of 12/31/22 the General Fund has \$7.4million more than the policy's minimum target and the Public Improvement Fund has \$3.3 million more than the policy minimum. The Budget Stabilization Fund is \$163,103 below its minimum target level.

The policy requires that the County Controller annually advise the Finance Committee of the status of the balances in the funds, and as appropriate, provide recommendations for maintaining the balance at appropriate levels.

Attached please find a copy of the policy, and an analysis of funds as required. The analysis shows:

- The balance in the Budget Stabilization Fund as of 12/31/22 is \$11.1 million, or 12.5% of the average of the last five years' General Fund budgets. It is below the desired minimum of 13%. The maximum allowable amount as defined by policy is 15%. Since the adoption of the financial reserve policy, the Board of Commissioners has generally maintained the percentage at around 14%. It should be noted that Public Act 169 of 2016 increased the legally allowed maximum to 20%.
- The unassigned balance in the General Fund as of 12/31/22 is \$12.1 million, or 12.7% of the previous year's total General Fund expenditures. The desired minimum is 5%, or \$4.7 million. Last year's balance at the time of the analysis was \$14.2 million. Overall, General Fund revenues were higher but expenditures were much higher and resulted in the use of fund balance.
- The balance in the Public Improvement Fund as of 12/31/22 is \$4.3 million. It is \$3.3 million above the minimum desired level of \$990,087 which is equivalent to 1/10 mill of the property tax levy. The Public Improvement Fund is used for major capital improvements to county facilities, which includes more than 750,000 square feet of facility space for offices, courts, and clinics; the jail, and parks properties.

## **GENERAL FUND BALANCE THROUGH 2023**

The amended 2022 budget had assumed the use of \$.8 million in General Fund unreserved fund balance. The actual change in General Fund unreserved balance decreased by \$2.1 million (from \$14.2 to \$12.1 million.) The 2022 expenses finished the year at \$95.4 million. The 2023 amended budget assumes the use of \$803,922 thousand in General Fund surplus. The salary and benefits expenses account for around 70% of our general fund budget. The salary increases approved to all bargaining units in 2022 averaged 7.5 to 8% and will have an impact going forward. It is also worth noting the contracts included increase of 2% the next year. The use of fund balance for the 2024 Budget will be evaluated as a part of the budget process, due to the salary increases.

## **RECOMMENDATIONS**

- Although it is currently below its historical level of 14% of the General Fund budget, the Budget Stabilization Fund is also below the minimum target. It is recommended to transfer \$500,000 to the Budget Stabilization Fund to restore the balance to the minimum target level.
- Due to the continual annual need for CIP projects the Public Improvement Fund, a transfer of \$500,000 to the Public Improvement Fund is being recommended. This will allow for funding for 2024 capital projects (\$1,762,639 is budgeted in 2023), and will maintain the targeted amount in reserve.
- The use of fund balance for the 2024 Budget will be evaluated as a part of the budget process, due to the salary increases in 2022 and 2023 explained above.

## **SUMMARY**

A transfer of \$1,000,000 thousand is recommended as part of this year's Financial Reserve Policy Review. As currently projected, the General Fund unassigned reserves could be \$10.3 million at the end of 2023. The \$10.3 million should be sufficient to cover any use of fund balance resulting from further pandemic and historical expenses or revenue shortfalls. The \$10.3 million represents 10.8% of the previous year's (2022) General Fund expenditures. The \$11.1 million in the Budget Stabilization Fund will be increased to restore the minimum target.

These significant reserves would still allow Ingham County to sustain our bond rating, address ongoing revenue uncertainties, and allow the county to continue to adjust a relatively insignificant portion of the fund balance to offset unanticipated shortfalls during the fiscal year.

Another reason for Ingham County to maintain a relatively high fund balance in the General Fund and the Budget Stabilization Fund is to address cash flow issues. As of 2007, the County collects its General Fund property tax revenue in July, therefore, this revenue is not available until eight or nine months after the start of the fiscal year. Maintaining our current level of reserves provides additional cash. If these reserves were not available, the County would be forced to issue tax anticipation notes in order to continue operations until the taxes are collected.

Please contact me if you have any questions.

cc: Gregg A. Todd  
Jared Cypher  
Eric Smith

<b>GENERAL FUND</b>	
12/31/22 Unassigned Balance	12,125,824
12/31/22 Minimum Target (5% of 2022 GENERAL FUND expenses)	4,772,177
12/31/22 Unassigned Balance as a % of 2022 Expenses	12.7%
12/31/22 Surplus in Relation to Minimum Target	7,353,647
2023 Budgeted Use of Fund Balance	(803,922)
12/31/23 Projected Balance	11,321,902
2023 Proposed Transfer from Fund Balance	(1,000,000)
12/31/23 Proposed Unassigned Fund Balance	10,321,902
12/31/23 Minimum Target (5% of 2022 GENERAL FUND expenses)	4,772,177
2023 Proposed Unassigned Balance as % of 2022 Expenses	10.8%
Surplus in Relation to Minimum Target	5,549,725

<b>BUDGET STABILIZATION FUND (GENERAL FUND Restricted)</b>	
12/31/22 Balance	11,087,365
Minimum Target (13% of last 5 years' GENERAL FUND Budgets)	11,250,468
Maximum Target (15% of last 5 years' GENERAL FUND Budgets)	12,981,310
Amount Below Minimum Target	(163,103)
Amount Below Maximum Target	(1,893,945)
Target %	12.5%
Proposed Transfer in from General Fund	500,000
12/31/23 Proposed Balance	11,587,365
Surplus in Relation to Minimum Target	336,897
Amount Below Maximum Target	(1,393,945)
Target %	13.3%

<b>PUBLIC IMPROVEMENT FUND (in GENERAL FUND Assigned)</b>	
12/31/22 Balance	4,329,517
Minimum Target (1/10 mill of the property tax levy)	990,087
2022 Surplus in Relation to Minimum Target	3,339,430
2023 Budgeted Use of Fund Balance	(1,762,639)
12/31/23 Projected Balance	2,566,878
Proposed Transfer in from General Fund	500,000
12/31/23 Proposed Balance	3,066,878
Minimum Target (1/10 mill of the property tax levy)	990,087
2023 Surplus in Relation to Minimum Target	2,076,791

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ADOPTING A POLICY ON FINANCIAL RESERVES

RESOLUTION #02-017

WHEREAS, it is in the best interests of the Ingham County government; its taxpayers, and its residents to maintain sufficient financial reserves to provide for the stable operation of the county government; to assure that the county's financial obligations will be met; and to assure continuance of a strong credit rating; and

WHEREAS, it has been recommended by the County Controller and the county's financial consultants that a policy be adopted establishing the desired level of financial reserves that are appropriate to provide for the stable operation of the county government; to assure that the county's financial obligations will be met; and to assure continuance of a strong credit rating; and

WHEREAS, the Board of Commissioners is committed to maintaining its financial reserves at an appropriate level and to managing its expenditures as necessary to adjust to its revenues.

THEREFORE BE IT RESOLVED, that the County Board of Commissioners establishes the following goals for establishing and maintaining an appropriate level of financial reserves:

It is the goal of the County that the Budget Stabilization Fund be funded at the legal maximum of 15% of the average of the last five years' budgets, or 15% of the current year's budget, whichever is less; and that such balance be maintained at no less than 13%.

It is the goal of the County that the unreserved undesignated balance in the General Fund not be less than 5% of the total General Fund expenses of the preceding year.

It is the goal of the County to maintain sufficient reserves in the Public Improvement Fund to address annual needs for maintaining county facilities in an appropriate state of repair. The desired level of funding in this fund is determined to be 1/10 mill of the property tax levy.

The County Controller shall annually advise the Finance Committee of the status of the balances in the funds, and as appropriate, shall provide recommendations for maintaining the balances at appropriate levels.

FINANCE: Yeas: Grebner, Stid, Swope, Hertel

Nays: None Absent: Krause, Schafer, Minter Approved 1/16/02

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE BUDGET ADJUSTMENTS FOR 2023 BASED ON THE ANNUAL EVALUATION OF THE COUNTY'S FINANCIAL RESERVE POLICY**

WHEREAS, the Board of Commissioners has determined that it is in the best interests of the Ingham County government; its taxpayers, and its residents to maintain sufficient financial reserves to provide for the stable operation of the county government; to assure that the County's financial obligations will be met; and to assure continuance of a strong credit rating; and

WHEREAS, the Board of Commissioners, through Resolution #02-17 has adopted a Financial Reserve Policy to guide decisions regarding the maintenance of sufficient financial reserves; and

WHEREAS, the Financial Reserve Policy and the status of county reserves is to be reviewed on an annual basis; and

WHEREAS, such a review has been done by the Controller's Office, based on 2022 year end balances, and a report with recommendations has been given to the Finance Committee.

THEREFORE BE IT RESOLVED, that the 2023 budget be amended to authorize a transfers totaling \$1,000,000 from the General Fund unassigned balance to the Public Improvements Fund in the amount of \$500,000 and to the Budget Stabilization Fund in the amount of \$500,000 in order to provide adequate funds for infrastructure maintenance and improvements and meet minimum targets.

BE IT FURTHER RESOLVED, that the Controller is authorized to make the necessary budget adjustments and transfers.