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FINANCE COMMITTEE
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MARK GREBNER
TODD TENNIS
RYAN SEBOLT
MARK POLSDOFER
ROBERT PEÑA
MYLES JOHNSON
RANDY MAIVILLE

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, NOVEMBER 8, 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 [October 18, 2023 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Public Hearing – Michigan Community Development Block Grant (CDBG) Funding for Housing Improving Local Livability (CHILL) Program Application
2. Treasurer’s Office
 - a. Foreclosing Governmental Unit Report of Real Property [Foreclosure Sales Report](#)
 - b. Resolution to Authorize a [Position Conversion](#) within the Ingham County Treasurer’s Office
 - c. Resolution to Authorize Submission of Michigan Community Development Block [Grant Funding](#) for Housing Improving Local Livability Program Application
 - d. Resolution to Adopt the Michigan Housing Development Authority Citizen Participation Plan in Order to Apply for Michigan Community Development Block [Grant Funding](#)
 - e. Resolution to Approve the Policies and Procedures for a [Down Payment Assistance Program](#) for Income Qualified Buyers of New Construction and Rehab Homes Developed Utilizing Housing Trust Fund Dollars
 - f. [3rd Quarter Investment Report](#)
3. Drain Commissioner – Resolution Pledging Full Faith and Credit to Additional 2023 [Drainage District Notes](#)
4. Sheriff’s Office – Resolution to Approve a Law Enforcement Services Agreement with the [Village of Webberville](#) Covering the Period of January 1, 2024 through December 31, 2026
5. Prosecuting Attorney’s Office
 - a. Resolution to Authorize a Memorandum of Understanding between the Tri-County Metro Narcotics Squad and the Ingham County Prosecutor’s Office under the 2024 [Byrne JAG Grant](#)
 - b. Resolution to Authorize an Agreement with Prosecutor by [Karpel \(PbK\)](#) and the Prosecuting Attorneys Association of Michigan for Installation of Statewide PbK

6. Homeland Security and Emergency Management – Resolution to Amend the FY 2021 [Emergency Management Performance Grant](#) American Rescue Plan Act Award to Accept Additional Funds
7. Circuit Court – Juvenile Division
 - a. Resolution to Approve the Court-Appointed [Special Advocate](#) Donated Funds and In-Home Care Program
 - b. Resolution to Authorize a Contract with [Highfields](#) for the Horizon Program
 - c. Resolution to Authorize the Renewal of a Contract with Michigan State University for the [Juvenile Risk Assessment Project](#) and Quarterly Program Evaluations
 - d. Resolution to Authorize a Renewal of Contract with Michigan State University to Support the [Adolescent Project](#)
 - e. Resolution to Authorize a Staffing Adjustment at the [Youth Center](#)
 - f. Resolution to Authorize a Contract with [Peckham](#) for the Career Academy+ Program
8. 9-1-1 Central Dispatch Center – Resolution to Authorize Purchase of Rave Aware, Rave Alert, and Mobile Reach Software/Services for the 9-1-1 Center from [Rave Mobile Safety](#)
9. MSU Extension – Resolution to Authorize an Agreement for Michigan State University Extension Services between Michigan State University and Ingham County Approving the [Annual Work Plan](#) for 2024
10. Veterans Affairs Office – Resolution to Authorize Use of [Contingency Funds](#) for Veterans’ Relief Fund
11. Parks Department
 - a. Resolution to Authorize an Amendment to the [City of Lansing](#) Trails and Parks Millage Agreements
 - b. Resolution to Authorize an Amendment to [Meridian Township](#) Trails and Parks Millage Agreement
12. Health Department
 - a. Resolution to Accept a Continuation of the COVID-19 Regional [Health Equity Council Backbone Organization Grant](#)
 - b. Resolution to Authorize an Agreement with [Kroger Co.](#) for Participation in the 340B Drug Discount Program
 - c. Resolution to Convert Position #601398 from a .5 FTE Disease Control Nurse to a 1.0 FTE [Disease Control Lead](#)
 - d. Resolution to Extend the Agreement with [Dr. Saif Fatteh](#) for Dermatology Services
 - e. Resolution to Renew an Agreement with [Health Consulting Strategies, Inc.](#) to Provide Facilitation Support to Ingham Community Health Center’s Board of Directors Strategic Planning Efforts
13. Equalization/Tax Mapping – Resolution to Approve the [Revision](#) of the 2023 Apportionment Report
14. Innovation & Technology Department – Resolution to Approve the Support Renewal for Hardware from [Cisco Systems](#)

15. Facilities Department
 - a. Resolution to Authorize a Purchase Order to [Lansing Glass Co.](#) to Replace the Doors and Windows at the Public Entrance to Tri-County Office on Aging at the Human Services Building
 - b. Resolution to Authorize an Agreement with [Trane U.S. Inc.](#), for the Split HVAC Unit in the Animal Control Garage
 - c. Resolution to Authorize a Purchase Order to [Trane U.S. Inc.](#), for Repairs to the 155 Ton Chiller at the Human Services Building

16. Road Department
 - a. Resolution to Authorize a Second-Party Agreement with the Michigan Department of Transportation for the [Holt Road Bridge](#) Project
 - b. Resolution to Authorize a Second-Party Agreement with the Michigan Department of Transportation for the [Hagadorn Road and Sandhill](#) Road Project

17. Human Resources Department – Resolution to Approve UAW TOPS and Managerial and ICEA County Professional [Reclassification](#) Requests

18. Controller/Administrator Office – Resolution to Amend Agreement with [Rehmann](#) for Auditing Services

19. Board Referrals
 - a. [City of East Lansing](#) Assessing Officers Report for Industrial Facility Exemption Certificates for 2023
 - b. Letter from Amber Clark Regarding [Meridian Township’s Corridor](#) Improvement Authority Tax Increment Financing Plan
 - c. Notice of Public Hearing from the [City of Lansing](#) Regarding the Approval of Brownfield Plan #84-505 and 507 E Shiawassee Rehabilitation Project Pursuant to and in Accordance with the Provisions of the Brownfield Redevelopment Financing Act

Announcements
Public Comment
Adjournment

PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC DEVICES OR SET TO MUTE OR VIBRATE TO AVOID DISRUPTION DURING THE MEETING

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at www.ingham.org.

FINANCE COMMITTEE
October 18, 2023
Draft Minutes

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

Members Absent: Tennis and Johnson.

Others Present: Michael Townsend, Gregg Todd, Madison Hughes, and others.

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

Approval of the October 4, 2023

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES FROM THE OCTOBER 4, 2023 FINANCE COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Tennis and Johnson.

Additions to the Agenda

14. Finance Committee
 - a. Resolution of Solidarity with the United Auto Workers at General Motors, Ford, and Stellantis

14. Finance Committee
 - b. Resolution of Solidarity with the United Auto Workers at Blue Cross Blue Shield

Limited Public Comment

None.

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 Authorize an Interlocal Agreement with the City of Lansing for the 2023 Local JAG Grant
 - b. Resolution to Purchase Electronic Data Protection Equipment
 - c. Resolution to Purchase Traffic Crash Investigation Equipment for the Sheriff's Office

3. Circuit Court
 - a. Resolution to Accept the FY 2024 Michigan Mental Health Court Program Grant, Continue the Grant Funded Full-Time Mental Health Court-Court Services Coordinator Position, and Authorize Subcontracts with CMHA/CEI, Averhealth, JSG, MDOC, Northwest Initiative, PATS, and Rise

- b. Resolution to Accept the FY 2024 Swift and Sure Sanctions Probation Program Grant, Continue the Grant Funded Case Management Coordinator Position, and Authorize Subcontracts with Wellness, Inx, Northwest Initiative, CEI-CMH, Rise, Averhealth, and JSG
- 4. Circuit Court – Juvenile Division
 - a. Resolution to Accept the Michigan Drug Court Grant Program for the Ingham County Family Recovery Court
 - b. Resolution to Authorize Contract for Lawyer Guardian Ad Litem Representation
- 5. Office of the Public Defender
 - a. Resolution to Amend Resolution #23-345, Changing the Local Share to \$929,081.63, and Approve an Agreement with the City of East Lansing for Its Local Share Contribution Under the County’s Michigan Indigent Defense Commission 2023-2024 Compliance Plan
 - b. Resolution to Amend Resolution #23-345, Changing the Local Share to \$929,081.63, and Approve an Agreement with the City of Lansing for Its Local Share Contribution Under the County’s Michigan Indigent Defense Commission 2023-2024 Compliance Plan
- 6. Equalization/Tax Mapping – Resolution to Approve the 2023 Ingham County Apportionment Report
- 7. Parks Department – Resolution to Amend the City of Mason Trails and Parks Millage Agreements
- 8. Health Department
 - a. Resolution to Amend Resolution #23-376 to Access Additional Funding from the Michigan Department of Labor & Economic Opportunity
 - b. Resolution to Accept Council of State and Territorial Epidemiologists Disproportionately Affected Populations Grant
 - c. Resolution to Authorize the Acceptance of Contract Funds from Mid-State Health Network
 - d. Resolution to Accept Congressionally Directed Funding from the Health Resources and Services Administration Agency to Finance a Construction Project at Forest Community Health Center
 - e. Resolution to Accept the Michigan Department of Health and Human Services’ FY 2024 Child and Adolescent Health Center Funds to Finance the Construction of the East Lansing Community Health Center
 - f. Resolution to Authorize the Use of Unspent Funds to Complete Renovation Project at the Human Services Building
 - g. Resolution to Convert a Temporary Project Specialist to 1.0 FTE Permanent Project Specialist
- 9. Lansing Area Economic Development Partnership – Resolution to Authorize Grant Application for EPA Brownfield Assessment Coalition Grant
- 10. Innovation & Technology Department
 - a. Resolution to Approve Extension of an Agreement with the FD Hayes Electric Company for Data and Voice Wiring Services
 - b. Resolution to Approve Fiber Engineering from Western Tel-Com
 - c. Resolution to Approve Fiber Engineering and Construction from Western Tel-Com
- 11. Facilities Department – Resolution to Authorize an Agreement with Laux Construction LLC, for the Design Services for the Remodel of Forest Community Health Center

12. Human Resources Department
 - a. Resolution to Authorize a Contract with Mgt Consulting of America, LLC. for the Purpose of Conducting a Comprehensive Countywide Compensation and Classification Study
13. Controller/Administrator Office – Ingham County 2024 General Appropriations Resolution

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Johnson and Tennis.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Johnson and Tennis.

2. Treasurer’s Office – Resolution to Approve an Agreement with BS&A to Upgrade Property Tax Modules from an On-Premise to a Cloud Based Solution

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

Commissioner Maiville disclosed they had a daughter and nephew employed by BS&A.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Johnson and Tennis.

12. Human Resources Department
 - b. Resolution to Approve UAW TOPS, and Managerial and Confidential Reclassification Requests

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

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

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Johnson and Tennis.

14. Finance Committee
 - a. Resolution of Solidarity with the United Auto Workers at General Motors, Ford, and Stellantis
 - b. Resolution of Solidarity with the United Auto Workers at Blue Cross Blue Shield

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. POLSDOFER, TO APPROVE THE RESOLUTIONS.

Commissioner Sebolt stated the UAW TOPS was a local unit that was affiliated with the international unit of their employer, the AFL-CIO.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Johnson and Tennis.

Announcements

Commissioner Peña stated the Tri-County Office on Aging would have their annual dinner at the Kellogg Center on November 16, 2023 at 6:00 p.m. Commissioner Peña further stated it would be a nice event for those interested.

Commissioner Peña stated October 19, 2023 would be dog night at the Ingham County Fairgrounds for the Jack-O-Lanterns Unleashed.

Commissioner Maiville stated next Tuesday, October 24, 2023, they would have a drive through option for the Jack-O-Lanterns Unleashed to help with individuals that were handicapped and would be priced by the car. Commissioner Maiville further stated they would potentially have an extra night on October 25, 2023, as the weather was looking better than it had previously.

Chairperson Morgan stated it was a cool event and they had the option of enjoying a beer while also enjoying the pumpkins.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:36 p.m.

**NOVEMBER 8, 2023 FINANCE AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

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

2b. Treasurer's Office – Resolution to Authorize a Position Conversion within the Ingham County Treasurer's Office

This resolution authorizes the conversion of the Account Clerk II in the Treasurer's Mason office to an Account Clerk III to be in line with the Account Clerk III position in the Lansing office. The salary increase of \$4,267 will be funded through the Treasurer's Operating Budget.

See memo for details.

2c. Treasurer's Office – Resolution to Authorize Submission of Michigan Community Development Block Grant Funding for Housing Improving Local Livability Program Application

This resolution authorizes the Treasurer's Office to submit for a CDBG for the CHILL program grant for project(s) in the Leslie area. Local matching funds will be the Land Bank's \$648,972 Blight Elimination Grant. The grant request will be for \$500,000.

See memo for details.

2d. Treasurer's Office – Resolution to Adopt the Michigan Housing Development Authority Citizen Participation Plan in Order to Apply for Michigan Community Development Block Grant Funding

This resolution adopts the State's Citizen Participation Plan for the CDBG/CHILL program grant. The Treasurer's Office is recommending utilizing the plan to ensure we are in compliance with the grant requirements.

See memo for details.

2e. Treasurer's Office – Resolution to Approve the Policies and Procedures for a Down Payment Assistance Program for Income Qualified Buyers of New Construction and Rehab Homes Developed Utilizing Housing Trust Fund Dollars

This resolution approves the policies and procedures for a new Down Payment Assistance Program, which will be funded with ARPA funds allocated to the Housing Trust Fund. The policy defines the roles and responsibilities of the buyer, County, and lender, as well as eligibility requirements.

See memo for details.

3. Drain Commissioner – Resolution Pledging Full Faith and Credit to Additional 2023 Drainage District Notes

This resolution pledges the full faith and credit of the County for an additional \$1.5mil for drain projects over the \$15 mil pledged by the County via Resolution #23-169. The Drain Commissioner is requesting this in order to refinance existing notes.

See memo for details.

4. **Sheriff's Office** – *Resolution to Approve a Law Enforcement Services Agreement with the Village of Webberville Covering the Period of January 1, 2024 through December 31, 2026*

This resolution authorizes a new law enforcement agreement with the Village of Webberville for 80 hours of law enforcement services as opposed to the 40 hours currently contracted for. The agreement is for two years (Jan 1, 2024 – Dec 31, 2025) with an optional one-year extension for the sum of:

• January 1, 2024 – December 31, 2024	\$343,395
• January 1, 2025 – December 31, 2025	\$360,565
Two-year total:	\$703,960
• January 1, 2026 – December 31, 2026	\$378,593
Three-year total:	\$1,082,533

See memo for details.

5a. **Prosecuting Attorney's Office** – *Resolution to Authorize a Memorandum of Understanding between the Tri-County Metro Narcotics Squad and the Ingham County Prosecutor's Office under the 2024 Byrne JAG Grant*

This resolution authorizes an MOU with the Tri-County Metro Narcotics Squad and the ICPO for \$28,000 in 2024 Byrne JAG Grant funds. These funds will assist ICPO in obtaining technological equipment to streamline work processes and make workflow more efficient for current staff and to offset the increased costs for Prosecuting Attorneys Association of Michigan (PAAM) interns for 2024. There are County funds required.

See memo for details.

5b. **Prosecuting Attorney's Office** – *Resolution to Authorize an Agreement with Prosecutor by Karpel (PbK) and the Prosecuting Attorneys Association of Michigan for Installation of Statewide PbK Software*

This resolution authorizes an agreement with Prosecutor by Karpel (PbK) for software upgrades that have been negotiated state-wide by the Prosecuting Attorneys Association of Michigan (PAAM). PAAM will cover the costs associated with the software implementation and hosting for three years with the only cost to the County being existing court file integration of \$35,000 and one year of supporting the integration of \$7,000.

This agreement between PAAM and PbK came after the budget was completed so the \$42,000 in integration and support will need to come out of the 2024 Contingency Fund (funding is not due until next September).

See memo for details.

6. **Homeland Security and Emergency Management** – *Resolution to Amend the FY 2021 Emergency Management Performance Grant American Rescue Plan Act Award to Accept Additional Funds*

This resolution amends the FY21 Emergency Management Performance Grant ARPA award from the State of Michigan by an additional \$21,040, which will go the Homeland Security and Emergency Management Program Manager wages and fringe benefits.

See memo for details.

7a. Circuit Court – Juvenile Division – Resolution to Approve the Court-Appointed Special Advocate Donated Funds and In-Home Care Program

This resolution authorizes the acceptance of Court-Appointed Special Advocate (CASA) funds in an amount of \$169,460.55 for the period of October 1, 2023 – September 30, 2024. This funding is CASAs allocation to leverage Child Care Fund dollars. These donated funds will be transferred to the Juvenile Division as restricted funds.

See memo for details.

7b. Circuit Court – Juvenile Division – Resolution to Authorize a Contract with Highfields for the Horizon Program

This resolution authorizes an agreement with Highfields for the Horizon Program for adjudicated youth. The program is held in the evenings at the Ingham County Family Center.

Funding for the \$438,988 contract is through the Juvenile Justice Millage with a 75% reimbursement by the Child Care Fund.

See memo for details.

7c. Circuit Court – Juvenile Division – Resolution to Authorize the Renewal of a Contract with Michigan State University for the Juvenile Risk Assessment Project and Quarterly Program Evaluations

This resolution authorizes a renewal of the contract with MSU for quarter risk assessments of Juvenile Division programs. The \$48,788 cost of the program is Child Care Fund eligible.

See memo for details.

7d. Circuit Court – Juvenile Division – Resolution to Authorize a Renewal of Contract with Michigan State University to Support the Adolescent Project

This resolution authorizes a renewal of the contract with MSU Psychology Department for the Adolescent Project, an evidence-based program that has been nationally awarded and recognized for providing excellent mentoring services, reducing recidivism, and increasing positive outcomes for thousands of at-risk juveniles in Ingham County.

Funding for the \$179,465 project is available in the Juvenile Division's 2024 budget and is primarily Child Care Fund eligible.

See memo for details.

7e. Circuit Court – Juvenile Division – Resolution to Authorize a Staffing Adjustment at the Youth Center

This resolution authorizes the addition of a Youth Center Supervisor position at the Ingham Youth Center due to the increased demand on existing supervisors, the Director, and staff from a significant increase in older, more dangerous youth charged with more serious offenses, who have more acute mental health concerns and whose stay in detention has become increasingly longer.

Funding for this \$170,969 (salary and benefits) position would come from the Juvenile Justice Millage, with a 50% reimbursement from the Child Care Fund. In addition, the millage will see a decreased demand in fund use due to the 75% reimbursement (up from 50%) for in-home services. This reimbursement change will decrease the millage use by \$1.2 million.

See memo for details.

7f. Circuit Court – Juvenile Division – Resolution to Authorize a Contract with Peckham for the Career Academy+ Program

This resolution authorizes a contract with Peckham for the Career Academy+ Program, a vocational and career readiness program for court adjudicated youth. The \$201,455.93 cost of the program is a 34% increase from last year due to the Court's request that Peckham increase the program from 20 to 30 youth.

Funding is available in the Juvenile Justice Millage and eligible for a 75% Child Care Fund reimbursement.

See memo for details.

8. 9-1-1 Central Dispatch Center – Resolution to Authorize Purchase of Rave Aware, Rave Alert, and Mobile Reach Software/Services for the 9-1-1 Center from Rave Mobile Safety

This resolution authorizes the purchase of Rave Aware, Rave Alert, and Mobile Reach software from Rave Mobile Safety, who we have contracted with since 2015. Rave Alert, Rave Aware, and Mobile Reach which will provide one platform that can provide emergency notifications, critical data sharing with responders, and response coordination.

Funding for the \$563,300 for set up, training, licenses, and five years of support is available in the 9-1-1 Emergency Telephone Dispatch Services fund.

See memo for details.

9. MSU Extension – Resolution to Authorize an Agreement for Michigan State University Extension Services between Michigan State University and Ingham County Approving the Annual Work Plan for 2024

This resolution authorizes entering into an annual Work Plan that includes a county assessment not to exceed \$308,659 with MSU Extension for the period of January 1, 2024 through December 31, 2024 for delivery of Extension services and education. Funds for this agreement are included in the 2024 budget.

10. Veterans Affairs Office – Resolution to Authorize Use of Contingency Funds for Veterans' Relief Fund

This resolution authorizes the transfer of \$10,000 from the Contingency Fund to the Veterans Relief Fund, to cover anticipated expenses in the 4th quarter of 2023. The Veterans Relief Fund provides emergency food, paper products, utilities, rent, mortgage, and burial assistance.

12a. Health Department - Resolution to Accept a Continuation of the COVID-19 Regional Health Equity Council Backbone Organization Grant

This resolution accepts the COVID-19 Regional Health Equity Council Backbone Organization Grant from the Michigan Public Health Institute (MPHI) and the Michigan Department of Health and Human Services MDHHS in an amount not to exceed \$350,000 effective October 1, 2023 through May 31, 2024. As a Backbone

Organization, the Ingham County Health Department (ICHHD) will act as a convener and fiduciary for the Health Equity Council comprised of community members. The Health Equity Council will work to build and strengthen the capacity of local communities to develop and implement priorities and strategies aimed at decreasing disparities associated with COVID-19 and other health outcomes for racial ethnic minority populations.

12b. Health Department - Resolution to Authorize an Agreement with Kroger Co. for Participation in the 340B Drug Discount Program

This resolution authorizes entering into an agreement with Kroger Co. for its participation in the Community Health Center's (CHC) 340B drug discount program, effective January 1, 2024 through December 31, 2024, and shall renew automatically on an annual basis. The 340B initiative is a Federal program that requires pharmaceutical manufacturers to sell drugs to eligible providers at a discount for outpatient use.

12c. Health Department - Resolution to Convert Position #601398 from a .5 FTE Disease Control Nurse to a 1.0 FTE Disease Control Lead

This resolution authorizes converting position #601398 from a .5 FTE Disease Control Nurse (MNA 3) to a permanent 1.0 FTE Disease Control Lead (MNA 4), effective upon approval. This conversion will enable the Disease Control Lead to provide direct supervision and enhanced support to 4.0 FTE Disease Control nurses. The total cost is \$63,860.

12d. Health Department - Resolution to Extend the Agreement with Dr. Saif Fatteh for Dermatology Services

This resolution extends the agreement with Dr. Saif Fatteh to provide dermatology services effective November 1, 2023 through May 31, 2024, in an amount not to exceed \$16,068. Funds for this agreement are available in the Community Health Centers' operating budget.

12e. Health Department - Resolution to Renew an Agreement with Health Consulting Strategies, Inc. to Provide Facilitation Support to Ingham Community Health Center's Board of Directors Strategic Planning Efforts

This resolution authorizes renewing an agreement with HCS to provide support to ICHC's BOD's strategic planning efforts for years 2024 – 2027 in an amount not to exceed \$25,000, effective January 1, 2024 through December 31, 2024. Funds for this agreement are available in the Community Health Centers' operating budget.

13. Equalization/Tax Mapping – Resolution to Approve the Revision of the 2023 Apportionment Report

This resolution is to amend resolution #23-464 by substituting the attached statement of taxable valuations and mills apportioned to the various units in Ingham County for the year 2023.

14. Innovation and Technology Department – Resolution to Approve the Support Renewal for Hardware from Cisco Systems

This resolution approves the renewal for hardware support from Cisco Systems for network switches that are key to our IT infrastructure. The \$43,264 for the one year renewal is available through the IT Network Hardware Fund.

See memo for details.

15a. Facilities Department – *Resolution to Authorize a Purchase Order to Lansing Glass Co. to Replace the Doors and Windows at the Public Entrance to Tri-County Office on Aging at the Human Services Building*

This resolution approves a PO to Lansing Glass Co to replace the doors and windows at the Tri-County Office on Aging public entrance (HSB). Lansing Glass was the lowest responsive bidder at \$19,929.

Facilities is also requesting a \$1,992 contingency for a total not to exceed cost of \$21,921. Funding is available in the Public Improvement Fund.

See memo for details.

15b. Facilities Department – *Resolution to Authorize an Agreement with Trane U.S. Inc., for the Split HVAC Unit in the Animal Control Garage*

This resolution authorizes an agreement with Trane U.S. Inc., for a split HVAC unit to be installed at the Animal Control Garage. MDARD regulations state that the ambient temperature shall not be below 50 degrees and a maximum temperature should not be above 80 degrees.

Trane U.S. submitted a proposal for \$14,935 and Facilities is requesting a contingency of \$2,500 for a not to exceed prices of \$17,435. Funding is available in the Facilities Public Improvement Fund.

See memo for details.

15c. Facilities Department – *Resolution to Authorize a Purchase Order to Trane U.S. Inc., for Repairs to the 155 Ton Chiller at the Human Services Building*

This resolution authorizes a PO with Trane U.S. Inc, for repairs to the 155 ton chiller at HSB. Trane who is on the Omnia Co-Operative Agreement, submitted a proposal of \$18,750. Facilities is requesting a contingency of \$1,800 for any unforeseen circumstances for a not to exceed price of \$20,550. Funding is available in the Building Maintenance fund.

See memo for details.

16a. Road Department – *Resolution to Authorize a Second-Party Agreement with the Michigan Department of Transportation for the Holt Road Bridge Project*

This resolution authorizes a second-party agreement with MDOT for the Holt Road Bridge project. The Road Department received Local Road Program funds for the bridge replacement and is responsible for a 5% match on construction funds. The engineering estimate for the project is \$1,730,000, but the Road Department is also requesting a 20% contingency for a total project cost of \$2,076,000, 5% of which they will be responsible for.

The \$162,510 in local match is available in the 2024 Road Fund budget.

See memo for details.

16b. Road Department – *Resolution to Authorize a Second-Party Agreement with the Michigan Department of Transportation for the Hagadorn Road and Sandhill Road Project*

This resolution authorizes a second-party agreement with MDOT for the Hagadorn Road and Sandhill Road roundabout project. The Road Department received federal Highway Safety Improvement Program (HSIP) funding for the project, which is capped at \$600,000. The estimated cost of the project, with a 20% contingency is \$2,368,000, \$1,768,000 of which will be funded through the Road Department’s 2024 Road Fund budget.

See memo for details.

17. Human Resources – *Resolution to Approve UAW TOPS and Managerial and ICEA County Professional Reclassification Requests*

This resolution approves the following reclassifications:

<u>Position Title</u>	2023		<u>Difference</u>
	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	
Correctional Admin. Asst.	UAW E: 46,971.90	UAW E: 55,603.90	8,632.00
Collections & Data Coord.	UAW G: 52,531.56	UAW I: 58,836.68	6,305.12
340B Program Coord.	ICEA Pro 7: 71,599.41	ICEA Pro 11: 99,041.26	27,441.85
TOTAL:			42,378.97

See memo for details.

18. Controller’s Office– *Resolution to Amend Agreement with Rehmann for Auditing Services*

This resolution amends the agreement with Rehmann for auditing services to reflect adding the City of Lansing and Ingham County Joint Building Authority (JBA) auditing services to their contract. Audit years 2021-2022 will be at a not to exceed price of \$22,500 and future audit years 2023-2025 will be at an annual cost of \$8,000.

See memo for details.

PRESENTATION/DISCUSSION/OTHER ITEM:

1. **Public Hearing** – *Michigan Community Development Block Grant (CDBG) Funding for Housing Improving Local Livability (CHILL) Program Application*
- 2a. **Treasurer’s Office** – *Foreclosing Governmental Unit Report of Real Property Foreclosure Sales Report*
- 2f. **Treasurer’s Office** – *3rd Quarter Investment Report*
- 11a. **Parks Department** - *Resolution to Authorize an Amendment to the City of Lansing Trails and Parks Millage Agreements*
- 11b. **Parks Department** - *Resolution to Authorize an Amendment to Meridian Township Trails and Parks Millage Agreement*

These resolutions authorize amendments to Trails and Parks Millage agreements with the City of Lansing and Meridian Township due to unforeseen cost overruns, resulting in increases of \$1,499,100.91 and \$700,000 respectively. Currently, there is about \$4 million in the Trails and Parks Millage fund balance. In 2024, an additional \$3.5 million is expected to be available for communities. However, projections based on information received from communities who currently have projects under contract, show that reimbursements on current contracts (there are over 50) may cause the Trails and Parks Millage Fund to have shortfalls of over \$1.8 million by the end of 2023, and over \$7.2 million by the end of 2024. If such shortfalls materialize, the Controller’s Office will need to present the Board of Commissioners with viable alternative sources of funding. For those reasons, caution is recommended when considering these two resolutions

- 19a. **Board Referrals** - City of East Lansing Assessing Officers Report for Industrial Facility Exemption Certificates for 2023
- 19b. **Board Referrals** -Letter from Amber Clark Regarding Meridian Township’s Corridor Improvement Authority Tax Increment Financing Plan
- 19c. **Board Referrals** - Notice of Public Hearing from the City of Lansing Regarding the Approval of Brownfield Plan #84-505 and 507 E Shiawassee Rehabilitation Project Pursuant to and in Accordance with the Provisions of the Brownfield Redevelopment Financing Act

TO: Ingham County Board of Commissioners
FROM: Alan Fox, Treasurer
DATE: October 12, 2023
SUBJECT: Foreclosing Governmental Unit Report of Real Property Foreclosure Sales

In 2020 the Michigan Supreme Court, in *Rafaeli v Oakland County*, ruled that prior holders of interest in real property foreclosed under the Michigan General Property Tax Act were entitled to certain net proceeds when property was subsequently sold at auction or through other sales by the Treasurer.

The Legislature, through Public Acts 255 and 256 of 2020, implemented this change and included a reporting requirement in MCL 211.78m(8)(i). The requirement is summarized at the top of the attached form, which under the statute is specified by the Michigan Department of Treasury for this purpose. The form includes parcels foreclosed by court order effective April 1, 2021, the disposition of those parcels in 2021 and the payment of auction proceeds, under court order, during 2022.

Some of the provisions of Public Acts 255 and 256 have been challenged in both state and federal courts as unconstitutional. If those challenges are successful, the County may have to pay additional claims out of the total in the final column and those claims could exceed that total. Until those cases are resolved undistributed proceeds will be retained.

The statute and the form do not require disclosure of the amounts lost to taxing authorities when parcels do not sell or sell for less than the taxes, fees and interest owed. In the past net proceeds from the sale of some parcels could be used to offset losses on the disposition of other parcels.

Under the system as it now exists that offset of losses cannot be done and net losses on any parcel are charged back to taxing authorities including the county itself. For parcels foreclosed in 2021, taxing authorities in the county were charged \$259,776.97. Over half of that amount was charged to local government operating funds. \$12,274.67 was charged to county millage funds.

I will attend the meetings of the County Services and Finance Committees and be available to answer any questions about these new procedures and new reporting requirements.

Foreclosing Governmental Unit Report of Real Property Foreclosure Sales

Issued under authority of Public Act 225 of 1976; MCL 211.78m(8)(i)

The foreclosing governmental unit shall submit a written report to its board of commissioners and the state treasurer, identifying any remaining balance and any contingent costs of title, environmental remediation, or other legal claims relating to foreclosed property as determined by the foreclosing governmental unit, not later than September 30 of the second calendar year after foreclosure.

Foreclosure Year	i	ii	iii	iv	v	vi	vii	viii	ix	x	xi	xii
2021												
REPORT DUE SEPT 30 TO BOARD OF COMMISSIONERS AND TREASURY 211.78m(8)(i)	Number of Parcels Ordered Foreclosed and Not Canceled or Redeemed	Sum of Minimum Bids for All Foreclosures Not Canceled or Redeemed	Number of Properties Sold to Govern- mental Agencies Under Right of First Refusal	Sum of Minimum Bids for all Govern- mental Agencies Under Right of First Refusal	Total amount paid for the govern- mental Agencies properties under Right of First Refusal	Total Number of Parcels Sold at Public Foreclosure Auctions	Sum of the Minimum Bids for Properties Sold at Public Foreclosure Auctions	Sum of Amounts Paid for Properties Sold at Public Foreclosure Auctions	Total Amount of All Taxes, Penalties and Interest Fees and Costs on Properties Foreclosed and not Redeemed	Total Amount Paid for All Properties, including Governmental Agencies and Public Foreclosure Auctions	Total Amount of Proceeds Paid to Claimants for All Properties (note 5% of Sale Amount Payable to FGJ is Deducted Before Proceeds are Calculated)	Remaining Net Amount After Subtracting the Paid Claimant Proceeds Total (xi) From the Difference of Amounts Described in (x) and (ix)
County Name Ingham	70	\$ 1,004,217.76	2	\$ 15,512.64	\$ 15,512.64	53	\$ 839,036.23	\$ 1,730,958.48	\$ 922,155.34	\$ 1,746,471.12	\$ 441,619.48	\$ 352,696.30

I attest that I have completed the above information and any attachment data and have determined that the information reported is correct for the designated foreclosure sale year.

County Treasurer's Name Alan Fox	Telephone Number (517) 676-7233
County Treasurer Signature 	Date 10/12/2023

You may send the Treasury copy to Treas-PTE@michigan.gov

TO: Board of Commissioners County Services and Finance Committees

FROM: Alan Fox, Ingham County Treasurer

DATE: October 23, 2023

SUBJECT: Authorization to convert a position from Account Clerk II to Account Clerk III

BACKGROUND

In 2019, the Ingham County Treasurer’s Office proposed, and the Board of Commissioners approved a reorganization that resulted in one Account Clerk III staffing the Treasurer’s Lansing office and two Account Clerk IIs staffing the main office in Mason. Since the office reopened to public access following the COVID closings, it has been clear that level of staffing has not been necessary most of the year.

One Account Clerk II position has been unfilled since reopening and is eliminated in the 2024 budget. The other Account Clerk II has taken on additional responsibilities, including substituting for the Account Clerk III in Lansing whenever that person is on vacation or unable to work. Converting the Mason Account Clerk II position to Account Clerk III recognizes that the two staff have comparable levels of responsibility and provides greater flexibility scheduling both persons.

The office is able to draw on several different experienced and skilled retirees and former local treasurers as temporary employees to cover unusually busy periods or prolonged absences. These steps have reduced the cost of providing services to residents.

ALTERNATIVES

Continuing to have two employees with comparable responsibilities but different pay levels would perpetuate an inequity.

FINANCIAL IMPACT

The Budget Office has reviewed the proposal and finds the increased cost to be between \$3,291.00 and \$4,267. This does not include the even larger savings already realized by eliminating the second Account Clerk II position.

STRATEGIC PLANNING IMPACT

The Treasurer’s Office has been able to maintain high standards of service through the pandemic and continues to adapt as resources and needs change. This step eliminates an inequity that resulted from these adaptations.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented and the actions already take, I respectfully recommend approval of converting the Account Clerk II position 253006 to Account Clerk III.

Agenda Item 2b

TO: Allen Fox, County Treasurer

FROM: Joan Clous, Human Resources Specialist – Labor & Employee Specialist

DATE: October 12, 2023

RE: Memo of Analysis to change position number 253006 Account Clerk II to an Account Clerk III within the Treasurer's Office.

In order to better serve the residents of Ingham County the Treasurer's Office seeks to make the following change:

Position 253006 Account Clerk II (UAW G) (\$44,048.79 to \$52,531.56) will be converted to Account Clerk III (UAW H) (\$46,418.32 to \$55,603.90).

Please use this memo as acknowledgement of Human Resources' participation and analysis of your position conversation proposal. You are now ready to move forward and contact budget for a budget analysis and preparing a memo for the BOC.

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

Rachel Piner

From: Teresa Carter
Sent: Tuesday, October 31, 2023 10:24 AM
To: Rachel Piner
Subject: RE: UAW Position Conversion

Hello Rachel

The UAW supports your request to convert the Account Clerk II (UAW G) position #253006 to Account Clerk III (UAW H).

Thank you

Teresa Carter
Unit Chair
Local 2256

From: Rachel Piner <RPiner@ingham.org>
Sent: Tuesday, October 31, 2023 8:55 AM
To: Teresa Carter <TCarter@ingham.org>
Subject: UAW Position Conversion

Good morning. Please see attached documentation requesting the BOC convert position 253006 Account Clerk II (UAW G) to Account Clerk III (UAW H). Controller Todd has requested that I seek support from the UAW for this position conversion. Can you please review and email me your support by 11:30 today? I apologize for the short notice on this. Please let me know if you have any questions!

Rachel Piner
Ingham County
Chief Deputy Treasurer
517-676-7235

	UAW G LEVEL 5	UAW H LEVEL 5
SALARY	52,532	55,604
UNEMPLOYMENT	263	278
FICA	4,019	4,254
LIABILITY	717	759
HEALTH	19,002	19,002
RETIREE CHARGEBACK	3,586	3,586
RETIREE HEALTH TRUST	2,364	2,502
DENTAL	936	936
VISION	135	135
SEPARTATION	1,051	1,112
LIFE	90	90
DISABILITY	68	72
RETIREMENT	11,410	12,077
RETIREMENT	525	556
TOTAL	96,696	100,963

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A POSITION CONVERSION
WITHIN THE INGHAM COUNTY TREASURER'S OFFICE**

WHEREAS, the Ingham County Treasurer (ICT) desires to convert the position of the Account Clerk II to Account Clerk III within his office due to the increased responsibility and complexity involved with this position and to better serve the citizens of Ingham County; and

WHEREAS, the Human Resources Department has reviewed the proposed position conversion, analyzed the responsibilities of the position, and submitted a Memo of Analysis; and

WHEREAS, the Budget Office has reviewed the proposed position conversation and provided an analysis of budget impact on the conversion; and

WHEREAS, the salary increase of \$4,267 will be funded through ICT's Operating Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the conversion of position number 253006 Account Clerk II (UAW G) to Account Clerk III (UAW H) within the Ingham County Treasurer's office.

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

TO: County Services and Finance Committees

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

DATE: October 26, 2023

SUBJECT: Board of Commissioners Resolution authorizing Ingham County application for Community Development Block Grant (CDBG) Housing Improving Local Livability Program funds

BACKGROUND

Ingham County has been invited to apply for \$500,000 in CDBG Housing Improving Local Livability (CHILL) Program funds following Michigan State Housing Development Authority (MSHDA) approval of the County's letter of intent, authorized by RESOLUTION #23-391. CHILL Program funds will support housing reconstruction/homeowner improvement activities.

The reconstruction/resale activities to be supported by the CHILL Program include infill housing in the City of Leslie managed by the Ingham County Land Bank (ICLB), leveraged by a \$648,972 Blight Elimination Grant from the Michigan Economic Development Corporation. Homeowner improvement project activities to be supported by CHILL Program funds on properties to be identified in non-entitlement areas of Ingham County and administered by Capital Area Housing Partnership and Capital Area Community Services. This will leverage funds approved by RESOLUTION #23-125, that committed \$1,000,000 in Housing Trust Funds and \$500,000 in Elder Services Millage Funds to eligible homeowner occupied housing repair and rehab expenses. MSHDA requires an Authorizing Resolution to be submitted with the CHILL Program application that at minimum: identifies the individual(s) authorized to sign application attachments, agreements, amendments, and payment requests; identifies proposed projects, the amount of the funding request, and any matching funds provided; and includes statements ensuring that a minimum of 51% of the beneficiaries of the projects will be low-to-moderate income persons, and that no project costs will be incurred prior to a formal grant award, completion of environmental reviews, and formal, written authorization to incur costs from MSHDA.

FINANCIAL IMPACT

None Immediately. If MSHDA awards the full amount requested in CHILL Program funds, the financial impact will be an additional \$500,000 for housing redevelopment and improvement.

RECOMMENDATION

The recommendation is that the Ingham County Board of Commissioners authorize submission of an application requesting \$500,000 in Michigan Community Development Block Grant (CDBG) CHILL Program funding for a combination of housing reconstruction/resale and homeowner improvement project activities.

STATEMENT OF ASSURANCES

Ingham County states that the person identified in the Authorizing Resolution assures the following as applicable:

1. Compliance with financial management and audit requirements in 2 CFR Part 200; Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule.
2. Compliance with Civil Rights and Equal Opportunity statutes as set forth in Title I of the Civil Rights Act of 1964 (Public Law 88-352), Title VIII of the Civil Rights Act of 1968 (Public Law 90-284), the Michigan Civil Rights Act 453 of 1976, the Michigan Fair Employment Practices Act (MCL 423, 301-423, 311), related statutes and implementing rules and regulations.
3. Compliance with Labor Standards statutes as set forth in the Davis-Bacon Fair Labor Standards Act (40 U.S.C. 276a-276a- 5), related statutes and implementing rules and regulations.
4. Compliance with Lead Based Paint Poisoning Prevention Act (42 U.S.C. 4831).
5. Compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4630) and implementing regulations.
6. Compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and implementing rules and regulations 24 CFR Part 8.
7. Authorized state officials and representatives will have access to all books, accounts, records, reports, files, and other papers, things, or property pertaining to the project to make audits, examinations, excerpts, and transcripts; each contract or subcontract also shall provide for such success to relevant data and records pertaining to the development and implementation of the project.

The UGLG agrees to assume all the responsibilities for environmental review, decision making, and action as specified and required under the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and Section 104 (f) of Title I of the Housing and Community Development Act and implementing regulations 24 CFR Part 58.

CERTIFICATION BY INGHAM COUNTY

Ingham County states that the person identified in the Authorizing Resolution certifies the following:

1. Possesses legal authority to submit a grant application;
2. Has in a timely manner:
 - a. furnished its citizens information concerning the amount of funds available and being applied for, and the proposed community development and housing activities to be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income and the plans for minimizing displacement of persons due to proposed activities and for assisting persons displaced;
 - b. published a public notice in such manner to afford citizens an opportunity to examine and submit comments on the proposed application and community development and housing activities;
 - c. held one or more public hearings to obtain the views of citizens on the proposed application and community development and housing needs; and
 - d. made the proposed application available to the public.
3. Will conduct and administer the grant in conformity with Public Law 88-352 and Public Law 90-284, and will affirmatively further fair housing;
4. Has developed the proposed application so as to give maximum feasible priority to activities which will benefit low- and moderate-income homebuyers or homeowners;
5. Has developed a community development plan or community development narrative that identifies community development and housing needs and specifies both short- and long-term community development objectives that have been developed in accordance with the primary objective and requirements of the Title I Housing and Community Development Act of 1974, as amended;
6. Will not attempt to recover any capital costs of public improvements assisted in whole or in part with Title I funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless (A) Title I funds are used to pay the proportion of such fee or assessment that related to capital costs of such public improvement that are financed from revenue sources other than Title I funds; or (B) for purposes of assessing any amounts against properties owned and occupied by persons of low and moderate income who are not persons of very low income, and (name of local unit) certifies that it lacks sufficient Title I funds to comply with the requirements of clause (A);
7. Will adopt a policy of prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within its jurisdictions;

8. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant or cooperative agreement;

9. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a federal contract, grant, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

10. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly;

11. Will comply with other provisions of Title I of the Housing and Community Development Act of 1987, as amended, and with other applicable laws.

CERTIFICATION BY AUTHORIZED SIGNATORY

The person authorized through resolution, or the highest elected official, has signed below verifying (1) the Certifications and Assurances herein have been reviewed and accounted for; (2) this Application has been reviewed and is complete; and (3) the data provided herein is the most accurate available based on current information and knowledge.

SIGN X

NAME	Ryan Sebolt
TITLE	Chairperson of the Ingham County Board of Commissioners
PHONE	
DATE	

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE SUBMISSION OF MICHIGAN COMMUNITY DEVELOPMENT
BLOCK GRANT FUNDING FOR HOUSING IMPROVING LOCAL LIVABILITY PROGRAM
APPLICATION**

WHEREAS, Michigan State Housing Development Authority (MSHDA) has invited Ingham County to apply for the Community Development Block Grant (CDBG) Housing Improving Local Livability (CHILL) Program; and

WHEREAS, the Ingham County Board of Commissioners (the Board) authorized a letter of intent to apply for CDBG/CHILL Program funds through Resolution 23-391, detailing that proposed projects would support and complement efforts to make physical improvements to out-county and rural residential neighborhoods through single family housing redevelopment and homeowner occupied improvement projects for low-to-moderate income homeowners; and

WHEREAS, the application is to request a total of \$500,000 in CDBG/CHILL Program funds to support a combination of reconstruction/resale activities on a recent demolition site in the City of Leslie managed by the Ingham County Land Bank, and homeowner improvement projects with the exact location of properties to be determined through programming administered by Capital Area Housing Partnership (CAHP) and Capital Area Community Services (CACS); and

WHEREAS, Ingham County Land Bank received a \$648,972 Blight Elimination Grant from the Michigan Economic Development Corporation which will provide local match for the reconstruction /resale activities included in this application; and

WHEREAS, through Resolution 23-125, the Board approved an allocation of \$1.5 million for homeowner occupied housing repair and rehab programming administered by CAHP and CACS to provide local match for homeowner improvement project activities;

WHEREAS, beneficiaries of CDBG/CHILL Program activities will be limited to individuals with incomes at or below 80% of the area median income (AMI), thereby meeting the minimum requirement that at least 51% of project beneficiaries will be low-moderate income persons;

WHEREAS, no project costs will be incurred prior to a formal invitation to submit the application, official notice of an award, completion of required environmental review procedures, and formal written authorization to incur costs is received from the MSHDA.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes submission of the CDBG/CHILL Program Application.

BE IT FURTHER RESOLVED, that the County Treasurer is authorized to submit the Application, and sign and submit payment requests.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign the application, attachments, the Grant Agreement, and all amendments, after approval as to form by the County Attorney, if deemed necessary.

TO: County Services and Finance Committees

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

DATE: October 26, 2023

SUBJECT: Board of Commissioners Resolution adopting Citizen Participation Plan for Community Development Block Grant (CDBG) Housing Improving Local Livability Program funds

BACKGROUND

Ingham County has been invited to apply for \$500,000 in CDBG Housing Improving Local Livability (CHILL) Program funds following Michigan State Housing Development Authority (MSHDA) approval of the County's letter of intent, authorized by RESOLUTION #23-391. CDBG CHILL Program funds will supplement and support housing reconstruction/resale and homeowner improvement project activities.

MSHDA requires a local unit of government applying for CDBG funding to adopt a Citizen Participation plan to meet the citizen participation requirements under 24 CFR Part 570.486(a). The plan must include at minimum provisions for citizen participation, particularly by low-and-moderate income individuals who reside in areas in which funds are proposed to be used; ensure residents will be given reasonable and timely access to local meetings, furnish citizens with information and records on proposed and actual use of CDBG funds; hold a minimum of two public hearings; provide reasonable notice for public hearings; and provide a process for complaints and grievances. To meet this requirement, applicants for CDBG funding may adopt MSHDA's Citizen Participation Plan which can be found here: [citizenparticipationdocforadoptionpdf.pdf \(michigan.gov\)](https://www.michigan.gov/citizenparticipationdocforadoptionpdf.pdf).

FINANCIAL IMPACT

None Immediately. If MSHDA awards the full amount requested in CHILL Program funds, the financial impact will be an additional \$500,000 for infill housing redevelopment and homeowner occupied housing improvement activities.

RECOMMENDATION

The recommendation is that the Ingham County Board of Commissioners authorize adoption of the MSHDA Citizen Participation Plan compatible with Michigan Community Development Block Grant (CDBG) CHILL Program requirements.

STATE OF MICHIGAN CITIZEN PARTICIPATION PLAN

April 2021

1. The State will provide citizens and units of local government with reasonable notice and opportunity to comment on the Consolidated Plan and its substantial amendments. Reasonable notice will be given through a public notice in a newspaper(s) with statewide circulation. Opportunity to offer comments will be provided by a period of not less than 30 days, identified in the public notice, to receive comments on the substantial amendments before the amendment is implemented. The notice will clearly provide the name and address of the person responsible for receiving these comments. Reasonable notice will be given to the public for non-substantial amendments by a statewide mailing to current grantees and other interested parties.

Note: When additional funding is provided by the U.S. Department of Housing and Urban Development based on a declared emergency and/or funding needs to be repurposed to meet immediate need and in-person public hearings are not feasible, public notification will take place via internet postings only. An opportunity to offer comment will be provided by a period of not less than 5 days. The notice will clearly provide the methodology and contact person responsible for receiving comments.

2. The State will consider any comments or views of citizens and units of general local government received in writing, if any, in preparing the substantial amendment to the consolidated plan. A summary of these comments or views not accepted and the reasons therefore shall be attached to the substantial amendment to the consolidated plan.

Performance Reports.

1. Citizens shall be provided with a reasonable notice and opportunity to comment on any performance reports required on the Consolidated Plan. A period of not less than 15 days shall be provided to receive comments on the performance report prior to its submission to HUD. Reasonable notice shall be given in the form of an announcement in one or more newspapers of general public circulation.
2. The state shall consider any comments received in writing or orally when preparing the performance report. A summary of these comments shall be attached to the performance report.

Citizen participation requirements for local governments.

Units of general local government receiving CDBG funds from the State will hold a public hearing to receive comment on their proposed project(s) prior to submission to the State. For housing projects, these hearings also include comment on program accomplishments from the preceding project(s). Units of local government receiving CDBG funds from the State for non-housing projects also hold a public hearing to receive public comment on program accomplishments after project completion but prior to final close out.

Units of general local government receiving CDBG HUD Disaster Recovery funds from the State will furnish citizens with information regarding the amount of funds available, the range of activities, the estimated amount of the proposed activities that will benefit persons of low to moderate income; will publish the proposed Action Plan for Disaster Recovery for public comment; and will provide reasonable public notice and comment period on any substantial change to the Action Plan.

Availability to the public.

The consolidated plan, as adopted, substantial amendments, and the performance report, shall be available to the public, including the availability of materials in a form accessible to persons with disabilities, upon request. These documents shall be available at the MSHDA Website at www.michigan.gov/mshda and available upon request to members of the general public through.

U.S. Mail. -

Access to records.

The state shall provide citizens, public agencies, and other interested parties with reasonable and timely access to the state's consolidated plan and the state's use of assistance under the programs covered by this part during the preceding five years.

Complaints.

The state shall provide a timely, substantive written response to every written citizen complaint, within 15 working days where practicable, to complaints received from citizens on the consolidated plan, amendments, and performance report.

Use of the Citizen Participation Plan.

The state assures that it will follow its Citizen Participation Plan.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ADOPT THE MICHIGAN HOUSING DEVELOPMENT AUTHORITY CITIZEN PARTICIPATION PLAN IN ORDER TO APPLY FOR MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING

WHEREAS, the Ingham County Board of Commissioners authorized through Resolution 23-391 a letter of intent to apply for a Community Development Block Grant (CDBG) Housing Improving Local Livability (CHILL) Program, resulting in the Michigan State Housing Development Authority (MSHDA) inviting Ingham County to apply; and

WHEREAS, CDBG funds may be used to support and complement current Ingham County Land Bank and Housing Trust Fund efforts to make physical improvements to residential neighborhoods through single family housing redevelopment and homeowner occupied housing rehabilitation for low-to-moderate income homeowners; and

WHEREAS, each unit of general local government shall develop and adopt a Citizen Participation plan to meet the citizen participation requirements under 24 CFR Part 570.486 (a), required as a provision of Michigan CDBG Funding; and

WHEREAS, at minimum, citizen participation plans must include provisions to:

encourage citizen participation, particularly by low-and-moderate income persons who reside in areas in which funds are proposed to be used;
ensure residents will be given reasonable notice and timely access to local meetings including a minimum of two public hearings for the purpose of gathering public input on proposals/projects supported by CDBG funds;
furnish citizens with relevant information on the proposed use of CDBG funding; and
identify a process for complaints and grievances; and

WHEREAS, units of general local government may adopt the Citizen Participation Plan developed by MSHDA to meet this requirement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners does hereby adopt MSHDA's Citizen Participation Plan, which can be found here: [citizenparticipationdocforadoptionpdf.pdf \(michigan.gov\)](#).

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is also authorized to sign any documents necessary to meet the requirements of citizen participation after approval as to form by the County Attorney if deemed necessary.

TO: County Services and Finance Committees

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

DATE: October 26, 2023

SUBJECT: Approval of Down Payment Assistance Policy for Income Qualified Homebuyers purchasing homes developed using Housing Trust Funds

BACKGROUND

The Ingham County Board of Commissioners (the Board) created Housing Trust Fund (HTF) by allocating \$9 million of American Rescue Plan (ARP) funds to promote construction and rehabilitation of affordable housing in Ingham County. The Board has, by recommendation of the HTF, allocated funds to specific projects for construction of owner-occupied housing and rehab of owner-occupied and rental housing.

Homeownership is central to the HTF goal of building wealth and equity in Ingham County. ARP regulations allow for assistance or subsidy to go directly to income-qualified home buyers in a form of down payment assistance (DPA). ARP funds can go residents with incomes at or below 80% of Area Median Income (AMI). By offsetting the up-front payments required for purchasing a home, DPA is an effective way to make homeownership more attainable for many low-to-moderate income buyers. However, DPA Programs require detailed policies in order to protect both the buyer’s equity and the county’s investment. Many low-to-moderate income or first-time homebuyers require assistance with down payments and with mortgage loan applications. This program will be in addition to the work HTF has already initiated with a growing number of local financial institutions to provide those services.

FINANCIAL IMPACT

The proposed home-buyer subsidies will go directly to income-qualified buyers for any of the 30 homes to be developed by the Land Bank and other developers utilizing HTF ARP dollars. DPA will be available for income-eligible buyers at a maximum of \$30,000 per sale on a first-come first-serve basis until funds are expended. Funds for these subsidies will be drawn from the \$450,000 in unobligated HTF dollars and from existing contracts for homeowner occupied housing already approved by the Board.

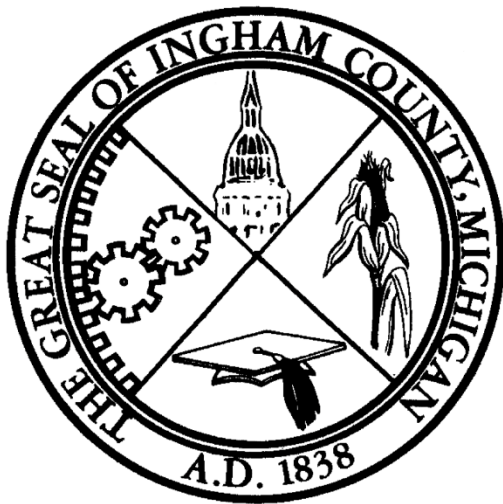
RECOMMENDATION

The HTF has identified policies and procedures that establish the necessary safeguards for down payment assistance subsidies to income qualified home buyers that are at or below 80% of AMI. This assistance for home buyers will work in partnership with resources from other sources and lending institutions to provide the best outcomes for prospective buyers.

The first house developed by the Land Bank for which DPA could help ensure the house is attainable for income qualified buyers is now listed and on the market for sale. It is important to approve the policy and procedure immediately to ensure that the money expended goes to the purposes intended and that the county’s interests and federal requirements are both met.

Ingham County Down Payment Assistance Program Policy

[LAST APPROVAL/REVISION DATE]



**INGHAM COUNTY DOWN PAYMENT ASSISTANCE PROGRAM POLICY &
PROCEDURES**

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INGHAM COUNTY DOWN PAYMENT ASSISTANCE PROGRAM POLICY & PROCEDURES

A. POLICY & PROCEDURES MANUAL PURPOSE

This manual serves as the Ingham County’s administrative policy and procedure manual for its Down Payment Assistance Program, specifically.

1. Updates

Information may change as issued by the US Department of Treasury or the Ingham County for a variety of reasons, including changes to federal regulations, County requirements, and the interpretation or clarification of a federal regulation.

Ingham County hereinafter referred to as the “County”, will endeavor to provide affordable housing opportunities to low-and-moderate-income homebuyers for the purchase of homes in Ingham County. The County will use federal American Rescue Plan Act funding to offer interest-free, forgivable loans with soft-second mortgages to assist homebuyers. ARPA funds are required to be expended by December 31, 2026. Alternative funding sources could become available after this date.

All housing policies shall be guided by accepted monetary policies, Ingham County and Local Housing Code, the Fair Housing Act, consumer protection laws, and all other applicable local and federal regulations concerning the County Down Payment Assistance Program.

2. General Program Information

The Ingham County Down Payment Assistance Program (DPA), (hereafter “Program”) is allocated from a portion of the County’s federal American Recover Program Act of 2021, Pub L. No. 117-2 (“ARPA”) to provide homeownership assistance. Funds are awarded on a first-come, first-served basis. Unless otherwise directed by the County Treasurer, the program will be utilized for buyers of those single-family housing units developed by and placed for sale by the Ingham County Land Bank and/or those single-family units for which rehabilitation or funding was provided by the Ingham County Housing Trust Fund (ICHTF).

3. Maximum Amount of Assistance

The goal of the Program is to expand home ownership opportunities for income-eligible households and to increase homeownership within the county of Ingham. Loans to eligible applicants are not to exceed **\$30,000** (adjusted based on household need including recurring monthly expenses) for down payment and reasonable closing costs incurred in the purchase of property within Ingham County, with the exception of homes that are in the flood plain.

4. Terms & Conditions for Applicants

- Direct Down Payment Assistance may be used for down-payment and closing/settlement costs only. Borrowers are prohibited from receiving funds back at settlement, including reimbursement for the initial down-payment and prepaid closing costs. Any excess funds shall be applied as a principal curtailment to the primary lender.

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- Program can be used to purchase single-family homes, duplexes, townhomes, manufactured homes on permanent foundations, or modulars which received new construction or rehabilitation assistance from the ICHTF.
- Homes must be located in Ingham County, Michigan.
- Applicants must be equal to or less than 80% household AMI.
- Total household income must be counted (even if the Mortgage/Deed will not include all adult members).
- All adult household members must provide a photo ID when applying. Birth certificates are required for all household members over the age of one (1) year.
- Applicant assets shall be subject to asset verification as more fully set forth herein. Liquid assets cannot exceed \$30,000 within the 3 months (90-day period) prior to application.
- Home inspection required for existing homes and a Certificate of Occupancy required for new construction.
- Only fixed-rate interest mortgages, with no pre-payment penalties.
- Pre-purchase Counseling certificate (Agency must be HUD-Approved) required
- Home must be primary residence.
- At the time of the application and closing, applicants cannot own any real property other than applicant's current primary residence that is being sold prior to the purchase of the home for which applicant is seeking funds under the program.
- Applicants do not need to be first-time home buyers.
- Applicants must wait a minimum of six (6) months to reapply for the program if a previous application is denied. This includes all household members.
- Request for funds must be submitted to County at least fifteen (15) business days prior to settlement/closing date if eligible for the program.
- Borrowers shall be required to execute a (list documents borrower must sign at closing i.e., Note, Mortgage, Deed Restriction, etc.).
- Borrowers shall be required to purchase lender's title insurance in favor of the County.
- County shall be named as a loss payee on Borrower's homeowner's insurance.

5. Loan Terms

Program subsidies are provided as a zero-interest, deferred payment loan which is secured by a promissory note and mortgage subordinate to those of the primary lender(s). If the homebuyer meets all of the Program's affordability requirements, the loan will be forgiven after seven (7) years for existing housing, and twenty (20) years in the case of new construction (the affordability period). The loan becomes immediately due and payable (in full/or at the prorated amount) if the property ceases to become the Homeowner's principal place of residence. First mortgages must have a fixed rate and include the escrows of taxes and insurance.

6. Repayment

Homebuyers are not required to repay loan funds (in full/or at prorated amount) unless they meet provisions outlined in [Section J Recapture Provisions for Program Funds](#).

**INGHAM COUNTY DOWN PAYMENT ASSISTANCE PROGRAM POLICY &
PROCEDURES**

B. ADMINISTRATIVE GUIDELINES

1. Reports

A separate case file will be maintained in a comprehensive manner for each applicant. That file will incorporate, but will not be limited to, the following forms:

1. Referral Checklist
2. Application
3. Income/Employment/Asset Verification Forms
4. Home Inspection Report (if applicable) or Certificate of Occupancy for new construction (if applicable)
5. Truth-in-Lending Disclosure
6. Sales Contract
7. Certificate of Housing Counseling
8. All applicable Loan Agreements/Forms necessary to complete file if loan is extended to applicant
9. All applicable County mortgage documents including, but not limited to Note, Mortgage, and Errors and Omissions Statement, and other documents County deems necessary or appropriate to complete the transaction
10. Closing Disclosure (Settlement Statement)
11. Any approved extensions.

2. Supervision

The County will be accountable to Ingham County's Treasurer. Periodic reports and/or meetings will take place to ensure staff performance.

3. Case Processing Time

The County will process all applications in an expedient manner. Each application requires a processing time of a minimum of fifteen (15) business days from the date of the Department's receipt of a completed application.

4. Fiscal Control

The County established system of fiscal check and balances will be strictly followed.

5. Geographical Area

Only properties within Ingham County's geographical boundaries will be eligible for assistance from County. Property may not be located in a flood plain.

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6. Income Limits

The County will be guided by current U.S. Department of Housing & Urban Development (HUD) Area Median Income (AMI) limits adjusted for household size for Ingham County, Michigan not to exceed 80% of AMI.

7. Down Payment Assistance Strategy

Financial mechanisms, specifically soft-second mortgages for purchase will be incorporated.

8. Local Procedures and Policies

The County will abide by all applicable Federal regulations. Ingham County and State of Michigan established Ordinances shall be the legal instruments for litigating disputes, maintained by the County Attorney.

9. Staff Training

The County will provide effective staff training whenever that training is deemed necessary. Courses, manuals and regional training center attendance shall be available to all staff members.

10. Participant Information

The County will perform a comprehensive recording of all pertinent participant information for each case. This information will be used for government surveys and County status reports. Personal data on applicants will be held confidentially and only released by that applicant's signed approval.

11. Property Eligibility

Eligible properties are limited to those located within Ingham County for which new construction or rehabilitation assistance was provided by the ICHTF. The property must be the primary residence of the applicant(s) to be eligible for Down Payment Assistance.

12. Protest Procedure

The County will respond within thirty (30) days once a written complaint or protest is received. The plaintiff may initiate further action with the Ingham County Treasurer if not satisfied with the County's response.

INGHAM COUNTY DOWN PAYMENT ASSISTANCE PROGRAM POLICY & PROCEDURES

13. Waivers of Policy

The County may, upon recommendation of the ICHTF Committee, waive any requirements of these policies not specifically required by federal/state law or federal regulations whenever it is determined that undue hardship will result or where application of the requirement would adversely affect the purposes and goals of the Down Payment Assistance Program.

14. When to Apply for Down Payment Assistance

A homebuyer of an eligible new or existing single-family residence may apply for Program funds after they have been pre-qualified by a first-mortgage lender and put in an offer on a County ARPA/ICHTF-assisted home.

15. Using County Down Payment Assistance with Other Funds

Program funds can be used in combination with employer-assisted down payment incentives, as well as Individual Development Accounts (IDA) and can be used in combination with other governmental and private assistance as allowed by those programs.

16. Modification, Amendment and Waiver

These policies and procedures may be modified and amended without notice when warranted as this program evolves.

The ICHTF Committee may waive or modify the Program's policies and procedures, including the required documentation, if the Committee finds the Program is in conflict with state or federal housing laws.

C. PROCESSING AND ADMINISTRATION

The County is the Program Administrator. The County will provide information packets containing a description and forms for the Program to anyone interested. Information packets can also be obtained from Pre-Purchase Homebuyer Education Counselors, or from the Ingham County website at: tr.ingham.org.

1. Application/Reservation Processing by County

The County initiates a file on the applicant, reviews the application for completeness and requests additional information if needed.

Application to County must include the following:

- a) Pre-Purchase Homeownership Certificate of Participation.
- b) Household Composition Form
- c) Income and Assets Checklist. One for each household member over 18.
- d) Verification of Resources. Completed form and two (2) most recent statements.

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- e) Verification of Earnings. Completed form where applicable.
- f) Income Verification. Verification of all sources of income is required for all members of the household including children.
 - Employment verifications must be within the last 30 days and must be current based on the date of referral. Acceptable forms of verification are employer paystubs, verification of employment forms, tax returns, letter of employment on company letterhead, etc.
 - Other incomes sources may include: Social Security, Pension, Child Support, Alimony, Annuity Payments, etc. Acceptable forms of verification are award letters, statements, and court orders.

The following list includes possible income sources and the paperwork needed for each:

Income Type	Form to complete and/or information to provide
Employment	Verification of Earnings form and two months' pay stubs
Social Security, SSI, Disability, Work Comp, unemployment, education grants	Current award letter from appropriate authority stating amount being received
Veterans Administration, Active Duty Pay, GI bill benefits	Current award letter from military authority stating amount being received
Family Independence Agency	Verification of Income, FIA form and copy of FIA check/deposit
Child Support/Spousal Support	Verification of Income; Friend of the Court form and copy of Friend of the Court check/deposit
Pension	Verification of Income, Pension form and monthly pension statement
Self-employed/business owner	Year-to-Date ledge and/or financial statements (*See section below on income tax returns)

- g) Income Tax Returns. If self-employed or seasonally employed only, the County requires a copy of the previous year's Federal income tax return, including copies of 1040 forms, W-2's and all attached schedules. If a business owner, the County requires the following documentation:
 - Profit/Loss statements showing annual gross and net revenue.
 - Articles of Incorporation, tax ID status/number, and certification as a Limited Liability Corporation for the same
 - Personal and/or corporate income tax returns that show what actual income has been derived from the operation of the same.
 - Check stubs, account records, or deposit slips that demonstrate the amount of person income owner has received from the same.

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- h) School Verification. If a household member other than the homebuyer or their spouse is over 18 years old and a full-time student, they must complete the top portion of the School Verification form, and then take this form to their school for completion.
- i) Copies of picture identification for all loan applicants.
- j) Social Security number/documentation for all loan applicants.
- k) Authorization to Release Information form.
- l) EPA Lead Booklet Receipt.
- m) Occupancy/Vacancy Certification
- n) Funding Statement – Requires signature of Buyer(s), Seller(s), Primary Lender and Buyer’s Agent.
- o) Purchase Agreement, including Seller’s Disclosure and all addendums.
- p) Fully executed Good Faith Estimate of Closing Costs.
- q) Uniform Residential Loan Application.
- r) Underwriting Approval Document.
- s) Name, phone and fax number of Buyer’s Agent, Lender, and Title Company.
- t) Inspection Request Form.

D. PRELIMINARY DETERMINATION

1. The County makes preliminary determination on applicant eligibility based on Program application packet.
2. The County requests an inspection of the property from the city or local governmental agencies Code/Rehabilitation Agent (Inspection/Rehab Agent). The Inspection/Rehab Agent will arrange for necessary requests from proper governmental authority staff.
3. If property meets local code, or the seller agrees to make required repairs in order to meet said standards and does so, the County may make preliminary determination of property eligibility including, but not limited to, purchase price, location, and current occupancy.
4. When property eligibility has been determined, the County shall issue a Conditional Commitment of Down Payment Assistance Funds letter, indicating date of eligibility determination and the estimated amount of Down Payment Assistance to be provided. This Conditional Commitment shall expire sixty (60) days after issuance.

INGHAM COUNTY DOWN PAYMENT ASSISTANCE PROGRAM POLICY & PROCEDURES

E. COMMITMENT OF FUNDS/MORTGAGE/PROMISSORY NOTE

After the Lender has submitted all necessary documentation, the County will review primary mortgage documents to confirm compliance with Program requirements, and the following steps will be completed

- Once buyer eligibility has been determined, the County shall send the Lender a Conditional Commitment of Down Payment Assistance funds letter, indicating the date of eligibility determination and the estimated amount of Program funds to be provided.
- The County will then prepare the Program mortgage and promissory note documents for delivery to the Title Company.
- Upon receipt and review of the final Closing Disclosure, the Program will request funding from the County for the Program loan amount reflected in that Closing Disclosure. That check/wire transfer will be payable to the title company handling the closing. Loan funds are to be used to cover recording fees for the Program mortgage.
- Prior to closing, the County will either make available for pick up or will deliver by secure digital means, the mortgage, promissory note, Program funds, and instructions to the title company, or will have a representative present at the closing.
- The Lender or Title Company will provide the County with actual closing costs and prepaid expenses per the final Closing Disclosure at least three (3) business days prior to the requested closing date.
- The County will compare actual closing costs and prepaid expenses to the loan document and will not release Program funds if these amounts differ without prior written approval. The County will also confirm through the loan documents that the homebuyer's contribution is at least \$1,000

F. CLOSE-OUT PROCESSING

After closing on the loan, the title company must submit to the County the following documents:

- Closing Statement, with original signatures
- Copy of the final loan application (1003) with signatures
- Copy of Program Mortgage Document; Original to be sent to Register of Deeds Office (recording fees for this document is to come out of Program loan funds)
- Signed original Program Promissory Note
- Copy of the deed to the property
- Proof of homeowner's insurance including the County listed as additional mortgagee.

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G. ADMINISTRATIVE GUIDELINES/UNDERWRITING POLICY & PROCEDURES

Specific Program requirements are covered in this section and are incorporated in the documents contained in this operating manual.

1. Criteria to Determine Homeowner Eligibility

The County reserves the right to evaluate an applicant's eligibility based on the following criteria in a manner consistent with the intent and purpose of the Program. Conflicts of Interest §92.356: No person who is an employee, agent, consultant, officer, or elected official or appointed official of the County of Ingham, the Ingham County Land Bank or recipient which are receiving ARPA funds of this section who exercise or have exercised any functions or responsibilities with respect to activities assisted with ARPA funds or who are in a position to participate in a decision making process or gain inside information with regard to these activities, may obtain a financial interest or ARPA assisted activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have a family or business ties, during their tenure or for one year thereafter. The conflict-of-interest provisions above apply to any person.

- **Age:** Homebuyer(s) must be 18 years of age or older.
- **Citizenship:** Evidence of citizenship or eligible immigration status is required. Applicants must have permanent lawful resident status in the United States of America, which includes "permanent resident alien", "resident alien permit holder" and "Green Card holder."
- **Real Estate Assets:** Applicants cannot have owned any real estate within three (3) years of application to Down Payment Assistance Program.
- **Income Limits:** Homebuyer's annual household income includes the earned income of all household members 18 years of age and older, unearned income of all household members regardless of age, and shall not exceed 80% of area median income, as adjusted for family size, and published periodically by the U.S. Department of Housing and Urban Development (HUD).
- **Eligible Properties:** Eligible properties for purchase include attached or detached single family homes, and condominium units. For condominium units, funds may assist the owner-occupied unit with costs of limited common elements; these may include parking areas, decks, storage closets, and communal laundry facilities.
- **Property Value Limits:** The housing purchase price and after rehab value may not exceed the HUD homeowner sales price limits for existing homes and new construction homes (See [Appendix A](#)).

INGHAM COUNTY DOWN PAYMENT ASSISTANCE PROGRAM POLICY & PROCEDURES

- **Appraised Value Policy:** The County will accept transactions on Program loans when the appraised value of the dwelling comes in lower than the sales price. The borrower is required to pay the difference, in addition to their minimum contribution of \$1,000. Any and all additional funds contributed to the purchase are included in the asset limit of \$30,000
- **Financial Stability:** Eligible buyer(s) are expected to maintain financial stability for the affordability period. At the time of underwriting, the County shall examine: 1) buyers' savings/reserves, 2) recurring monthly household expenses in addition to consumer debt included in the back end (total debt) ratio (including but not limited to daycare, health insurance, and other monthly recurring expenses over fifty dollars and no cents (\$50.00), 3) home utility costs, and 4) property maintenance and eventual replacement costs.
- **Homebuyer Education:** Eligible buyers must successfully complete a homebuyer education course administered by an individual counselor who has received training by HUD to provide homebuyer education before applying for Program funds. A list of certified Homeownership Counselors is available at: https://hud4.my.site.com/housingcounseling/s/?language=en_US.
- **Homebuyer Contribution:** The homebuyer shall make a minimum cash contribution of \$1,000 toward down payment, closing costs, and/or other eligible costs and fees.
- **Assets:** The cash value of assets to be considered when determining applicant eligibility for the Program include all cash, checking, savings, and business accounts, including the liquid assets of any minors. To qualify for the Program, applicants must have less than \$30,000 in liquid assets. If an applicant is in the process of selling their home and purchasing a new home, any income from the sale of the old home over \$30,000 will automatically disqualify the applicant. If the buyer(s) has liquid assets in excess of \$30,000, then the buyer(s) is required to invest all liquid assets exceeding \$30,000 into the home purchase before receiving Program loan over \$1,000.
- **Land Assets:** The value of Land Assets will not be included when determining the cash value of assets unless the land is converted to a liquid asset.
- **Liquid Assets** include:
 - Savings Account Balance
 - Average 6-month balance in checking accounts
 - Stocks, bonds, savings certificates, money market funds or other investment accounts, not including retirement accounts.
 - Lump-sum receipts such as inheritances, capital gains, lottery winnings, insurance settlements and other claims
 - Cash value of trusts available to the household.
- **Liabilities:** No member of the household shall have other liabilities or judgments that might jeopardize homeownership of the home. No member of the household shall have outstanding liabilities for past-due taxes of any nature, governmental fees, tickets, etc.

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- **Credit:** The following are not acceptable for buyers or their co-borrowers: Collections, unpaid accounts, judgments, and/or defaulted local, State, or Federal debt.
- **Down Payment Assistance Loan:** The Program loan is made to the buyer(s) by Ingham County and is secured with a recorded Mortgage and Note in the amount equal to the Program funds provided.
 - Minimum Down Payment Assistance loan amount is \$1,000 to secure the funds invested in the property.
 - Maximum Down Payment Assistance loan amount is \$30,000, based on the homebuyer's financial need.
 - Eligible buyers must demonstrate the finance need for Down Payment Assistance. The maximum assistance allowable is the minimum necessary to cover eligible closing costs, as determined by the County. Buyers are expected to take the largest first mortgage they can reasonably and sustainably afford.
 - **Terms:** The Down Payment Assistance Mortgage and Note documents will set forth the applicable terms and conditions.
- **Eligible First Mortgages:** Eligible buyers must qualify for a responsible first mortgage, with interest rates and lending terms that are competitive with those offered to buyers with good credit in the local market. The interest rate being charged to the buyer shall not be more than 2% over the current FHA rate.
- **First Mortgage Loan Terms:** Acceptable first mortgage must be fully amortizing 30-year fixed rate loans.
- **Combined Loan-To-Value (LTV):** The Down Payment Assistance Loan is understood to be in second lien position to the first mortgage Lender. The combined loan to value may not exceed 105%.
- **Debt-to-Income Ratios (DTI):** Monthly mortgage payment, including HOA fees, mortgage insurance, escrows for taxes and insurance cannot exceed 33% of homebuyer's gross monthly income. Homebuyer's total monthly fixed (12 months or more remaining payments) DTI cannot exceed 45% of homebuyer's gross monthly income. Recurring monthly expenses over \$50.00 will also be reviewed along with the 45% back-end ratio to ensure the home is truly affordable to the buyer.
- **Guarantors:** The homebuyer must meet credit and underwriting established by the first mortgage Lender and must be able to obtain a fixed rate first mortgage product on their own credit history. The Program does not allow for co-signers that will not be owner-occupants of the house being purchased.

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- **Homeowner Tax and Insurance Requirements:** The homebuyer shall agree to have the taxes and homeowner's insurance escrowed as part of the first mortgage. Insurance must be in an amount acceptable to the County, on all buildings on the assisted premises for the duration of the County's mortgage. The County shall be listed as a Mortgagee on all property damage policies with usual loss payable to Mortgagee.
- **Marital Status:** Applicants may be single, divorced or married. If applicants are married, and are members of the same household, both spouses will be considered by the County as co-applicants for the Program even if their first mortgage is in the name of only one spouse. In the case of married applicants, both parties must sign the Program application. If an applicant is legally married but separated from their spouse, and does not have a Judgment for Separate Maintenance, they are not eligible for Program funds as the subject property would not be the principal residence for both spouses.
- **Delinquent Debts:** Eligible homebuyers may not have delinquent debts to local governmental authorities, Ingham County, or be in default on any federally insured debt.
- **Points:** Homebuyer cannot purchase more than two (2) points to "buy down" on their lender mortgage product.
- **Pre-Approved Lender:** Lenders must be chartered by either the State of Michigan or by the Federal government and must be in good standing with the State of Michigan and their respective regulatory agency.
- **Pre-Approved for Mortgage:** The homebuyer shall be pre-approved for a mortgage by a first mortgage lender prior to making application for Program funds. The homebuyer shall agree to allow the County access to income information given to the lender in order to determine eligibility.
- **Primary Residence:** The homebuyer shall agree to occupy the property being purchased as their primary residence for a minimum of seven (7) years after the date of the Program loan for an existing dwelling, and twenty (20) years for new construction. The homebuyer shall inform the County at least thirty (30) days in advance if they vacate, sell, transfer and/or assign any legal or equitable interest in the property prior to the affordability period having expired. If this occurs, the homebuyer shall be required to repay the loan in full, within 30 days of conveyance.
- **Ineligible Closing Costs:** Delinquent credit obligations and "junk" fees cannot be included in the Home Buyer Assistance Loan.
- **Cash Back at Closing:** Cash back to buyer(s) at closing is not permitted under any circumstances.
- **Ownership in the property** including the Real Estate after assistance must be individual fee simple ownership with a recorded deed.

INGHAM COUNTY DOWN PAYMENT ASSISTANCE PROGRAM POLICY & PROCEDURES

- **Refinance/Subordination:** Subordination of the Program mortgage will only be considered for better rate and/or terms, with no cash back or debt consolidation.

H. LENDERS RESPONSIBILITIES

Mortgage lenders who wish to participate in the Program shall agree to the following requirements:

1. **Applicant Screening:** Lenders shall select prospective homebuyers for application to the Program based on household income, property location and type, household assets, and need for financial assistance. Down Payment Assistance funds are intended to be used for program purposes and may not be used in place of a homebuyer's other resources; this is a "need" based program. Homebuyers must agree to secure the maximum mortgage amount that is affordable per the debt-to-income ratios and consumer and recurring monthly debt parameters described herein.

Lenders shall assist the homebuyer with preparation of the Program application forms as well as with additional documentation needed by the County prior to disbursement of funds. The Lender shall inform the homebuyer of all other Program requirements including, but not limited to the requirements that inspection of the property be performed; that the homebuyer receive homebuyer counseling by a certified HUD counselor; that the homebuyer obtains and maintains adequate homeowner insurance coverage with the County listed as second mortgage on all such policies.

2. **Application/Request for Funds:** After a homebuyer has been pre-approved for a first mortgage and a property has been identified, a lender may submit an application packet to the Qualification Entity. Funds are available on a first-come, first-served basis.
3. **Commitment of Funds:** Program funds will not be committed until the County receives and reviews all required application documents and the property being purchased passes physical inspection.
4. **Scheduling the Closing Date:** The Lender shall schedule a closing date no earlier than two (2) weeks from the date of the County's Conditional Commitment of Down Payment Assistance Program Funds letter. A commitment shall automatically expire sixty (60) days from the date of the Conditional Commitment of Down Payment Assistance Program Funds letter. A thirty (30) day extension may be requested by submitting a written request to the Program Manager. The County shall make a single subsidy payment to the title company engaged in closing the purchase of the property by written request, prior to the time of closing. If the requested amount is in excess of the actual amount needed at closing, the title company will be required to return the difference to the County at closing. If it is determined by the County after closing that the homebuyer has not contributed a minimum of \$1,000 to the closing costs or down payment, the County will request the

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Borrower to return funds to the County in an amount that would satisfy the \$1,000 requirement, or for additional funding to be put toward the first mortgage principal.

- 5. Program Mortgage and Promissory Note:** Lenders shall agree to accept the County's Mortgage and Promissory Note for the Down Payment Assistance Program assistance in a form required by federal regulations. The Lender shall not waive or vary any term of any note or mortgage evidencing and securing a Program Loan.
- 6. Misrepresentation:** If the Lender becomes aware of misstatements, whether negligently or intentionally made, it shall be their responsibility to notify the County. The County will take appropriate action which may include denial or cancellation of the Program subsidy. The Lender must also be aware and inform the Borrower that both federal and Michigan law provides for fines and criminal penalties for misrepresentations made in connection with participation in the Program.

I. COUNTY RESPONSIBILITIES

1. Policies and Procedures

The County, or its designee or assigns, shall administer the Program in conformance with the policies and procedures as approved herein. The Program shall automatically adopt by reference any relevant changes to the federal ARPA regulations. Checklists and other documentation formats shall be established to assure compliance with Program requirements, and each file will be appropriately documented.

2. Application Processing

County staff shall review the Down Payment Assistance Program application package to determine both homebuyer and property eligibility.

A review of homebuyer eligibility shall include, among other criteria, income determination per 24 CFR Part 5 (Part 5 Annual Income). The income verification shall be in effect for six months, or until closing, whichever comes first.

A review of property eligibility shall include, among other criteria, the Requirements for Notification, Evaluation and Reduction of Lead-Based Paint Hazards.

The following process will be used to ensure compliance:

- a) At time of application, the County will verify that the Buyer has received the HUD/EPA pamphlet "Protect Your Family from Lead in Your Home."
- b) If, based on preliminary review of the application, the County determines the homebuyer and property meet Program criteria, a property inspection is scheduled.

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- c) A written summary will be provided to the Buyer/Buyer's Agent within seven (7) working days after an inspection has been performed.
- d) If there are no corrections required, the County will forward a Conditional Commitment of Down Payment Assistance Program Funds to the Lender.
- e) Any corrections required will need to be completed and the property re-inspected prior to any conditional commitment of funds by the County.

3. Referral Application Processing Procedures

- a) Receive complete referral application from HUD-approved Housing Counseling Agency including all corresponding income, assets and Tax Returns.
- b) Confirm income and assets (Income calculations computed using HUD guidelines). Large or multiple deposits/transfers may require additional documentation or clarification.
- c) Send Pre-Determination Letter (If applicant qualifies for the Program but is not currently party to a sales agreement or contract). Funds will not be reserved for a pre-determination.
- d) Send Pre-Approval Letter (If applicant qualifies for the Program and is currently party to a sales agreement or contract). Funds will be reserved for a pre-approval until expiration of letter or expiration of ARPA/ICHTF funding period.
- e) Collect all required documents from housing counselor/applicant. County must have all documents in referral checklist before final approval issued. Settlement/Closing information required at least fifteen (15) business days prior to settlement date.
- f) Forward referral information to relevant parties to prepare mortgage documents and request wire transfer/payments.

J. RECAPTURE PROVISIONS FOR PROGRAM FUNDS

The County requires recapture of Down Payment Assistance Funds in the amount of the direct subsidy to the homebuyer as specified in the mortgage and the promissory note executed by the Borrower (homebuyer) at closing. Program loans are prorated.

If the Borrower ceases to occupy the property as their principal residence and/or sells the property within the affordability period as specified within the Program loan documents, the prorated loan amount becomes immediately due and payable to the County as the lender of those funds. The receipt of payoff amounts shall be considered program income.

In those cases where a homebuyer violates the terms and conditions of their home buyer assistance mortgage or note (e.g. sells the property on land contract without prior approval of the County or uses the property for rental purposes) the Lender reserves the right to require prorated repayment of the amount of the homebuyer assistance funds. Any required repayment

INGHAM COUNTY DOWN PAYMENT ASSISTANCE PROGRAM POLICY & PROCEDURES

of the amount of the Down Payment Assistance Funds shall be made payable to the County, not later than the 30th day following the sale, transfer, mortgaging, or other conveyance, or following the date upon which the structure ceases to be the Borrower's principal residence, or after written notice from the County that the Borrower is in default of any superior lien then existing against the property.

In hardship cases where the sale of the property prior to the expiration of the affordability period is determined by the County and documented to be involuntary (a sale due to foreclosure, loss of income, job transfer or similar circumstances), and where repayment of the prorated amount of homebuyer assistance funds due to be repaid exceeds the net proceeds available from the sale, the County will consider requests for partial forgiveness or subordination of its Down Payment Assistance Program liens to accommodate short sales on a case-by-case basis.

The following conditions must be met for consideration of partial forgiveness to accommodate a short sale:

1. Request for forgiveness must be proportionate to the first lender's forgiveness.
2. Purchaser must be owner occupant.

Requests for continued subordination for short sale purchases must meet the following conditions:

1. Purchaser must be an owner occupant.
2. Purchaser must meet current household income eligibility limits.
3. Unit must comply with local housing code and zoning requirements.

Requests for forgiveness must be submitted in writing to the County, P.O. Box 215, Mason, Michigan 48859.

Requests must include the following:

1. Copy of a fully executed purchase agreement which discloses the property address, purchase price, name of buyer and name of seller.
2. Current appraisal of the subject property.
3. Disclosure of the purchaser's intended use of the property and financing plan.
4. Financing commitment including the mortgage amount, term and interest rate.

Requests for continued subordination must also include:

1. Disclosure of the purchaser's annual household income from all sources.
2. Verification of purchaser's assets.

Borrowers will be required to repay loan funds (in full/or at prorated amount) during the affordability period of their loan if they meet any of the events of default below:

- a) Failure to pay the principal amount owed to the County, when due or upon transfer by deed of the property secured by the Mortgage.
- b) Violation of any guidelines or regulations imposed by the County.

**INGHAM COUNTY DOWN PAYMENT ASSISTANCE PROGRAM POLICY &
PROCEDURES**

- c) Borrower’s submission of incomplete, false or misleading information to the County prior and/or subsequent to approval of this loan.
- d) A default under the Mortgage shall also be an Event of Default under this Note.
- e) Borrower’s failure to comply with any term under this Note.
- f) A default under that certain loan secured by the first or second mortgage shall also be a default under this Note and the Mortgage.
- g) The Borrower no longer maintains the property as the Borrower’s primary place of residence.
- h) A court of competent jurisdiction makes any of the following orders, judgments, or decrees:
 - 1) Adjudicating the Borrower bankrupt,
 - 2) Appointing a trustee or receiver of the property of the Borrower,
 - 3) Approving a petition for, or effecting an arrangement in, bankruptcy, a reorganization pursuant to any present or future federal or state bankruptcy law, or any other judicial modification or alteration of the rights of the County or of other creditors,
 - 4) Admission in writing of Borrower inability to pay debts as they become due, Borrower becomes insolvent, or makes a fraudulent transfer of this Note holder or of other creditors.
- i) The Mortgage is refinanced without pre-approval by the County.
- j) The Borrower leases the property without prior written approval of the County.

The County Treasurer shall make all final determinations on requests subject to these and other factors considered relevant.

Otherwise, 100% of this loan shall be forgiven after the completion of the affordability period as specified in the program’s mortgage and promissory note.

K. CALCULATION OF ASSISTANCE

The County shall contribute an amount not to exceed \$30,000. The total amount of assistance is subject to the Program requirement that the homebuyer contribute a minimum of (\$1,000 for the purchase of the property, and that the homebuyer is securing the maximum mortgage amount affordable per the debt-to-income ratios and consumer and recurring monthly debt parameters described herein. Commitment of program funds are based on homebuyer need.

The loan will be secured by a zero-interest mortgage and promissory note between the homebuyer and the County.

L. DISCHARGE OF PROGRAM MORTGAGE

Upon completion of the affordability period as specified in the program’s mortgage and promissory note, provided the Borrower has resided in the property for the full affordability period, the loan will be forgiven in full. The loan becomes due and payable for the prorated remaining balance when the homebuyer ceases to reside at the property as their permanent place of residence.

**INGHAM COUNTY DOWN PAYMENT ASSISTANCE PROGRAM POLICY &
PROCEDURES**

Dwelling Type	Min. Program Funding	Max. Program Funding	Affordability Period
Existing Dwelling	\$1,000	\$30,000	Seven (7) years
New Construction	\$1,000	\$30,000	Twenty (20) years

M. ELIGIBLE COSTS / PRE-PAID EXPENSES

Program assistance for eligible costs is based on need, and not to exceed \$30,000. The County reserves the right to determine the eligibility of all closing costs and pre-paid items and to request lender documentation of normal and reasonable costs.

- 1. Closing Costs:** The Program will assist in the payment of normal and reasonable closing costs (per the MSHDA Closing Cost Fee Chart for Eligibility) to process and settle the financing of the property for which the homebuyer is responsible, provided the costs are not already financed. Following is a list of items for which assistance can be provided if all Program requirements are met:

Description of Cost	Eligibility	Explanation
Application Fee	Actual Cost	Typically covers appraisal charged to lender/broker
Appraisal Fee	Actual Cost	Payable to 3 rd Party
Automated Underwriting System Fee	Actual Cost	3 rd Party AUS system
Closing Fee	Actual Cost	Paid to title company
Commission	Ineligible	Real Estate Commission
Commitment Fee to Non-Profit	Actual Cost	Any commitment, application, or processing fee charged by non-profit or government entity is allowed to be charged to the buyer
Courier Fees	Actual Cost	Payable to 3 rd Party
Credit Report Fees	Actual Cost	Payable to 3 rd Party
Documentation Preparation	Actual Cost	Maximum \$75.00
Document Stamp on Deed	Actual Cost	Payable to 3 rd Party
Express Mail/Special Delivery	Actual Cost	Payable to 3 rd Party
Flood Certification	Actual Cost	Payable to 3 rd Party
Home Inspection Fee	Actual Cost	Maximum \$400.00

**INGHAM COUNTY DOWN PAYMENT ASSISTANCE PROGRAM POLICY &
PROCEDURES**

Description of Cost	Eligibility	Explanation
Lock-In Fee	Ineligible	
Notary Fee	Actual Cost	Payable to 3 rd Party
Origination Fee	Allowed	Up to 1% of total loan amount and up to \$500 Underwriting/Compliance Auditing Fees.
Pest Inspection	Actual Cost	Payable to 3 rd Party
Printing/E-mail fee	Actual Cost	Maximum \$50 (i.e., title company charge to print closing documents from a secured E-doc web-link)
Processing Fee – Lender/Broker	Allowed	Maximum \$500.00
Processing/Admin Fee – Real Estate	Allowed	Maximum \$300; charged by real estate company and shown on sales contract
Recording Fee	Allowed	Cannot be charged on VA loans
Re-key Fee	Allowed	Max \$200; 3 rd Party
Servicing Fee	Ineligible	
Survey	Actual Cost	Payable to 3 rd Party
Tax Service Fee	Allowed	Maximum \$100.00
Title Policy/Lender	Actual Cost	Payable to 3 rd Party
Title Policy/Owner	Actual Cost	Paid by Seller
Transfer Tax	Actual Cost	Paid by Seller
Underwriting Fee	Allowed	Maximum of \$500.00
Verifications/Condo Questionnaire	Actual Cost	
Well & Septic	Actual Cost	Payable to 3 rd Party
Wire Fee	Actual Cost	Payable to 3 rd Party

2. Pre-Paid Expenses: The Program may assist in the payment of normal and reasonable pre-paid and escrow expenses to process and settle the financing of the home for which the homebuyer is responsible, as listed below

- First year of hazard insurance premium
- Two months of mortgage insurance premium
- Assessed property taxes per the loan estimate
- INTEREST AND AGGREGATE ADJUSTMENTS AMOUNTS ARE NOT ELIGIBLE

3. Down Payment: Funds can be used to reduce the principal borrowed by the homebuyer from the Lender.

4. Personal Property: Program subsidies cannot be used to finance the acquisition of furnishings, appliances, or other personal property.

INGHAM COUNTY DOWN PAYMENT ASSISTANCE PROGRAM POLICY & PROCEDURES

APPENDIX A: HUD ANNUAL HOUSEHOLD INCOME LIMITS

- Lansing-East Lansing, MI HUD Metro FMR Area
- Median income - \$97,800 for a family of 4 persons

Fiscal Year 2023 Income Limit Category	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
<u>Low (80%) Income Limits</u>	\$52,500	\$60,000	\$67,500	\$74,950	\$80,950	\$86,950	\$92,950	\$98,950
<u>(60%) Income Limits</u>	\$39,360	\$45,000	\$50,640	\$56,220	\$60,720	\$65,220	\$69,720	\$74,220
<u>Very Low (50%) Income Limits</u>	\$32,800	\$37,500	\$42,200	\$46,850	\$50,600	\$54,350	\$58,100	\$61,850
<u>Extremely Low (30%) Income Limits</u>	\$19,700	\$22,500	\$25,300	\$30,000	\$35,140	\$40,280	\$45,420	\$50,560

2023 HUD Programs Rent Limits

Fair Market Rent	Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
	\$837	\$868	\$1,063	\$1,374	\$1,428

2023 HUD Homeowner Sales Price Limit

Home Sales Price Limit	Existing Homes	New Homes
	\$182,000	\$273,000

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE POLICIES AND PROCEDURES FOR A DOWN PAYMENT ASSISTANCE PROGRAM FOR INCOME QUALIFIED BUYERS OF NEW CONSTRUCTION AND REHAB HOMES DEVELOPED UTILIZING HOUSING TRUST FUND DOLLARS

WHEREAS, The Ingham County Board of Commissioners (the Board), through Resolution #22-211, has allocated \$9 million of the second tranche of American Rescue Plan (ARP) funds received by Ingham County to encourage construction, improvement, and maintenance of affordable, accessible, and sustainable housing through the Housing Trust Fund (HTF); and

WHEREAS, the Board identified the goals of the HTF to include efforts to support and establish homeownership in order to “build wealth and equity” in Ingham County; and

WHEREAS, a recognized barrier to homeownership for many low-to-moderate income households are the funds needed for down payment when buying a home/applying for a mortgage; and

WHEREAS, the HTF has budgeted approximately 5% of the total ARP HTF allocation to be used for direct to homebuyer subsidies and establishing a Down Payment Assistance (DPA) program; and

WHEREAS, DPA recipients will be limited to households at or below 80% of Area Median Income (AMI) on an as-needed basis, to be consistent with federal regulations; and

WHEREAS, all DPA loans will be forgiven after twenty (20) years for new construction and seven (7) years for existing housing, unless the DPA loan recipients fail to meet the requirements identified in the DPA policy.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners adopts the policy for Down Payment Assistance prepared for and approved by the Housing Trust Fund Committee.

BE IT FURTHER RESOLVED, that Ingham County will award up to \$30,000 in tiered assistance to qualified applicants based on need until available funds are expended.

BE IT FURTHER RESOLVED, that the Treasurer’s Office and Controllers Office will work with program administrators from local partners with demonstrated experience administering DPA to process applications and implement the DPA policy.

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

**INGHAM COUNTY
POOLED CASH AND INVESTMENTS
9/30/2023**

	PURCHASE DATE	MATURITY	INTEREST RATE	BALANCE SEPTEMBER 30, 2023
OPERATING BANK ACCOUNTS INCLUDING SWEEPS				71,148,140.84
CERTIFICATES OF DEPOSIT				
LAFCU	12/27/2020	12/27/2023	0.70	1,014,867.19
LAFCU	12/27/2022	12/27/2025	4.66	1,000,000.00
MSUFCU	1/5/2022	1/5/2026	1.25	1,000,000.00
MSUFCU	7/1/2022	7/1/2024	1.74	1,000,000.00
MSUFCU	7/2/2020	7/2/2024	1.25	1,000,000.00
MSUFCU	3/30/2023	3/30/2024	4.13	1,000,000.00
MSUFCU	6/9/2023	6/9/2024	5.03	1,000,000.00
MSUFCU	6/9/2023	12/9/2024	4.87	1,000,000.00
MSUFCU	6/9/2023	6/9/2025	4.55	500,000.00
CASE CREDIT UNION	10/10/2022	10/11/2023	3.00	1,000,000.00
CASE CREDIT UNION	10/10/2022	10/10/2024	3.50	1,000,000.00
CHOICE ONE BANK	11/14/2022	11/14/2023	3.25	1,000,000.00
CIBC	8/18/2023	8/19/2024	5.40	1,000,000.00
CIBC	9/19/2023	9/19/2024	5.40	1,500,000.00
COMMERCIAL BANK	4/5/2023	11/5/2023	4.25	500,000.00
CONSUMERS CREDIT UNION	4/11/2023	4/11/2024	4.75	500,000.00
HIGHPOINT COMMUNITY BANK	3/17/2023	6/17/2024	4.38	250,000.00
HORIZON BANK	8/22/2023	8/22/2024	5.01	1,000,000.00
INDEPENDENT BANK	6/25/2024	6/25/2024	4.85	2,000,000.00
FLAGSTAR BANK	6/15/2023	6/10/2024	4.85	2,000,000.00
FLAGSTAR BANK	6/15/2022	6/17/2024	2.70	2,000,000.00
FLAGSTAR BANK	10/17/2022	10/17/2023	3.50	2,000,000.00
FLAGSTAR BANK	10/17/2022	10/17/2024	3.40	1,000,000.00
FNB BANK	9/8/2022	6/8/2024	2.43	1,000,000.00
FNB BANK	9/13/2022	3/13/2024	2.02	1,000,000.00
TOTAL CERTIFICATES OF DEPOSIT				27,264,867.19
RESERVE AND SAVINGS				
LAFCU			0.20	271,042.18
MSUFCU			3.00	635,108.19
DART			2.02	2,038,361.06
CASE CREDIT UNION			1.36	87,759.97
SMALL ACCOUNTS				61.29
MICHIGAN CLASS			5.47	13,543,998.42
TOTAL RESERVE AND SAVINGS				16,576,331.11

	PURCHASE DATE	MATURITY	INTEREST RATE	BALANCE SEPTEMBER 30, 2023
FEDERAL AGENCY COUPON SECURITIES				
Federal Farm Credit Bank	9/2/2020	8/25/2025	0.61	1,000,000.00
Federal Farm Credit Bank	11/19/2020	11/24/2025	0.60	2,000,000.00
Federal Home Loan Mort Corp	9/2/2020	3/17/2025	0.50	1,000,000.00
Federal Home Loan Mort Corp	9/10/2020	6/24/2024	0.41	1,000,000.00
Federal Home Loan Mort Corp	9/14/2020	9/30/2025	0.60	1,000,000.00
Federal Home Loan Bank	11/19/2020	12/1/2027	0.90	2,000,000.00
Federal Home Loan Mort Corp	10/8/2020	10/28/2026	0.75	1,000,000.00
Federal Home Loan Mort Corp	11/19/2020	5/28/2026	0.65	1,000,000.00
Federal Home Loan Bank	1/27/2021	1/29/2027	0.80	1,000,000.00
Federal Home Loan Bank	1/28/2021	11/17/2028	1.00	1,000,000.00
Federal Home Loan Bank	2/17/2021	2/22/2030	1.43	1,000,000.00
Federal Home Loan Bank	2/25/2021	9/17/2026	1.00	1,000,000.00
Federal Home Loan Bank	2/25/2021	3/3/2028	1.34	1,000,000.00
Federal Home Loan Bank	3/8/2021	3/30/2028	1.50	833,333.33
Federal Home Loan Bank	3/12/2021	3/29/2029	1.00	2,000,000.00
Federal Home Loan Bank	4/15/2021	7/15/2024	0.45	1,000,000.00
Federal Home Loan Bank	6/15/2021	6/15/2027	1.25	500,000.00
Federal Home Loan Bank	6/29/2021	7/20/2026	1.13	3,000,000.00
Federal Home Loan Bank	6/29/2021	1/22/2025	0.88	3,000,000.00
Federal Home Loan Bank	7/23/2021	8/19/2026	1.00	5,000,000.00
Federal Home Loan Bank	7/23/2021	8/23/2024	0.52	5,000,000.00
Federal Home Loan Bank	10/27/2021	11/18/2025	1.20	2,000,000.00
Federal Home Loan Bank	10/27/2021	11/23/2026	1.50	2,000,000.00
Federal Home Loan Bank	10/27/2021	11/22/2024	1.00	2,000,000.00
Federal Home Loan Bank	1/11/2022	1/27/2025	1.75	2,000,000.00
Federal Home Loan Bank	2/15/2022	3/8/2027	2.17	2,000,000.00
Federal Home Loan Bank	3/26/2022	3/28/2025	2.30	2,000,000.00
Federal Farm Credit Bank	3/30/2020	3/30/2027	1.55	2,000,000.00
Federal Farm Credit Bank	5/19/2022	12/9/2024	3.00	2,000,000.00
Federal Farm Credit Bank	5/23/2022	2/23/2024	3.00	5,000,000.00
Federal Farm Credit Bank	5/26/2022	12/15/2023	2.55	2,000,000.00
Federal Farm Credit Bank	5/26/2022	6/1/2027	3.45	2,000,000.00
Federal Home Loan Mort Corp	7/11/2022	7/11/2024	3.50	1,250,000.00
Federal Home Loan Mort Corp	7/12/2022	1/12/2024	3.50	2,000,000.00
Federal Home Loan Mort Corp	6/29/2022	12/29/2023	2.90	2,000,000.00
Federal Home Loan Bank	7/19/2022	1/19/2024	3.50	2,000,000.00
Federal Home Loan Bank	7/28/2022	7/28/2025	4.00	2,000,000.00
Federal Home Loan Bank	8/8/2022	8/8/2024	4.00	2,000,000.00
Federal Home Loan Mort Corp	7/29/2022	7/26/2024	3.65	2,000,000.00
Federal Home Loan Bank	8/22/2022	11/22/2023	3.25	2,000,000.00
Federal Home Loan Bank	8/23/2022	2/23/2024	3.38	2,000,000.00
Federal Home Loan Mort Corp	9/30/2022	9/30/2024	4.50	2,000,000.00
Federal Home Loan Bank	10/6/2022	10/6/2026	5.00	2,000,000.00
Federal Home Loan Bank	4/5/2023	4/5/2024	5.00	2,000,000.00
Federal Home Loan Bank	9/13/2023	6/27/2025	5.63	2,000,000.00
Federal Home Loan Bank	9/13/2023	3/28/2025	5.63	2,000,000.00
Federal Home Loan Bank	8/31/2023	6/27/2025	5.63	2,000,000.00
Federal Home Loan Bank	8/31/2023	9/13/2024	5.55	2,000,000.00
TOTAL FED AGENCY COUPON SECURITIES				91,583,333.33

	PURCHASE DATE	MATURITY	INTEREST RATE	BALANCE SEPTEMBER 30, 2023
US TREASURY NOTES				
US Treasury Note	3/30/2023	4/30/2024	2.00	1,963,718.84
US Treasury Note	9/19/2023	8/31/2024	3.25	2,948,422.78
US Treasury Note	9/19/2023	9/15/2024	0.38	2,859,548.28
US Treasury Note	9/19/2023	7/31/2024	3.00	2,954,483.76
US Treasury Note	9/19/2023	6/30/2024	3.00	2,967,807.49
US Treasury Note	9/19/2023	5/31/2024	2.50	2,967,188.32
US TREASURY NOTES				16,661,169.47
MUNICIPAL BONDS				
Houghton-Portage Twp Schs	6/21/2016	5/1/2025	2.70	201,666.00
Ionia School District	3/22/2017	5/1/2025	2.20	235,884.12
State of Michigan GO Sch Ln	10/11/2022	5/15/2027	3.20	1,942,295.56
TOTAL MUNICIPAL BONDS				2,379,845.68
TOTAL POOLED INVESTMENTS				154,465,546.78
TOTAL POOLED CASH AND INVESTMENTS				225,613,687.62



Alan Fox, Ingham County Treasurer

Agenda Item 3

TO: Board of Commissioners and County Services and Finance Committees

FROM: Patrick E. Lindemann, Drain Commissioner

DATE: October 24, 2023

SUBJECT: Full Faith and Credit Resolution in Support of Additional County Drain Notes
For the meeting agendas of November 7 (County Services) and November 8 (Finance)

BACKGROUND

On April 25, 2023, the Ingham County Board of Commissioners (the “Board”) adopted Resolution #23-169 by which the Board agreed to pledge the County’s limited tax, full faith and credit to certain drain notes issued by Ingham County (the “County”) drainage districts in calendar year 2023. The resolution authorized notes up to a maximum amount of \$15,000,000. It is currently estimated that County drainage districts will need to issue approximately \$12,910,000 of notes during 2023.

However, Brian Lefler of Robert W. Baird & Co. Incorporated (“Baird”), the placement agent to the drainage districts, has provided the Drain Office with an analysis that would allow the drainage districts to achieve net savings of \$25,732 if additional notes above the current limit could be issued in 2023. The Okemos Consolidated Drain Drainage District has two notes maturing in December with a total principal amount outstanding of \$1,400,000, which is included in the \$12,910,000 estimate of the amount of notes to be issued in 2023. The drainage district has three more notes maturing in 2024 with a total principal amount outstanding of \$3,117,500. If all of these notes are refinanced by one \$4,517,500 note issued on December 1, 2023, the drainage district will be able to save \$25,732 in costs of issuance by issuing one note instead of five separate notes.

In order to do so, however, the existing \$15,000,000 pledge of full faith and credit will need to be increased by at least \$1,028,400. In order to provide flexibility, the resolution being presented to the Board would provide an additional limited tax full faith and credit pledge of not to exceed \$1,500,000 for notes issued in calendar year 2023.

ALTERNATIVES

If the resolution is not adopted, the Okemos Consolidated Drain Drainage District will only issue the amount of notes that can be issued under the current full faith and credit cap of \$15,000,000 reducing the savings that can be achieved.

FINANCIAL IMPACT

Adoption of the resolution will enable the Okemos Consolidated Drain Drainage District to achieve a total net savings of \$25,732.

This action will not increase the total amount of County drainage district drain note debt outstanding, since the new note will only be refinancing existing debt.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

Additional background information on the general need for the County's full faith and credit pledge to notes can be found in the memorandum to the Board dated April 4, 2023 which is attached for information. Additional information on the potential savings from consolidating the note issues can be found in the Baird memo dated October 17, 2023 (revised) and supporting information which is attached.

Based on the analysis provided in the April 4, 2023 memorandum referenced above, there are significant resources available to support the payment of the notes, leading me to conclude that there is no substantial risk that a significant, long-term payment would be required from the County as a result of its pledge of full faith and credit for these notes.

RECOMMENDATIONS

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

Agenda Item 3

TO: Board of Commissioners and County Services and Finance Committees

FROM: Patrick E. Lindemann, Drain Commissioner

DATE: April 4, 2023

SUBJECT: Full Faith And Credit Resolution In Support Of County Drain Notes For The Meeting Agendas Of April 18 (County Services) And April 19 (Finance)

BACKGROUND

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

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

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

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

ALTERNATIVES

The drainage districts are legally obligated to undertake the Petition Projects and the Maintenance Projects. If the County does not adopt the resolution pledging full faith and credit, the placement agent for the drainage districts reasonably believes that there is a high likelihood that the drainage districts will not be able to find a purchaser for their notes. If that were to happen, the drainage districts would not have the necessary funds to design and construct the Petition Projects and to implement the Maintenance Projects, and this critical work may not be able to proceed, exposing the drainage districts (and possibly the County) to liability and or default. As an alternative to pledging its full faith and credit, Ingham County could loan the funds needed for the Projects to the drainage districts from available funds of the County. This could be accomplished by the County increasing funding for the Revolving Drain Fund (Fund 802). The additional funds added to Fund 802 would be loaned to the drainage districts with interest at a rate determined by the County. This approach was taken by the County previously but is not currently being used by the County. The County could also provide funds to the drainage district by acquiring their notes directly, instead of the drainage districts selling them to a bank. This is authorized by Section 434 of the Drain Code with specifically authorizes drainage districts to borrow money from a public corporation such as the County.

FINANCIAL IMPACT

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

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

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

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

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

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

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

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

RECOMMENDATIONS

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



Brian J. Lefler
 Managing Director
 Public Finance

TO: Paul Pratt & Carla Clos, Office of Ingham County Drain Commissioner
 CC: Roger Swets, Dickinson Wright PLLC
 Michael D. McCarty, Senior Vice President, Baird
 Mitch Timmerman, Assistant Vice President, Financial Analyst, Baird
 DATE: October 17, 2023 (revised)
 RE: Consolidation of Outstanding Okemos Consolidated Drain Drainage District Notes

Background (TABLE 1)

The Drain Office currently has five (5) Okemos Consolidated Drain Drainage District Drain Notes outstanding with two (2) maturing in December 2023 and three (3) throughout 2024 (the “Okemos Notes”). See table below for certain details of the Okemos Notes (See Table 1 for more details).

Drain Note	Maturity Date	Callable	Principal Amount	Interest Rate
DN22-06	12/01/2023	Yes – Now	\$800,000	2.47%
DN22-15	12/29/2023	Yes – Now	\$600,000	0.94%
DN22-07	02/09/2024	Yes – Now	\$1,500,000	2.66%
DN22-13	05/30/2024	Yes - Now	\$1,000,000	4.04%
DN23-02	11/04/2024	Yes – Now	\$617,500	4.90%

Proposed Plan of Finance

Rather than issuing five separate series of drain notes for the Okemos Consolidated Drain Drainage District (the “Base Case” or “Table 2”), a consolidated refinancing of the Okemos Notes would be effected on 12/01/2023 (the “Alternative Case” or “Table 3”). For comparison purposes, the following assumptions were utilized to compare the two options: 1) 13-month maturity, callable on or after 6-months; 2) 5.10%, tax-exempt interest rate¹; and, 3) cost of issuance per issuance of \$6,000 for note counsel and \$5,000 for placement agent. Any accrued interest due at maturity of the Okemos Notes would be paid from funds on hand.

Base Case | Five Separate Series of Notes (TABLE 2)

The traditional refinancing option would have each outstanding note refinanced on its respective maturity date. For this analysis, the par amount of the new note equals the par amount of the maturing note and the cost of issuance (\$11,000) is added to the total principal and interest (see Table 2, Column M). The accrued interest on the maturing note would be paid from funds on hand.

Alternative Case | One Note to Refinance the Okemos Notes (TABLE 3)

The Alternative Case would refinance the Okemos Notes on 12/1/2023 to reduce the overall cost for the Okemos Consolidated Drain Drainage District. In Table 3, the consolidated note (13-month note maturing 1/1/2025) would have a total principal, interest and a one-time cost of issuance totaling **\$4,781,092**. For comparison purposes, the total cost of issuing five separate series of notes would be **\$4,806,824** (comprised of principal, interest to 1/1/2025, cost of issuance (five times) and the interest on the prior notes from 12/1/2023 to the new issuance date. See Table 2, Column Q).

An estimated net savings to the Okemos Consolidated Drain Drainage District is approximately **\$25,732**.

¹ Interest rate received 10/11/2023 and is preliminary, subject to change.



Conclusion

The first refinancing of the Okemos Notes needs to close by 12/1/2023. By including the other four (4) notes in the refinancing on 12/1/2023, an estimated net savings of \$25,732 could be realized (interest and cost of issuance savings). Using Mercantile Bank's recent bid of 5.10% (13-month note, tax-exempt, and callable at any time) could position the Drain Office with the flexibility to provide a long-term financing solution in 2024 without premium.

One issue that would have to be addressed is the remaining amount of 2023 LTGO pledge capacity. Prior to the refinancing of the next Okemos Note, the remaining 2023 LTGO pledge capacity is \$3,489,100. The proposed consolidated refinancing has a par amount of \$4,517,500. The shortfall of LTGO capacity is \$1,028,400 and could be addressed either by a possible contribution of funds on hand by the Drain Office or by having the Ingham County Board of Commissioners adopt a new resolution increasing the 2023 capacity. Please note that a resolution for the LTGO pledged for 2024 would also need to be adopted soon in advance of a potential refinancing of the Rayner Creek notes (1/29/2024). See the updated Issuance Log of Drain Notes as a reference pertaining to the remaining 2023 LTGO capacity and future 2024 LTGO capacity needs.

Attachments

- Savings Analysis | Base Case versus Alternative Case
- Issuance Log for 2023 and 2024

Ingham County Drain Office
Financing Options for the Okemos Consolidated Drain Drainage Notes

TABLE 1 Okemos Notes Notes Maturing in 2023 & 2024														
A	B	C	D	E	F	G	H	I	J	K	L	M	N = (J + K - M)	M = (J + L - M)
	Original Date of Issuance	Call Date	Maturity Date	Days to Maturity	Days From 12/1/2023 to Maturity	Interest Per Day	Note	Interest Rate	Principal	Interest Due at Maturity	Interest To Call Date (12/1/2023)	Funds on Hand ¹	Cost to Refinance Each Note At Maturity	Cost to Refinance Note At Call (12/1/23)
1	6/1/2022	6/2/2022	12/1/2023	540	0	\$ 54.89	DN22-06	2.47%	\$ 800,000	\$ 29,640.00	\$ 29,640.00	\$ -	\$ 829,640.00	\$ 829,640.00
2	12/29/2021	12/30/2021	12/29/2023	720	28	\$ 15.67	DN21-15	0.94%	\$ 600,000	\$ 11,280.00	\$ 10,841.33	\$ -	\$ 611,280.00	\$ 610,841.33
3	8/9/2022	8/10/2022	2/9/2024	540	68	\$ 110.83	DN22-07	2.66%	\$ 1,500,000	\$ 59,850.00	\$ 52,313.33	\$ -	\$ 1,559,850.00	\$ 1,552,313.33
4	11/30/2022	12/1/2022	5/30/2024	540	179	\$ 112.22	DN22-13	4.04%	\$ 1,000,000	\$ 60,600.00	\$ 40,512.22	\$ -	\$ 1,060,600.00	\$ 1,040,512.22
5	5/4/2023	5/5/2023	11/4/2024	540	333	\$ 84.05	DN23-02	4.90%	\$ 617,500	\$ 45,386.25	\$ 17,398.06	\$ -	\$ 662,886.25	\$ 634,898.06
TOTALS									\$ 4,517,500	\$ 206,756.25	\$ 150,704.95	\$ -	\$ 4,724,256.25	\$ 4,668,204.95

N = (F X G)
Interest from 12/1/23 to Maturity
\$ -
\$ 438.67
\$ 7,536.67
\$ 20,087.78
\$ 27,988.19
\$ 56,051.30

TABLE 2 BASE CASE Traditional Refinancing of Okemos Notes in 2023 & 2024																
A	B	C	D	E	F	G	H	I	J	K	L	M = (J + K + L)	N	O = (J + N + L)	P = TABLE 1 COLUMN N	Q = (O + P)
	New Date of Issuance	Call Date (~6 Months)	Maturity Date (~13 Month)	Days to Maturity	Days to 1/1/2025	Interest Per Day	Note	Interest Rate ²	Principal ³	Interest Due at Maturity	Cost of Issuance ¹	Total P&I + COI to Maturity	Accrued Interest to 1/1/25	Total P + Accrued Interest to 1/1/25 + COI	Prior Note Interest from 12/1/23 to New Issuance Date	Total P + Accrued Interest to 1/1/25 + COI
6	12/1/2023	6/4/2024	1/1/2025	390	390	\$ 113.33	DN23-14	5.10%	\$ 800,000	\$ 44,200.00	\$ 11,000.00	\$ 855,200.00	\$ 44,200.00	\$ 855,200.00	\$ -	\$ 855,200.00
7	12/29/2023	7/2/2024	1/29/2025	390	362	\$ 85.00	DN23-15	5.10%	\$ 600,000	\$ 33,150.00	\$ 11,000.00	\$ 644,150.00	\$ 30,770.00	\$ 641,770.00	\$ 438.67	\$ 642,208.67
8	2/9/2024	8/13/2024	3/7/2025	388	322	\$ 212.50	DN24-03	5.10%	\$ 1,500,000	\$ 82,450.00	\$ 11,000.00	\$ 1,593,450.00	\$ 68,425.00	\$ 1,579,425.00	\$ 7,536.67	\$ 1,586,961.67
9	5/30/2024	11/3/2024	6/30/2025	390	211	\$ 141.67	DN24-07	5.10%	\$ 1,000,000	\$ 55,250.00	\$ 11,000.00	\$ 1,066,250.00	\$ 29,891.67	\$ 1,040,891.67	\$ 20,087.78	\$ 1,060,979.44
10	11/4/2024	5/7/2025	12/4/2025	390	57	\$ 87.48	DN24-12	5.10%	\$ 617,500	\$ 34,116.88	\$ 11,000.00	\$ 662,616.88	\$ 4,986.31	\$ 633,486.31	\$ 27,988.19	\$ 661,474.50
TOTALS									\$ 4,517,500	\$ 249,166.88	\$ 55,000.00	\$ 4,821,666.88	\$ 178,272.98	\$ 4,750,772.98	\$ 56,051.30	\$ 4,806,824.28

TABLE 3 ALTERNATIVE CASE Consolidated Note Issued 12/01/2023; Matures 1/1/2025													
A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Date of Issuance	Call Date	Maturity Date (~13-Months)	Days to Maturity	Interest Per Day		Note	Interest Rate on New Note Issued 12/1/23 ²	Principal ³	Interest Due at Maturity (1/1/2025)	Note Counsel	Placement Agent	Total Principal and Interest at Maturity (1/1/25)
11	12/1/2023	6/1/2024	1/1/2025	390	\$ 639.98		DN23-13	5.10%	\$ 4,517,500	\$ 249,591.88	\$ 9,000.00	\$ 5,000.00	\$ 4,781,091.88

(Table 3 Column N Less Than Table 2 Column P)	
Interest and COI Savings Provided by Consolidated Note	\$ 25,732.40

¹ Preliminary, subject to change and amount of funds on hand with the Drain Office at the time of closing the new Note

² Preliminary, subject to change. Tax-exempt interest rate as of 10/11/2023

³ Preliminary, subject to change

Office of the Ingham County Drain Commissioner
 Issuance Log of Drain Notes
10/17/2023

DRAIN NOTES ISSUED IN 2023

10/17/2023																		
2023 Note Moniker	Date of Issuance	Title	Maturity Date	Coupon	First Call Date	RFO Distribution Date	RFO Due Date	Drain Award Date	Days Until Maturity	Purpose	Tax Status	Additional Security	Principal	Interest Due at Maturity	Total Due at Maturity	Note Counsel	Purchaser	
DN23-1	2/10/2023	Costigan Drain Drainage District	8/8/2024	4.08%	2/11/2023	N/A	N/A	2/3/2023	296	Refund DN21-8	Tax-Exempt	N/A	\$ 300,000.00	\$ 18,292.00	\$ 318,292.00	Dickinson Wright PLLC	Highpoint Community Bank	
DN23-2	5/4/2023	Okemos Consolidated Drain Drainage District	11/4/2024	4.90%	5/5/2023	4/21/2023	4/25/2023	4/28/2023	384	Refund DN21-10	Tax-Exempt	LTGO	617,500.00	45,386.25	662,886.25	Dickinson Wright PLLC	Mercantile Bank	
DN23-3	5/12/2023	May Maintenance Note	11/12/2024	6.00%	5/13/2023	4/21/2023	4/25/2023	5/3/2023	392	Refund DN21-13 & DN21-14	Taxable	LTGO	2,507,000.00	225,630.00	2,732,630.00	Dickinson Wright PLLC	Mercantile Bank	
DN23-4	8/1/2023	Proctor Drain Drainage District	6/1/2023	4.67%	6/1/2028	7/10/2023	7/20/2023	7/25/2023	3515	New Money	Tax-Exempt	LTGO	620,000.00	154,421.34	774,421.34	Dickinson Wright PLLC	Huntington Public Capital Corporation	
DN23-5	8/11/2023	Costigan Drain Drainage District	9/11/2024	5.30%	2/11/2024	7/24/2023	8/3/2023	8/7/2023	330	New Money	Tax-Exempt	LTGO	900,000.00	51,675.00	951,675.00	Dickinson Wright PLLC	Mercantile Bank	
DN23-6	8/24/2023	August Maintenance Note	2/24/2025	5.95%	8/24/2024	7/31/2023	8/15/2023	8/17/2023	496	New Money	Taxable	LTGO	2,368,200.00	230,899.50	2,599,099.50	Dickinson Wright PLLC	Mercantile Bank	
DN23-7	10/20/2023	September Maintenance Note	4/17/2025	7.10%	N/A	9/12/2023	10/3/2023	10/6/2023	548	Refund DN22-8	Taxable	LTGO	1,498,200.00	158,671.87	1,656,871.87	Dickinson Wright PLLC	Mercantile Bank	
													Issued WITHOUT LTGO:	\$ 300,000.00	\$ 18,292.00	\$ 318,292.00		
													Issued WITH LTGO:	\$ 8,510,900.00	\$ 866,683.96	\$ 9,377,583.96		
													Total Issued:	\$ 8,810,900.00	\$ 884,975.96	\$ 9,695,875.96		

DRAIN NOTES TO BE ISSUED IN 2023

10/17/2023																		
2023 Note Moniker	Date of Issuance	Title	Maturity Date	Coupon	First Call Date	RFO Distribution Date	RFO Due Date	Drain Award Date	Days Until Maturity	Purpose	Tax Status	Additional Security	Principal	Interest Due at Maturity	Total Due at Maturity	Note Counsel	Purchaser	
DN23-8	11/6/2023	Cook and Thorburn Drain Drainage District	5/6/2025	5.10%	5/6/2024	10/3/2023	10/17/2023	10/20/2023	N/A	Refund DN22-1 = \$100K	Tax-Exempt	LTGO	\$ 400,000.00			Dickinson Wright PLLC	Mercantile Bank	
DN23-9	11/6/2023	Hoskins Drain Drainage District	5/6/2025	5.10%	5/6/2024	10/3/2023	10/17/2023	10/20/2023	N/A	Refund DN22-2 = \$200K	Tax-Exempt	LTGO	500,000.00			Dickinson Wright PLLC	Mercantile Bank	
DN23-10	11/6/2023	The Gardens Drain Drainage District	12/4/2024	5.10%	11/7/2023	9/26/2023	10/11/2023	10/16/2023	N/A	Refund DN22-3	Tax-Exempt	LTGO	600,000.00			McIntyre Law Group	Mercantile Bank	
DN23-11	11/6/2023	Wilshire Drain Drainage District	12/4/2024	5.10%	11/7/2023	9/26/2023	10/11/2023	10/16/2023	N/A	Refund DN22-4	Tax-Exempt	LTGO	600,000.00			McIntyre Law Group	Mercantile Bank	
DN23-12	11/14/2022	Towar Gardens and Branches Drain Drainage District	11/30/2023	3.43%	11/2/2022	10/2/2023	10/24/2023	10/27/2023	N/A	Refund DN22-10	Tax-Exempt	LTGO	\$ -	\$ -	\$ -	Dickinson Wright PLLC	Highpoint-Community Bank	
DN23-12	12/1/2023	Willow Creek Drain Drainage District	12/18/2025			10/24/2023			N/A	Refund DN22-5	Tax-Exempt	LTGO	300,000.00					
DN23-13	12/1/2023	Okemos Consolidated Drain Drainage District	12/18/2024			10/24/2023			N/A	DN22-7, DN22-13, DN23-2	Tax-Exempt	LTGO	4,517,500.00					
DN23-14	12/14/2023	Frost Drain Drainage District	1/14/2025			11/7/2023			N/A	New Money	Tax-Exempt	LTGO	600,000.00					
Towar Gardens and Branches DDD (DN22-10)													On 10/7/2023 ICDC confirmed Towar Gardens to be paid in full and not rolled.					
													To be Issued WITHOUT LTGO:	\$ -	\$ -	\$ -		
													To be Issued WITH LTGO:	\$ 7,517,500.00		\$ 7,517,500.00		
													Total To Be Issued:	\$ 7,517,500.00		\$ 7,517,500.00		

REMAINING LTGO CAPACITY (UNDER/(OVER) \$15MM) OF DRAIN NOTES ISSUED OR TO BE ISSUED WITH LTGO PLEDGE: (\$1,028,400.00)

DRAIN NOTES MATURING IN 2024

10/17/2023																		
2024 Note Moniker	Date of Issuance	Title	Maturity Date	Coupon	First Call Date	RFO Distribution Date	RFO Due Date	Drain Award Date	Days Until Maturity	Purpose	Tax Status	Additional Security	Principal	Interest Due	Total due at Maturity	Note Counsel	Holder of Note	
DN24-1	12/29/2022	Rayner Creek Drain Drainage District	1/29/2024	4.30%	12/30/2022	12/4/2023	1/9/2024	1/12/2024	104	Refund DN22-15	Tax-Exempt	LTGO	\$ 600,000.00	\$ 27,950.00	\$ 627,950.00	McIntyre Law Group	Mercantile Bank	
DN24-2	12/29/2022	Rayner Creek Drain Drainage District	1/29/2024	4.30%	12/30/2022	12/4/2023	1/9/2024	1/12/2024	104	Refund DN22-16	Tax-Exempt	LTGO	\$ 1,000,000.00	\$ 46,583.33	\$ 1,046,583.33	McIntyre Law Group	Mercantile Bank	
DN24-3	8/9/2022	Okemos Consolidated Drain Drainage District	2/9/2024	2.66%	8/10/2022	12/11/2023	1/16/2024	1/19/2024	115	Refund DN22-7	Tax-Exempt	LTGO	\$ 1,500,000.00	\$ 59,850.00	\$ 1,559,850.00	Dickinson Wright PLLC	Highpoint Community Bank	
DN24-4	10/31/2022	October Maintenance Note	4/30/2024	2.84%	11/1/2022	3/11/2024	4/9/2024	4/12/2024	196	Refund DN22-9	Tax-Exempt	LTGO	\$ 639,000.00	\$ 27,221.40	\$ 666,221.40	Dickinson Wright PLLC	Highpoint Community Bank	
DN24-5	11/18/2022	Boiler Drain Drainage District	5/16/2024	3.64%	11/19/2022	4/1/2024	4/23/2024	4/26/2024	212	Refund DN22-11	Tax-Exempt	LTGO	\$ 300,000.00	\$ 16,319.33	\$ 316,319.33	Dickinson Wright PLLC	Highpoint Community Bank	
DN24-6	11/18/2022	Mud Creek Drain Drainage District	5/16/2024	3.64%	11/19/2022	4/1/2024	4/23/2024	4/26/2024	212	Refund DN22-12	Tax-Exempt	LTGO	\$ 300,000.00	\$ 16,319.33	\$ 316,319.33	Dickinson Wright PLLC	Highpoint Community Bank	
DN24-7	11/30/2022	Okemos Consolidated Drain Drainage District	5/30/2024	4.04%	12/1/2022	4/8/2024	5/7/2024	5/10/2024	226	Refund DN22-13	Tax-Exempt	LTGO	\$ 1,000,000.00	\$ 40,600.00	\$ 1,060,600.00	Dickinson Wright PLLC	Highpoint Community Bank	
DN24-8	11/30/2022	Costigan Drain Drainage District	5/30/2024	4.04%	12/1/2022	4/8/2024	5/7/2024	5/10/2024	226	Refund DN22-14	Tax-Exempt	LTGO	\$ 500,000.00	\$ 30,300.00	\$ 530,300.00	Dickinson Wright PLLC	Highpoint Community Bank	
DN24-9	12/22/2022	December Maintenance Note	6/21/2024	4.02%	12/23/2022	5/6/2024	5/28/2024	5/31/2024	248	Refund DN22-17	Tax-Exempt	LTGO	\$ 443,100.00	\$ 26,669.45	\$ 469,769.45	Dickinson Wright PLLC	Highpoint Community Bank	
DN24-10	2/10/2023	Costigan Drain Drainage District	8/8/2024	4.08%	2/11/2023	6/17/2024	7/16/2024	7/19/2024	296	Refund DN23-1	Tax-Exempt	LTGO	\$ 300,000.00	\$ 18,292.00	\$ 318,292.00	Dickinson Wright PLLC	Highpoint Community Bank	
DN24-11	8/11/2023	Costigan Drain Drainage District	9/11/2024	5.30%	2/11/2024	7/29/2024	8/20/2024	8/23/2024	330	Refund DN23-5	Tax-Exempt	LTGO	\$ 900,000.00	\$ 51,675.00	\$ 951,675.00	Dickinson Wright PLLC	Mercantile Bank	
DN24-12	5/4/2023	Okemos Consolidated Drain Drainage District	11/4/2024	4.90%	5/5/2023	9/30/2024	10/22/2024	10/25/2024	384	Refund DN23-2	Tax-Exempt	LTGO	\$ 617,500.00	\$ 45,386.25	\$ 662,886.25	Dickinson Wright PLLC	Mercantile Bank	
DN24-13	5/12/2023	May Maintenance Note	11/12/2024	6.00%	5/13/2023	9/23/2024	10/15/2024	10/18/2024	392	Refund DN23-3	Taxable	LTGO	\$ 2,507,000.00	\$ 225,630.00	\$ 2,732,630.00	Dickinson Wright PLLC	Mercantile Bank	
													Total Amount Maturing in 2024:	\$ 10,606,600.00	\$ 652,796.09	\$ 11,259,396.09		
													Okemos Consolidated Drain Drainage Notes Which May be Refinanced in 2023:	\$ 3,117,500.00				

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION PLEDGING FULL FAITH AND CREDIT TO
ADDITIONAL 2023 DRAINAGE DISTRICT NOTES

Resolution # _____

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

PRESENT: Commissioners _____

ABSENT: Commissioners _____

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

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

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

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

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

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

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

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

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

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

WHEREAS, this Ingham County Board of Commissioners (the "Board") has previously adopted Resolution #23-169 pledging the limited tax full faith and credit of the County to notes that may be issued by drainage districts in calendar year 2023 in an amount not to exceed \$15,000,000 (the "Prior Pledged Amount"); and

WHEREAS, the Drain Commissioner, in consultation with professionals engaged by the drainage districts has determined that significant savings can be achieved by refinancing certain notes maturing in 2024, together with notes maturing in 2023, in one note issue to be issued in 2023; and

WHEREAS, in order to achieve such savings the Drain Commissioner deems it advisable and necessary to request that this Board adopt a resolution pledging the limited tax full faith and credit of the County to an additional amount of notes that may be issued by drainage districts in calendar year 2023; and

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

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

WHEREAS, the Drain Commissioner recommends that the Board adopt a resolution to pledge the full faith and credit of the County for the prompt payment of the principal of and interest on notes issued in calendar year 2023 in an amount not to exceed \$1,500,000 in addition to the Prior Pledged Amount.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The County pledges its full faith and credit for the prompt payment of the principal of and interest on any notes issued by County drainage districts pursuant to Section 434 of the Act in calendar year 2023 in the aggregate principal amount of not to exceed \$1,500,000, in addition to the Prior Pledged Amount, and on notes issued thereafter to refinance these notes (the "Notes"). In the event that Bonds are not issued on or before the date on which the principal of and interest on the Notes are due or in the event that moneys are not available to the drainage districts on the date the principal of and interest on Notes are due, the County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Notes when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Notes when due. The ability of the County to levy taxes to pay the principal of and interest on the Notes shall be subject to constitutional and statutory limitations on the taxing power of the County. The Notes may be issued in one or more Note issues.

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

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

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

YEAS: Commissioners _____

NAYS: Commissioners _____

ABSTAIN: Commissioners _____

COUNTY SERVICES:

Yeas: _____

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

FINANCE:

Yeas: _____

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

RESOLUTION DECLARED ADOPTED.

Barb Byrum, Clerk
County of Ingham

CERTIFICATION

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

Date: _____, 2023

Barb Byrum, Clerk
County of Ingham

TO: Board of Commissioners: Law & Courts Committee and Finance Committee

FROM: Undersheriff Andrew R. Bouck

DATE: October 23, 2023

SUBJECT: RESOLUTION TO APPROVE A LAW ENFORCEMENT SERVICES AGREEMENT WITH THE VILLAGE OF WEBBERVILLE COVERING THE PERIOD OF JANUARY 1, 2024 THROUGH DECEMBER 31, 2026

For the meeting agendas of *November 2, 2023* and *November 8, 2023*

BACKGROUND

The Ingham County Sheriff’s Office has contracted with the Village of Webberville since 1994 to provide law enforcement services in the Village of Webberville. While the most recent contract amendment with the Village of Webberville provided 40 hours of law enforcement services per week, the Village of Webberville would like to restore the number of contracted services hours provided to the previous level of 80 hours per week. This resolution is to approve a mutually agreed upon two-year contract, at 80 hours per week, for calendar years 2024 and 2025, with an optional 1-year extension through December 31, 2026.

ALTERNATIVES

None

FINANCIAL IMPACT

The Village of Webberville has agreed to pay the County at the following annual rates:

2024: \$343,395.00 (5% increase from the original 80 hours per week agreement for 2023)

2025: \$360,565.00 (5% increase from 2024)

2026: \$378,597.00 (5% increase from 2025).

STRATEGIC PLANNING IMPACT

This agreement falls in line with the stated Ingham County Goal; to provide easy access to quality, cost effective services that promote well-being and quality of life for the residents of Ingham County, as it adds another deputy to be assigned to patrol the Village of Webberville community. This also results in the addition of another law enforcement position within the Sheriff’s Office, an addition to the law enforcement resources, services, and protection within Ingham County.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize a law enforcement services agreement with the Village of Webberville effective January 1, 2024 through December 31, 2025, with an optional 1-year extension through December 31, 2026.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A LAW ENFORCEMENT SERVICES AGREEMENT WITH THE VILLAGE OF WEBBERVILLE COVERING THE PERIOD OF JANUARY 1, 2024 THROUGH DECEMBER 31, 2026

WHEREAS, the Ingham County Sheriff’s Office and the Village of Webberville wish to extend and expand the current agreement for law enforcement services; and

WHEREAS, the Village of Webberville, Sheriff’s Office and the Controller’s Office have negotiated the financials of an agreement that covers a two-year period, beginning January 1, 2024 through December 31, 2025, with an option to extend the agreement an additional one-year period through December 31, 2026; and

WHEREAS, the Village of Webberville has contracted with Ingham County for law enforcement services through the Sheriff’s Office since 1994; and

WHEREAS, the Village of Webberville wishes to increase from 40 hours per week to 80 hours per week of law enforcement service coverage for the upcoming fiscal years.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a two-year agreement, with an option to extend an additional one-year period, the law enforcement services agreement with the Village of Webberville for the period covering January 1, 2024 through December 31, 2026 for the sum of:

- January 1, 2024 – December 31, 2024 \$343,395
- January 1, 2025 – December 31, 2025 \$360,565
- Two-year total: \$703,960

- January 1, 2026 – December 31, 2026 \$378,593
- Three-year total: \$1,082,533

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make any necessary budget adjustments in the Ingham County Sheriff’s Office 2024-2026 Budgets.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson and the Sheriff to sign all necessary contract documents consistent with this resolution upon review and approval as to form by the County Attorney.

TO: Board of Commissioners Law & Courts and Finance Committees

FROM: Nicole Matusko, Chief Assistant Prosecuting Attorney

DATE: October 24, 2023

SUBJECT: Resolution to Enter into a Memorandum of Understanding between the Tri-County Metro Narcotic Squad and the Ingham County Prosecutor’s Office under the 2024 Byrne JAG Grant Program
For the meeting agendas of November 2, 2023 and November 8, 2023

BACKGROUND

Under the Urban Cooperation Act, MCL 124.501 et seq., the Michigan Department of State Police (MSP), the City of Lansing, County of Ingham, County of Eaton, and the County of Clinton all participate in the Tri-County Metro Narcotics Squad (TCM). This task force combines law enforcement personnel and resources to investigate violations of the controlled substance laws of Michigan. TCM has been awarded funds under the 2024 FY Byrne JAG Grant Program “Building Investigative Capacity to Combat Dangerous Drugs and Violent Crime in Our Communities.” The primary goal of this grant is to focus on heroin, fentanyl, and prescription opiates. The aim is to reduce overdoses, deaths, and criminal activity related to the sale of heroin and opiates. TCM has offered \$28,000 in grant funds to the Ingham County Prosecutor’s Office (ICPO) to participate in this grant program in exchange for assistance in the prosecution of these cases in Ingham County.

ALTERNATIVES

None

FINANCIAL IMPACT

The proposed agreement would have no financial impact. Currently, ICPO works with TCM and the other participating entities without financial remuneration. Under the proposed agreement, ICPO would receive a total disbursement of \$28,000 during the current grant cycle. Please note that this is the fourth year ICPO has received this grant.

OTHER CONSIDERATIONS

ICPO intends to use this funding to continue to upgrade technology to assist in the prosecution of these cases. Additionally, ICPO will use this funding to offset the increased costs for Prosecuting Attorneys Association of Michigan (PAAM) summer interns. These 2nd and 3rd year law students, selected by PAAM, are put through the same basic training course offered to newly appointed APAs across the state. Once they have completed the course, these interns provide valuable courtroom assistance to our office. This year the cost of a PAAM intern increased to \$10,000 per intern. With recent turnover, the use of law school/legal interns has assisted in training and encouraging young attorneys to consider a career in prosecution.

RECOMMENDATION

Based on the information provided, I respectfully request approval of the attached resolution.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A MEMORANDUM OF UNDERSTANDING BETWEEN THE TRI-COUNTY METRO NARCOTICS SQUAD AND THE INGHAM COUNTY PROSECUTOR'S OFFICE UNDER THE 2024 BYRNE JAG GRANT

WHEREAS, the Tri-County Metro Narcotics Squad (TCM) has been approved under the 2024 Byrne JAG Grant Program "*Building Investigative Capacity to Combat Dangerous Drugs and Violent Crime in Our Communities*" to disburse \$28,000 in funds to the Ingham County Prosecutor's Office (ICPO) for the fiscal year of October 1, 2023 through September 30, 2024; and

WHEREAS, the primary goal of the grant program is to focus on heroin, fentanyl, and prescription opiates to reduce overdoses, deaths, and other criminal activities related to the sale and distribution of heroin and opioids in Ingham County and the surrounding area; and

WHEREAS, ICPO currently assists TCM with the investigation and prosecution of controlled substance cases without financial remuneration and ICPO has agreed to assign a dedicated assistant prosecuting attorney to the investigation, warrant review, and prosecution of cases under the grant program; and

WHEREAS, the grant funding would assist ICPO in obtaining technological equipment to streamline work processes and make workflow more efficient for current staff and to offset the increased costs for Prosecuting Attorneys Association of Michigan (PAAM) interns for 2024; and

WHEREAS, the funds will be disbursed to ICPO prior to September 30, 2024.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize acceptance of the proposed agreement for the Tri-County Metro Narcotics Squad to disburse \$28,000 to the Ingham County Prosecutor's Office under the 2024 Byrne Jag Grant Program "*Building Investigative Capacity to Combat Dangerous Drugs and Violent Crime in Our Communities*."

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the 2024 budget and position allocation lists consistent with this resolution.

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

TO: Board of Commissioners, Law & Courts Committee, Finance Committee
FROM: Nicole Matusko, Chief Assistant Prosecutor
DATE: October 24, 2023
SUBJECT: **To Authorize an Agreement with Prosecutor by Karpel (PbK) and the Prosecuting Attorney Association of Michigan (PAAM) for the installation of the new Statewide PbK Software.**

For the meeting agenda:

Law & Courts for Thursday, November 2

Finance Committee for Wednesday, November 8

Board of Commissioners for Tuesday, November 14

BACKGROUND

Prosecutors' offices across the state utilize programs maintained and supported by the Prosecuting Attorneys Association of Michigan (PAAM). The uniformity of the systems allows consistency in charging language as well as consistency in procedures and shared supports. Our current systems are Adult Case Tracking (ACT) and Juvenile Case Tracking (JCT). These systems have been used for approximately thirty-five (35) years. These two programs provide for automated victim notifications under the Crime Victims' Rights Act (CVRA), document generation on all cases to include charging documents, subpoenas, letters to victims, and other necessary court paperwork for all adult and juvenile criminal cases as well as uniformity in pulling data and reports necessary for submissions under our grants. ACT/JCT are a very old system that have become obsolete. The initial coding language is no longer used, has not been regularly updated and has struggled to maintain CJIS compliance. There is no one left on staff at PAAM with the ability to repair, fix, or update the systems. Therefore, as of 2026, PAAM will no longer support or maintain these programs. Without PAAM's support, these programs will simply no longer exist. There is not an option for self-service for ACT/JCT.

Recognizing a need and benefit for a statewide system, PAAM has contracted with Prosecution by Karpel (PbK) to provide both data management and document management for prosecutors' offices across the state. To allow for a statewide rollout of PbK, funding was approved in the state fiscal budget for 2024. PAAM intends to utilize the funding to implement PbK in all offices with a desire to use the program with a rollout schedule for the entire state spanning 2024-2026. It is predicted that 79 of the 83 counties will be outfitted with PbK. Ingham County has been selected as a county to have the new system implemented in October 2024. In order to participate in the state funded implementation, Ingham County must sign a contract with PbK and PAAM. PAAM has already negotiated and signed the contract on behalf of the organization.

PbK will replace both ACT and JCT as well as our current document management system, OnBase. Our office will still need to maintain some OnBase connectivity through our Family Support Unit (FSU) as PbK focuses on the criminal prosecution and does not specialize in civil paternity cases. In the future, PbK may offer a civil component to its services; however, that is not in the rollout.

The Prosecuting Attorneys Association of Michigan (PAAM) has worked with PbK and has entered into a contract to cover the following services for offices for the next three years:

PbK software licenses and hosting for every member of the prosecutor's office – The State funding will cover system configuration and set-up as well as training for all office staff who will be utilizing the software. Our office has consulted with Ingham County Innovation & Technology and our current computers and operating system are compatible with PbK requirements.

External Agency Portal – This allows for an unlimited number of law enforcement agencies to digitally send referrals (warrant requests) to the prosecutor's office for review as well as add supplemental reports and evidence to a case as the investigation continues. Law enforcement agencies will also be able to view limited case information to see updates as to case disposition, case status, etc. This also allows prosecutor's offices to electronically serve subpoenas on officers and notify officers of changes to court appearances. We currently have three agencies utilizing two separate "portals" to electronically submit warrant request to our office. All other agencies are required to print police reports and physically bring them to our office for staff to scan them into our system, creating a digital image, to initiate a warrant request. Uniformity in how an agency submits a case will create efficiency for our intake staff and reduce paper waste.

Data Conversion of all legal data from ACT/JCT and OnBase into the PbK system – this allows for all our current case data to be converted into PbK. Maintaining past case information is important when reviewing a Defendants history with our office as well as pulling data points for year-to-year comparisons. If our county is able to reach an agreement during the first roll-out, Karpel will waive the data conversion of all our OnBase files into PbK – this provides a cost savings of \$50,000 to the county. If we are unable to reach an agreement, this will be an expense the county will be asked to cover.

Unlimited e-Discovery – this will allow our office to continue to serve defense attorneys with electronic discovery of police reports and other reports in our case files. This is a feature of our current case management system.

Three Interfaces with other systems commonly used by prosecutor's offices – PAAM has negotiated the implementation of three interfaces that will assist in the efficiency of running a prosecutor's office and complying with the crime victims' rights act. A LEIN (Law Enforcement Information Network) interface that will assist in accurately and efficiently reporting a Defendant's criminal history information. PbK is structured to make reporting criminal history more accurate by developing an interface to report case information directly from PbK to LEIN. Each night, PbK will automatically send data points for records that have not previously been reported to the Michigan State Police via LEIN. PbK also has a VINE interface that will assist in accurately notifying victims of court dates, case disposition, and other information as required under the Crime Victims' Rights Act by utilizing a similar procedure by automatically sending case updates to VINE. Lastly, PbK will have an interface with the MSP Crime Lab that will assist in notifying the Crime Lab of case status and disposition to assist in coordinating any outstanding testing issues.

Support and Maintenance – the current state funding will cover licensing support, hosting fees, and interface maintaining for 2024-2026.

Our office is currently seeking funding in 2024 for only two optional items not covered by the statewide funding. These optional items are interfaces with our District and Circuit Courts. These interfaces would allow for PbK to directly pull court dates, schedules, dispositions, and other information from the court system to assist in scheduling for the attorneys and notifications for the victim. We currently have interfaces with the court system and our current ACT/JCT/OnBase systems. These interfaces allow our clerical staff to import daily schedules and electronically schedule and send cases to the attorney that are assigned to various dockets. Without these interfaces, our clerical staff would be required to manually schedule and enter each court date for each case. This would average hundreds of cases a week.

PbK is a nationally recognized program that is software made specifically for prosecutor's offices to meet the needs unique to prosecuting cases. PAAM will work with PbK to assure our current charging documents as well as warrant manuals are available through PbK as they were through ACT/JCT. PbK will replace the current need for ACT/JCT and OnBase for our office as it is specifically designed for management of criminal prosecution for both juveniles and adults. PbK expands beyond our current system structures. It will allow for better data collection both within our county and throughout our state. PbK allows for Statewide Data Sharing. For counties that participate in Statewide Data Sharing, the system allows prosecutors to see what cases are pending in other counties and who the assigned prosecutor is that is handling the case. This that could assist in global plea resolution, location of witnesses, identification of individuals that are driving violence through the state or regionally and more. It is predicated that 79 of the 83 counties intend to transition to PbK. PbK offers technical support 24/7 for Software Program issues. PbK will maintain security audits and CJIS certifications to safeguard case information.

ALTERNATIVES

Without PbK moving forward, Ingham County would be required to develop its own programs to track all case information, report criminal history information to LEIN, create all case documents (such as subpoenas, complaints, warrants, victim notification letters, bind over paperwork, Information, etc.), provide for victim notifications under the CVRA, and maintain critical data for grant reporting purposes. This would require significant additional staff in our office, additional resources with the IT department and purchasing or creating additional software. This would create a significant increase in an already daunting caseload for our current employees. The use of PbK will begin to streamline some procedures and alleviate duplicative work within the office.

FINANCIAL IMPACT

The current request is for \$35,000 in the fall of 2024 to support the implementation of court integrations specific to our Ingham County Courts and \$7,000 for ongoing support for the integration. State funding covers all other initial costs totaling approximately \$500,000 for Ingham County. There is currently state funding available for the implementation of PbK as well as to cover the standard ongoing costs for three (3) years. The initial implementation for Ingham County will cost approximately \$359,000. The state funding awarded to the Prosecuting Attorney Association of Michigan (PAAM) will pay for this entire cost. Additionally, PAAM is utilizing state funding to pay for the annual support services for the years of 2024, 2025 and 2026. Our annual maintenance will be \$55,900 a year. This will equate to an additional \$167,700 of funding by the state.

Ingham County is scheduled to go-live in October 2024. The only cost to the county would come in fall 2024 for the two "optional" items listed above. The cost to the county would be to build interfacing with the various court systems. The cost to the county would be a one-time payment of \$35,000 for these integrations and approximately \$7,000 a year to maintain this integration.

Moving forward, beginning in 2027, the county would be required to pay \$62,900 in annual maintenance for the PbK program. Savings from current ongoing costs our office is paying to Imagesoft/Hyland would offset these costs. For example, for our current portal maintenance for law enforcement, our office annually pays \$25,000. The OnBase Administrator for Ingham County was able to outline an approximately \$33,000 in other annual maintenance fees that would no longer be necessary with the switch to PbK. Additional dues paid to PAAM for the maintenance of ACT/JCT would no longer be required once PbK is installed in Ingham County.

Our office has consulted with the budget office as well as the Controller; the required additional funding for court integration will be paid out of the Contingency Funds in 2024.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached Resolution to Authorize a Contract with Prosecutor by Karpel (PbK) and the Prosecuting Attorneys Association of Michigan (PAAM).

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH PROSECUTOR BY
KARPEL (PbK) AND THE PROSECUTING ATTORNEYS ASSOCIATION OF MICHIGAN
FOR INSTALLATION OF STATEWIDE PbK SOFTWARE**

WHEREAS, the Ingham County Prosecutor's Office partners with the Prosecuting Attorney Association of Michigan (PAAM) for Statewide document management software; and

WHEREAS, historically these systems, known as Adult Case Tracking (ACT) and Juvenile Case Tracking (JCT), have provided for constitutionally required victim notifications under the Crime Victims' Rights Act (CVRA) and document generation to include charging documents; bond forms; subpoenas; letters to victims; and other necessary court paperwork for all adult and juvenile criminal cases; and

WHEREAS, ACT/JCT have provided a means for gathering data and reports necessary for approval and reporting for multiple grants used to fund the prosecutor's office; and

WHEREAS, PAAM has notified all prosecutor's offices that as of 2026, ACT/JCT has become obsolete, and the programs will be discontinued; and

WHEREAS, a document management system to replace ACT/JCT is necessary for the day to day operations of the Ingham County Prosecutor's Office to continue; and

WHEREAS, PAAM has entered into a contract with Prosecutor by Karpel (PbK) to replace ACT/JCT throughout the state; and

WHEREAS, PAAM has received state funding to cover the initial costs as well as any annual costs to all prosecutor's offices from 2024 until 2026 to facilitate a statewide rollout of the new software system; and

WHEREAS, additional County funding in the amount of \$35,000 for one-time necessary court integration and one year of service for the integration of \$7,000 is available through the 2024 Contingency Fund.

THEREFORE BE IT RESOLVED , that the Ingham County Board of Commissioners hereby authorize an agreement be entered into between Prosecution by Karpel (PbK) and the Prosecuting Attorney Association of Michigan (PAAM) for the installation of the statewide PbK software with court integration.

BE IT FURTHER RESOLVED, that the required County funding of \$35,000 for one-time court integration and \$7,000 for one year of service for the integration for a total not to exceed of \$42,000 will be funded through the 2024 Contingency Fund.

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

Agenda Item 6

TO: Board of Commissioners Law & Courts Committee, Finance Committee

FROM: Bob Boerkoel, Sergeant, Office of Emergency Management

SUBJECT: Resolution to amend the FY 2021 Emergency Management Performance Grant American Rescue Plan Act award to accept additional funds.

For the meeting agenda of *November 2, 2023, November 8, 2023*

BACKGROUND

The Board of Commissioners previously accepted FY2021 Emergency Management Performance Grant American Rescue Plan Act (EMPG ARPA) funds via Resolution #21-643 to supplement the Emergency Management Performance Grant (EMPG) funds accepted in 2021 via Resolution #20-508. The purpose of the EMPG funds and EMPG ARPA funds are to reimburse Ingham County for a portion of the Emergency Manager wages and fringe benefits, up to 50% match.

The Michigan State Police Emergency Management and Homeland Security Division (MSP EMHSD) has amended the FY2021 EMPG ARPA award to provide additional supplemental funding to the FY2023 EMPG Grant in addition to the supplemental award received for FY2021. This amendment effectively serves to further supplement to the Emergency Management Performance Grant Award for FY 2023, previously accepted with Resolution #22-601.

ALTERNATIVES

N/A

FINANCIAL IMPACT

This amended award reimburses the county up to an additional \$21,040 of the Emergency Manager wages and fringe benefits. The obligated funds require a cost-match and shall not exceed 50% of the total budget for salary and fringe benefits.

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 promotes services to enable the protection of life, property, and vital infrastructure during times of disaster or emergency; (C) Finance – Maintain and enhance County fiscal health to ensure delivery of services as it utilizes available grant monies awarded to Ingham County to reduce the financial obligation of Ingham County.

OTHER CONSIDERATIONS

The Ingham County Office of Homeland Security & Emergency Management has fulfilled its requirements under Public Act 390 regarding an Emergency Management Program. The Emergency Management Program seeks to protect life, property, and vital infrastructure in times of disaster or emergency.

RECOMMENDATION

Based on the information presented, I respectfully recommend acceptance of the amended FY 2021 Michigan Emergency Management Performance Grant American Rescue Plan Act (EMPG ARPA) award.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE FY 2021 EMERGENCY MANAGEMENT PERFORMANCE GRANT AMERICAN RESCUE PLAN ACT AWARD TO ACCEPT ADDITIONAL FUNDS

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has fulfilled its requirements under Public Act 390 regarding an Emergency Management Program; and

WHEREAS, the Emergency Management Performance Grant (EMPG) reimburses Ingham County for a portion of the Office of Homeland Security and Emergency Management Program Manager wages and fringe benefits; and

WHEREAS, the EMPG requires Ingham County to develop and maintain an Emergency Management Program capable of protecting life, property, and vital infrastructure in times of disaster or emergency; and

WHEREAS, the FY 2023 EMPG award was previously accepted by the Board of Commissioners with Resolution #22-601; and

WHEREAS, the Michigan State Police Emergency Management and Homeland Security Division (MSP EMHSD) previously awarded Ingham County with an FY2021 Emergency Management Performance Grant American Rescue Plan Act (EMPG ARPA) to supplement the FY2021 EMPG award; and

WHEREAS, the Board of Commissioners previously accepted the FY 2021 EMPG ARPA with Resolution #21-643; and

WHEREAS, the MSP EMHSD have amended the FY2021 EMPG ARPA award to provide additional supplemental funding towards the FY 2023 EMPG award for the Office of Homeland Security and Emergency Management Program Manager wages and fringe benefits; and

WHEREAS, the amended FY 2021 EMPG ARPA award obligates a total of \$21,040 of additional funds towards the FY 2023 EMPG award, requiring a cost-match of 50% towards the EMPG budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the acceptance of the amended FY 2021 Emergency Management Performance Grant American Rescue Plan Act award from the State of Michigan for an additional \$21,040 towards the FY2023 EMPG award.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make any necessary budget adjustments in the Ingham County Office of Homeland Security & Emergency Management 2023 Budget.

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 7a

TO: Law & Courts and Finance Committees
FROM: Annette Ellison, Deputy Court Administrator
DATE: October 23, 2023
SUBJECT: CASA Donated Funds Program
For the meeting agendas of: Law and Courts Committee November, 2023
Finance Committee November 8, 2023

BACKGROUND

Through trained volunteers, the Court Appointed Special Advocate (CASA) program provides the Circuit Court Juvenile Division with independent and objective information regarding children involved in neglect and abuse cases. CASA volunteers conduct an independent review, examine all relevant documents, and potentially interview all persons having direct knowledge of the child's and/or family's situation to formulate an objective understanding of what is in the best interest of the child. Volunteers attend all hearings, Family Team Meetings (FTM) with Michigan Department of Health and Human Services (MDHHS) and meet with the youth in-person on a weekly basis.

CASA began a formal partnership with the Juvenile Division in 2017. At the time, only cases on Judge Lawless's docket were being referred through a Memorandum of Understanding. At this time, four of the five Family Division Judges refer cases to CASA. Although staffed mostly by volunteers, CASA does have paid full-time staff to assist with oversight and training.

Beginning in 2022, the Child Care Fund Handbook allows courts to include the CASA program as an In-Home Care Program for the purposes of Child Care Fund reimbursement. Additionally, pursuant to MCL 400.117c (7)(b), the county is able to request Child Care Fund reimbursement through a county donated funds program. The county donated funds program allows CASA to donate funds to the county to support their operating expenses. The county must designate these funds for the CASA program and transfer the funds as General Fund dollars to the Juvenile Division's budget. The Juvenile Division contracts with CASA for the amount equal to the donated funds plus the leveraged childcare fund amount. This allows CASA, the County, and the Court to leverage Child Care Fund dollars to fund this valuable service.

As a result of legislative changes, Courts are reimbursed 75% as opposed to 50% for In-home care programming through the Child Care Fund; therefore reducing the amount CASA would need to donate to the County in 2024.

CASA has submitted their operation budget of \$169,460.55 (5% increase from FY23) for Fiscal Year 2024 and has agreed to donate \$42,365.25 to the county to support the proposed contract. Pursuant to the statutory requirements, CASA has agreed to submit a list of all donors and complete an annual certification to be made available to MDHHS during a monitoring review. Lastly, the CASA program has been included and approved as part of the Juvenile Division's MDHHS CCF Annual Plan and Budget.

ALTERNATIVES

Not entering into an agreement with CASA would result in a loss of leveraged dollars from Child Care Fund.

FINANCIAL IMPACT

Entering into an agreement with CASA will cost the County no additional funds. This agreement will generate \$127,095.75 in restricted funds.

STRATEGIC PLANNING IMPACT

Provide appropriate evidence based treatment and sanctions for at-risk youth and juveniles. Provide fair and efficient judicial processing.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Enter into an agreement with CASA.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE COURT-APPOINTED SPECIAL ADVOCATE
DONATED FUNDS AND IN-HOME CARE PROGRAM**

WHEREAS, the Court-Appointed Special Advocate program provides the Circuit Court Juvenile Division with independent and objective information regarding children involved in neglect and abuse cases; and

WHEREAS, the Court-Appointed Special Advocate program conducts an independent review, examines all relevant documents, and conducts interviews to formulate an objective understanding of what is in the best interest of the child; and

WHEREAS, although mostly staffed by volunteers, the Court-Appointed Special Advocates program has paid full-time staff and an annual operating budget of \$169,460.55; and

WHEREAS, the County is able to leverage the Michigan Department of Health and Human Services Child Care Fund for eligible expenses; and

WHEREAS, the Michigan Department of Health and Human Services recognizes the Court-Appointed Special Advocate program as a Michigan Department of Health and Human Services Child Care Fund eligible expense; and

WHEREAS, the Juvenile Division included the Court-Appointed Special Advocates Program in the Michigan Department of Health and Human Services Child Care Fund Annual Plan and Budget which was approved; and

WHEREAS, the Court-Appointed Special Advocates Program is able to donate funds to the County pursuant to MCL 400.117c(7)(b) in order to leverage the Michigan Department of Health and Human Services Child Care Fund; and

WHEREAS, the Juvenile Division wishes to enter into an agreement with the Court-Appointed Special Advocates program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to enter into a contract with the Court-Appointed Special Advocates program for purposes of providing independent and objective information regarding children involved in neglect and abuse cases, at rate not to exceed \$38,426.50 quarterly, for a total amount not to exceed \$169,460.55 for the duration of the contract, effective October 1, 2023 through September 30, 2024.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to accept donated funds in the amount of \$42,365.13 from the Court-Appointed Special Advocates program for the purposes of leveraging funds from the Michigan Department of Health and Human Services Child Care Fund.

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

TO: Law & Courts and Finance Committees
FROM: Sara Deprez, Juvenile Programs Director
DATE: October 24, 2023
SUBJECT: Resolution Authorizing Entering into An Agreement with Highfields, Inc for the Horizon Program for the Meeting Agendas of November 2 and November 8, 2023.

BACKGROUND

The resolution attached with this memo is requesting authorization for the Circuit Court Juvenile Division to enter into a contract with Highfields to provide services to youth ordered to the evening reporting program, Horizon. If approved, the contract will be October 1, 2023 to September 30, 2024.

The Horizon program, originally called Pride, promotes behavioral stabilization for community-based youth and is based on risk level. There is a moderate risk group that attends programming on Tuesday and Thursdays from 3 p.m. to 8 p.m. Additionally, there is a higher risk group that attends Monday, Wednesday, and Fridays. While at program, youth are involved in structured activities and receive cognitive behavior treatment. Highfields has provided the transportation and professional staff that supports the Horizon program since its inception in 2008.

The requested contract amount for FY 2024 is \$438,988 which is a 31% increase from last fiscal year contract amount of \$335,046. The significant increase is attributable to the rising insurance rates for the fleet of vehicles Highfields uses to transport the youth to program and a \$.50 per hour shift premium for the Horizon staff. There has been a high rate of staff turnover and the shift premium will hopefully alleviate some of the change in staff.

ALTERNATIVES

The alternative would be to not offer an evening reporting program as a part of the continuum of community-based services for court involved youth, which would lead to higher costs in out of home placement costs.

FINANCIAL IMPACT

Funds for this contract have been approved in the Juvenile Division's 2024 budget; however, the amount approved exceeds Consumer Price Index (CPI) rate.

The funds for this contract come from the Juvenile Justice Millage and the Child Care Fund, 25% and 75% respectively.

STRATEGIC PLANNING IMPACT

This supports the overarching long-term objective of providing appropriate evidence-based treatment and sanctions for at-risk youth and juveniles.

OTHER CONSIDERATIONS

None

RECOMMENDATION

The County enter into a contract with Highfields for evening reporting services for court adjudicated youth.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH HIGHFIELDS
FOR THE HORIZON PROGRAM**

WHEREAS, the Horizon Program, an evening reporting program for court adjudicated youth, is located at the Ingham County Family Center; and

WHEREAS, the Horizon Program involves treatment intervention such as cognitive behavioral therapy, community service, and structured recreational activities; and

WHEREAS, Highfields provides the transportation and professional support for the court ordered youth assigned to the program; and

WHEREAS, Highfields submitted a proposed budget of \$438,988, which was approved in the 2024 Ingham County Budget; and

WHEREAS, the funding for the Horizon Program comes from the Juvenile Justice Millage and is reimbursed at 75% by the State's Child Care Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement between 30th Circuit Court Juvenile Division and Highfields for the time period of October 1, 2023 through September 30, 2024, at a cost not to exceed \$438.988 for the Horizon Program.

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

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

TO: Law & Courts and Finance Committees
FROM: Annette Ellison, Deputy Court Administrator
DATE: October 24, 2023
SUBJECT: RESOLUTION AUTHORIZING RENEWAL OF CONTRACT WITH MICHIGAN STATE UNIVERSITY FOR JUVENILE RISK ASSESSMENT PROJECT AND QUARTERLY PROGRAM EVALUATION

For Meeting Agendas: November 2, 2023 – Law and Courts
November 8, 2023 – Finance

BACKGROUND

For over 18 years, Michigan State University has provided risk assessment support to the Juvenile Division. Through many discussions, the School of Criminal Justice has agreed to provide the Juvenile Division with a third-party program evaluation. Having added an institution like Michigan State University not only provides an objective measure of success but also strengthens the continuity of service.

The Juvenile Division has been a leader in juvenile justice by developing progressive and evidence-based programming for youth and families. As part of this best practice, in 2018, the Juvenile Division began conducting quarterly program evaluations of all evidence-based curriculums supported by Juvenile Justice Millage funds. The idea behind these quarterly assessments is simple; assess the program, provide coaching and return to see progress. The addition of these assessments has strengthened the Juvenile Division’s continuous quality improvement plan and allowed for more direct feedback to vendors in an effort to improve the overall quality of juvenile justice programming.

The Juvenile Division pays a significantly reduced rate for risk assessment support given Michigan State University mutually benefits from the agreement. The Juvenile Division wishes to maintain the contract with Michigan State University not to exceed \$48,788 annually to provide risk assessment support and third-party program evaluation. These services are Child Care Fund reimbursable at roughly 75%.

ALTERNATIVES

The Juvenile Division could not collect third-party risk assessment or quarterly program evaluations.

FINANCIAL IMPACT

Funds for this contract have been approved in the Juvenile Division’s 2024 budget.

STRATEGIC PLANNING IMPACT

This supports the overarching long-term objective of providing appropriate evidence-based treatment and sanctions for at-risk youth and juveniles.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Renew the contract.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE RENEWAL OF A CONTRACT WITH
MICHIGAN STATE UNIVERSITY FOR THE JUVENILE RISK ASSESSMENT PROJECT
AND QUARTERLY PROGRAM EVALUATIONS**

WHEREAS, the Circuit Court Juvenile Division has worked collaboratively with Michigan State University for over 18 years on the Juvenile Risk Assessment Project; and

WHEREAS, the Circuit Court Juvenile Division, relies on Michigan State University to analyze and evaluate data collected by the Juvenile Division; and

WHEREAS, Dr. Caitlyn Cavanagh, formerly Dr. William Davidson, oversees a team of researchers from Michigan State University assigned to the project; and

WHEREAS, the Circuit Court Juvenile Division would like the Juvenile Risk Assessment Project to continue conducting quarterly third-party evaluations of all evidence-based programming; and

WHEREAS, funds to support the Juvenile Risk Assessment Project were allocated in the Juvenile Division's 2024 budget; and

WHEREAS, the Juvenile Risk Assessment Project is Department of Health and Human Services Child Care Fund eligible.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to renew the contract with Michigan State University for purposes of providing the Juvenile Risk Assessment Project and quarterly program evaluation at a rate of \$12,197 quarterly, not to exceed \$48,788 annually, effective October 1, 2023 through September 30, 2024.

BE IT FURTHER RESOLVED, that administrative rates and indirect costs associated with this contract are not to exceed 15% for the duration of this partnership with Michigan State University, unless otherwise approved by the Ingham County Board of Commissioners through a separate resolution.

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

TO: Law & Courts and Finance Committees

FROM: Annette Ellison, Deputy Court Administrator

DATE: October 24, 2023

SUBJECT: RESOLUTION AUTHORIZING RENEWAL OF CONTRACT WITH MICHIGAN STATE UNIVERSITY TO SUPPORT THE ADOLESCENT PROJECT

For Meeting Agendas: November 2, 2023 – Law and Courts
November 8, 2023 – Finance

BACKGROUND

The Ingham County Circuit Court, Family Division has collaborated with Michigan State University’s Psychology Department for more than 40 years to support Michigan State University’s Adolescent Project. The Michigan State University Adolescent Project has been under the leadership of distinguished Dr. Cris Sullivan and is currently lead by its Director, Sean Hankins of the Psychology Department. The Michigan State University Adolescent Project is an evidence-based program that has been nationally awarded and recognized for providing excellent mentoring services, reducing recidivism, and increasing positive outcomes for thousands of at-risk juveniles in Ingham County. The Juvenile Division wishes to maintain the contract with Michigan State University’s Psychology Department not to exceed \$179,465 annually to support the Adolescent Project mentoring program effective October 1, 2023 through September 30, 2024. Mostly, Michigan Department of Health and Human Services Child Care funded; however, if referral is made at Intake, costs will be apportioned to the General Fund.

ALTERNATIVES

Juveniles of Ingham County no longer receive evidence-based mentoring services.

FINANCIAL IMPACT

Funds for this contract have been approved in the Juvenile Division’s 2024 budget.

STRATEGIC PLANNING IMPACT

Provide appropriate evidence-based treatment and sanctions for at-risk youth and juveniles.

OTHER CONSIDERATIONS

None

RECOMMENDATION

The Board of Commissioners authorizes renewal of the contract.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE RENEWAL OF CONTRACT WITH
MICHIGAN STATE UNIVERSITY TO SUPPORT THE ADOLESCENT PROJECT**

WHEREAS, the Juvenile Division has collaborated with Michigan State University's Psychology Department for more than 40 years to support Michigan State University's Adolescent Project; and

WHEREAS, the Michigan State University Adolescent Project has been under the leadership of the distinguished Dr. Cris Sullivan and is currently lead by its Director, Sean Hankins of the Psychology Department; and

WHEREAS, the Michigan State University Adolescent Project is an evidence-based program that has been nationally awarded and recognized for providing excellent mentoring services, reducing recidivism, and increasing positive outcomes for thousands of at-risk juveniles in Ingham County; and

WHEREAS, the Juvenile Division wishes to maintain its contract with MSU Psychology Department not to exceed \$179,465 annually to support the Adolescent Project mentoring program effective October 1, 2023 through September 30, 2024; and

WHEREAS, the Adolescent Project is mostly Michigan Department of Health and Human Services Child Care funded at 75% reimbursement; however, if the referral is made at Intake, costs will be apportioned to the General Fund; and

WHEREAS, funds to support the Adolescent Project were allocated in the Juvenile Division's 2024 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to renew the contract with Michigan State University's Psychology Department for purposes of supporting the Adolescent Project not to exceed \$179,465 annually operating for the time period of October 1, 2023 through September 30, 2024.

BE IT FURTHER RESOLVED, that administrative rates and indirect costs associated with this contract are not to exceed 15% for the duration of this partnership with Michigan State University, unless otherwise approved by the Ingham County Board of Commissioners through a separate resolution.

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

TO: Law & Courts, County Services and Finance Committees

FROM: Annette Ellison, Deputy Court Administrator

DATE: October 24, 2023

SUBJECT: RESOLUTION AUTHORIZING STAFFING ADJUSTMENT AT THE YOUTH CENTER

For Meeting Agendas: November 2, 2023- Law and Courts
November 7, 2023 – County Services
November 8, 2023 – Finance

BACKGROUND

Over the last few years, the Youth Center has experienced a significant increase in older, more dangerous youth charged with more serious offenses, who have more acute mental health concerns and whose stay in detention has become increasingly longer. In addition to the changes in the demographics of the juvenile population, the On-Call Juvenile Detention Development staff pool dramatically depleted and as with most job industries, the secure setting juvenile justice profession has seen a significant decline in experienced applicants. These current pressures have exacerbated the safety of both juveniles and staff.

The Youth Center currently has five Shift Supervisors who are responsible for managing day-to-day operations and 24-hour, seven days a week coverage year-round. Traditionally, in addition to providing coverage for the facility, Shift Supervisors have been assigned specific administrative tasks in order to assist the Director in maintaining overall operations of the facility.

Given the current pressures of the Youth center, both the Shift Supervisors and Director are required to provide more time and attention to matters and tasks for daily operations that interfere with efficient completion of the administrative tasks for overall facility functioning. The administrative task that is in greatest need, involves staff recruitment, hiring, support, and training.

Therefore, the Juvenile Division proposes adding a Shift Supervisor position at the Youth Center. The additional Shift Supervisor would be assigned to the Training and Professional Development Division of the Youth Center, and specifically have the sole responsibilities of: (1) Recruiting On-Call Juvenile Detention Development Specialist positions; (2) Interviewing and making hiring recommendations to the Director; (3) Designing training programs and onboarding process for new hires; (4) Scheduling and training staff according to the administrative rules for Court Operated Facilities; (5) Record keeping for staff training hours and assisting Director with Licensing audit and matters; (6) Assisting the Director in writing resolutions and obtaining contracts related to staff training and professional development; (7) Assist Youth Center management team in corrective action matters in which determinations may require staff training and consultation; (8) Provide staff support as requested by the staff and/or members of the Youth Center management team; and (9) Assist with training of community partners (i.e. volunteers, medical, and educational staff) on Youth Center programming, policies, and procedures.

This structure is in line with other detention facilities throughout the state. The additional Supervisor (MCF 10 Step 5) would cost the county an additional \$170,969, which includes salary and personnel expenses. The position is funded by the Juvenile Justice Millage and is eligible for 50% Child Care Fund reimbursement. Therefore, the actual transfer in of Juvenile Justice Millage to support the position is only \$85,484.68.

Funds to support the increase to the Youth Center Salaries and Wages line item will come from the Juvenile Justice Millage.

Effective October 1, 2023, the Juvenile Division expects roughly \$1.7 million of additional Child Care Fund reimbursement due to recent legislation, which reimburses courts at 75% for in-home care programs. This is an increase from the 50% previously reimbursed. Of this total amount, \$502,005 would be General Fund dollars and over \$1.2 million would be Juvenile Justice Millage dollars. Receiving additional reimbursement from the state, would reduce the amount of funds transferred in to support the Juvenile Division's operating budget.

ALTERNATIVES

An alternative would be to add a Deputy Director position to the Youth Center, however, through consulting with Human Resources, it was decided that adding a Shift Supervisor would be the more fiscally prudent decision.

FINANCIAL IMPACT

Effective October 1, 2023, the Juvenile Division expects roughly \$1.7 million of additional Child Care Fund reimbursement due to recent legislation, which reimburses courts at 75% for in-home care programs. This is an increase from the 50% previously reimbursed. Of this total amount, \$502,005 would be General Fund dollars and over \$1.2 million would be Juvenile Justice Millage dollars. Receiving additional reimbursement from the state, would reduce the amount of funds transferred in to support the Juvenile Division's operating budget.

STRATEGIC PLANNING IMPACT

Attract and retain employees who value public service and support employee training and professional development.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Authorize the addition of a Shift Supervisor position at the Youth Center.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A STAFFING ADJUSTMENT AT THE YOUTH CENTER

WHEREAS, over the last few years, the Youth Center has experienced a significant increase in older, more dangerous youth charged with more serious offenses, who have more acute mental health concerns and whose stay in detention has become increasingly longer; and

WHEREAS, in addition to the changes in the demographics of the juvenile population, the On-Call Juvenile Detention Development staff pool dramatically depleted and as with most job industries, the secure setting juvenile justice profession has seen a significant decline in experienced applicants; and

WHEREAS, the Youth Center currently has five Shift Supervisors who are responsible for managing day-to-day operations and 24-hour, seven days a week coverage year-round; and

WHEREAS, in addition to providing coverage for the facility, Shift Supervisors have been assigned specific administrative tasks in order to assist the Director in maintaining overall operations of the facility; and

WHEREAS, given the current pressures of the Youth Center, both the Shift Supervisors and Director are required to provide more time and attention to matters and tasks for daily operations that interfere with efficient completion of the administrative tasks for overall facility functioning; and

WHEREAS, the administrative task that is in greatest need involves staff recruitment, hiring, support, and training; and

WHEREAS, effective October 1, 2023, the Juvenile Division expects roughly \$1.7 million of additional Child Care Fund reimbursement due to recent legislation; and

WHEREAS, receiving the additional reimbursement from the state, would reduce the amount of funds transferred in to support the Juvenile Division's operating budget; and

WHEREAS, due to the recent legislation the Juvenile Division is able to leverage Juvenile Justice Millage funds to support the increase in the Youth Center's Salaries and Wages line item; and

WHEREAS, the addition of a Youth Center Shift Supervisor position is supported by the Controller and Human Resources; and

WHEREAS, the Juvenile Division recommends that the Board of Commissioners authorize the staffing addition at the Youth Center.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the 2023/2024 Child Care Fund contract with the addition of one (1) Shift Supervisor position (MCF 10 Step 5) at the Ingham County Youth Center, with a net increase of \$170,969 in personnel expenses with a corresponding

increase of revenues from the Juvenile Justice Millage in the amount of \$85,484.68 and from the State Child Care Fund in the amount of \$85,484.68 effective November 5, 2023.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget adjustments and Position Allocation List amendments in the Circuit Court 2023/24 Child Care Fund Budget.

TO: Law and Courts and Finance Committees
FROM: Sara Deprez, Juvenile Programs Director
DATE: October 24, 2023
SUBJECT: Resolution Authorizing Entering into An Agreement with Peckham for the Career Academy + Program for the Meeting Agendas of November 2 and November 8, 2023.

BACKGROUND

The resolution attached with this memo is requesting authorization for the Circuit Court Juvenile Division to enter into a contract with Peckham to provide services to youth ordered to the Career Academy + Program. If approved, the contract will be October 1, 2023 to September 30, 2024.

The Career Academy+ Program serves court adjudicated youth, providing a full range of vocational services, including career assessments, career exploration and planning, job placement, mentoring and CBI-Employment skills training. This program began in October, 2021, following Peckham’s successful submission to Ingham County’s Request for Proposals soliciting providers of vocational training and career readiness services for youth/young adults in April, 2021.

The requested contract amount for FY 2024 is \$201,455.93, which is approximately a 34% increase from last fiscal year contract amount of \$149,995.94. This increase is as a result of the Court requesting Peckham increase their capacity to serve more youth. The program would be able to serve 30 participants annually, which is an increase from the current capacity of 20 youth.

ALTERNATIVES

The alternative would be to not offer a vocational training and career readiness program as a part of the continuum of community-based services for court involved youth, which would lead to higher costs in out of home placement costs and higher rates of recidivism.

FINANCIAL IMPACT

Funds for this contract have been approved in the Juvenile Division’s 2024 budget. However, the amount approved was \$201,455.93, which exceeds 2023 CPI rate.

The funds for this contract come from the Juvenile Justice Millage and are reimbursed by the Child Care Fund at 75%.

STRATEGIC PLANNING IMPACT

This supports the overarching long-term objective of providing appropriate evidence-based treatment and sanctions for at-risk youth and juveniles.

OTHER CONSIDERATIONS

None

RECOMMENDATION

The County enter into a contract with Peckham for vocational services for court adjudicated youth.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH PECKHAM FOR THE
CAREER ACADEMY+ PROGRAM**

WHEREAS, the Career Academy+ Program, a vocational and career readiness program for court adjudicated youth, is operated by Peckham Inc; and

WHEREAS, the Career Academy+ Program provides case management services to court adjudicated youth, including career assessments, career exploration and planning, job placement services and mentorship; and

WHEREAS, the Career Academy+ Program service model utilizes the evidence-informed Cognitive Behavioral Intervention for Justice Involved Individuals Seeking Employment (CBI-Emp); and

WHEREAS, the Career Academy+ Program has been instrumental in providing vocational services specifically geared towards older youth the Court now serves as a result of Raise the Age; and

WHEREAS, Peckham submitted a proposed budget of \$201,455.93, which was approved in the 2024 Ingham County Budget; and

WHEREAS, the funding for the Career Academy+ Program comes from the Juvenile Justice Millage and is reimbursed at 75% by the State's Child Care Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement between Peckham Inc and 30th Circuit Court Juvenile Division for the time period of October 1, 2023 through September 30, 2024, at a cost not to exceed \$201,455.93 for the Career Academy+ Program.

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

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

Agenda Item 8

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Barb Davidson, Director 9-1-1
DATE: October 24, 2023
SUBJECT: Approval to authorize the purchase of Rave Alert, Rave Aware, and Mobile Reach software/services for the 9-1-1 Center

For the meeting agendas of Law & Courts on November 2, 2023, and Finance on November 8, 2023

BACKGROUND

The Ingham County 9-1-1 Center plays a crucial role in ensuring the safety and well-being of the community. We are continuing to look at ways to enhance our processes by leveraging technology. We were looking for a platform that could provide emergency notifications, critical data sharing with responders, and response coordination. We have multiple platforms that do some part of this need. We want to streamline our approach to ensure timeliness. Because we are existing Rave customers, we evaluated their additional products.

Rave Alert is a powerful emergency notification system that will allow us to quickly and efficiently disseminate critical information to the public during emergencies. With Rave Alert, emergency alerts can be sent via multiple channels, including text, voice, email, desktop, social media, and more with translations in 60+ languages ensuring that information reaches as many people as possible. This rapid and widespread dissemination of information is vital in emergency situations, as it helps to minimize confusion, save lives, and direct individuals to take the necessary precautions or actions. Rave Alert can also be used to message target groups based on their role, team, or location with unlimited administrators with role-based access controls. This feature will allow us to offer the alerting platform to our public safety partners and based on usage minimize our cost.

Mobile Reach will increase our existing landline data with mobile phone contact data, which provides contacts for our community to be messaged during emergencies. This will help us realize the ability to maximize our connections and reach the right people at the right times. Though registration remains an important part of any community alerting solution, it can be difficult to drive adoption via opt-in. Mobile Reach can help ensure we maximize our reach and connection to as many community members as possible when an emergency occurs. Mobile Reach data will be updated quarterly.

Rave Aware will allow us to process data and automate workflows based on CAD (computer-aided dispatch) events. This will allow an increase in situational awareness by automating notifications and workflows based on real-time events. This will ensure SOPs (standard operating procedures) are followed during the most complex emergencies. Rave Aware creates a unified and visual representation of incidents, allowing responders to have a clear understanding of the situation at hand. This enables them to make more informed decisions, allocate resources effectively, and respond swiftly to emergencies. Eaton County has this platform as well which could help give us situational awareness across jurisdictions thus reducing time on the phone and radio requesting aid and transferring calls.

Investing in Rave Alert, Mobile Reach, and Rave Aware technologies would enhance the capabilities of the Ingham County 9-1-1 Center. By leveraging these solutions, emergency services can achieve a higher level of safety for the community and improve communication between responders and the public.

ALTERNATIVES

We could continue to explore other options or choose to wait before bringing this technology to our public safety responders and citizens. We can also continue to use Everbridge whose costs continue to increase.

FINANCIAL IMPACT

The quote attached (Q15582) with Rave Mobile Safety includes Rave Aware licenses for the 9-1-1 Center, Rave Alert based on Ingham County's population, and Mobile Reach, again based on our population. There are one-time set-up fees. The total cost for the first 12 months is \$116,260.00. The quote also reflects license and support for the following four years. This shows no increase at a cost of \$111,760 per year.

We have public safety partners who want to utilize the Rave Alert platform as well. The idea would be to share the cost of Rave Alert with them based on population and then, if necessary, their usage.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to purchase Rave Alert, Rave Aware, and Mobile Reach software/services for the 9-1-1 Center to include set up, training, licenses, and support for five years.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE PURCHASE OF RAVE AWARE, RAVE ALERT, AND MOBILE REACH SOFTWARE/SERVICES FOR THE 9-1-1 CENTER FROM RAVE MOBILE SAFETY

WHEREAS, the Ingham County Board of Commissioners operates the 9-1-1 Emergency Dispatch System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the Ingham County Board of Commissioners previously authorized the acquisition of Rave911 Suite including Smart911, Rave Facility, and Rave Panic Button under Resolution #15-423 and the continuation of these products under Resolution #20-591; and

WHEREAS, Rave Mobile Safety offers the products Rave Alert, Rave Aware, and Mobile Reach which will provide one platform that can provide emergency notifications, critical data sharing with responders, and response coordination; and

WHEREAS, Rave Aware and Rave Alert have been proven to be effective tools for public safety agencies in other jurisdictions, including Eaton County; and

WHEREAS, the Rave platform will enable Ingham County 9-1-1 to strengthen the flow of emergency information to our citizens and public safety partners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize an expenditure not to exceed \$563,300 from the 9-1-1 Emergency Telephone Dispatch Services 9-1-1 fund for set up, training, licenses, and 5 years of support for Rave Alert, Rave Aware, and Mobile Reach to Rave Mobile Safety.

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 9

To: Human Services and Finance Committees

From: Jared Cypher, Deputy Controller

Date: October 10, 2023

Subject: Resolution to Authorize an Agreement for Michigan State University Extension Services between Michigan State University and Ingham County
For the meeting agendas of November 6 and November 8

BACKGROUND

There have been agreements between MSU and Michigan counties for nearly a century. For fiscal year 2024, MSUE is providing a standard base agreement with each county. The base agreement will specify access to the full range of Extension's statewide programs offered by the four Extension programming institutes and sets each county's share of the cost of maintaining the network of Extension Educators.

ALTERNATIVES

There are no feasible alternatives. Absent this agreement a separate county structure would need to be established to provide these services at tremendous cost and effort.

FINANCIAL IMPACT

For the period January 1, 2024 to December 31, 2024, the County shall pay to the Michigan State University Extension (MSUE) \$308,659, which is the cost of the assessment plus any additional personnel costs. The Assessment Fee for Ingham County consists of the standard assessment amount of \$145,325 and \$163,334 for additional personnel, as described in the agreement. Payment will be made the first month of each quarter of the county fiscal year.

STRATEGIC PLANNING IMPACT

This resolution supports the 5-year action plan Goal C, strategy C7, implementation task B: Coordinate environmental education efforts with MSU Extension, Tri-County Regional Planning Commission, and the environmental health division of the Health Department. It also supports the overarching long-term objective of assisting in meeting basic needs.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT FOR MICHIGAN STATE UNIVERSITY
EXTENSION SERVICES BETWEEN MICHIGAN STATE UNIVERSITY AND INGHAM COUNTY
APPROVING THE ANNUAL WORK PLAN FOR 2024**

WHEREAS, Michigan State University Extension (MSUE), in collaboration with Ingham County are committed to helping people improve their lives through initiatives in four Extension Educational Program Institutes; and

WHEREAS, MSUE will provide access to educators appointed to the four Institutes and MSU faculty affiliated with each Institute to deliver core programs; and

WHEREAS, MSUE will provide administrative oversight of operating expenses for educators, 4-H coordinators, and other MSUE program staff and faculty who provide programming to counties; and

WHEREAS, the Ingham County Board of Commissioners will provide office space for a County Extension office, including utilities, telephone, and access to high-speed internet; and

WHEREAS, the Ingham County Board of Commissioners will provide clerical staff for the Extension office that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet, and media; and

WHEREAS, the parties will adhere to all applicable federal, state, and local laws, ordinances, rules, and regulations prohibiting discrimination.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into an annual Work Plan that includes a county assessment not to exceed \$308,659 with MSU Extension for the period of January 1, 2024 through December 31, 2024 for delivery of Extension services and education.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson 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 Human Services and Finance Committees

FROM: Amy Poca, Director Department of Veterans Affairs

DATE: October 18, 2023

SUBJECT: Resolution To Authorize Use Of Contingency Funds For Veterans' Relief Fund
For the meeting agendas of November 6th, 7th, and 8th

BACKGROUND

The Veterans Relief Fund, Public Act 214 of 1899, annually the county shall levy a tax, not exceeding 1/10 of a mill on each dollar, for the purpose of funding relief of honorably discharged indigent members of the Army, Navy Air Force, Marine Corps, Coast Guard, and women's auxiliaries and the indigent spouses, minor children, and parents of each indigent or deceased member who served one day during a period of war. The Ingham County Department of Veterans Affairs administers the Veterans Relief Fund that provides emergency food, paper products, utilities, rent, mortgage, and burial assistance. In 2023, the department received \$40,500 for the Veterans Relief fund.

Total 2023 Awards granted:

Quarter 1: \$7,663.07

Quarter 2: \$10,468.82

Quarter 3: \$12,121.16

Quarter 4: based on increasing need each quarter, the department expects to see a greater need in applications for relief funds to close out calendar year 2023.

At this time, the department has awarded \$37,946.07 in Relief Funds to veteran and their dependents.

ALTERNATIVES

None.

FINANCIAL IMPACT

The resolution authorizes \$10,000 to be granted to the Ingham County Department of Veterans Affairs from the county contingency fund.

STRATEGIC PLANNING IMPACT

This resolution supports the county's strategic planning by providing services to the veteran population.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend the approval of \$10,000 from the contingency fund to the Veterans Relief Fund.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE USE OF CONTINGENCY FUNDS
FOR VETERANS' RELIEF FUND**

WHEREAS, Ingham County Department of Veterans Affairs administers the Veterans Relief Fund, which assists indigent veterans and their families with emergency assistance for basic needs; and

WHEREAS, Ingham County Department of Veterans Affairs provides emergency food, paper products, utilities, rent, mortgage, and burial assistance through the Veterans Relief Fund; and

WHEREAS, the amount of \$10,000 shall be deducted from county contingency fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes \$10,000 for the Veterans Relief Fund from the 2023 contingency account.

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

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: October 24, 2023
SUBJECT: Amendment to City of Lansing Millage Agreements
For the meeting agenda of November 6, 2023 Human Services and November 8, 2023 Finance

BACKGROUND

The City of Lansing is requesting an increase in their budget by \$1,499,100.91 and reallocate \$75,625.70 for a total of \$1,574,726.61 due to unforeseen cost overruns for millage projects TR072 (Bridge 26), TR073 (Bridge 25), TR074 (Bridge 24), TR076 (Bridge 11), TR077 (Bridge 28), and reallocating \$75,625.70 from project TR075 (Bridge 12) to TR072 (Bridge 26) due to unforeseen circumstances as detailed in the attached documents. Staff reviewed and discussed the request with the City of Lansing.

ALTERNATIVES

The alternatives would be to not authorize the request in which case the City of Lansing would need to identify the funds to cover the cost of this project.

FINANCIAL IMPACT

The City of Lansing is requesting an amendment to Agreements TR072 to reallocate \$75,625.70 from TR076 to TR072, an amendment to Agreements TR072, TR073, TR074, TR076 and TR077 to increase the budget by \$1,499,100.91 from the Trails and Parks Millage fund balance.

Based on information received in the past weeks from the communities with open contracts, the updated Trails and Parks financial projections indicate that the fund is projected 2023 with an overall shortfall of (-)\$1,887,627.40 and the projection for year-end 2024 is (-)\$7,293,688.04, the projection for year-end 2025 is (-)\$4,531,165.11. The Trails and Parks Millage cash on hand as of October 18, 2023 is \$4,070,975.31. These projections mean that it may be necessary for the County to find alternative funding sources to cover the cost of already existing millage contracts. To continue funding the millage it will need to be renewed in 2026.

For your reference a full detailed report of the trails and park millage project status is available online: http://parks.ingham.org/trails_and_parks_millage/awards.php.

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 Ingham County Park Commission supported this resolution at their August 14, 2023 and revisited and supported at their October 9, 2023 meetings.

Brett Kaschinske
Director



Andy Schor, Mayor

Parks and Recreation Department
200 N. Foster Avenue
Lansing, Michigan 48911
PH: 517.483.4277 – FAX: 517.377.0180
TDD: 517.483.4473
www.lansingmi.gov/parks

August 2, 2023

Mr. Ryan Sebolt, Chairperson
Board of Commissioners
P.O. Box 319
Mason, MI 48854

Mr. Timothy Morgan, Director
Ingham County Parks
P.O. Box 178
Mason, MI 48854

Ms. Nicole Wallace
Trails & Parks Millage Coordinator
P.O. Box 178
Mason, MI 48854

Dear Chairperson Sebolt, Mr. Morgan and Ms. Wallace:

In September 2019, the City of Lansing received cost estimates for Bridges 11, 12, 24, 25, 26 and 28. The total cost of construction at that time was estimated at \$1,143,235.50, with an additional \$342,970.65 in engineering costs for a total of \$1,486,206.15. The City submitted fifth round grant applications based on these estimates with a proposed County funding of \$1,086,206.15 and a local match of \$400,000.00.

These grants were approved in January 2020 and in the fall of 2020 the city issued a Request for Proposal for design and construction engineering of the bridges.

Mannik Smith Group was awarded the project with an engineering cost of \$371,226.58, somewhat more than the estimated \$342,970.65. During the design phase, Mannik Smith Group did an in-depth inspection of the bridges, which resulted in the discovery of additional work required to ensure structural integrity. The additional work required included a complete deck replacement for all bridges and complete replacement of structural steel beams on Bridge 26.

In 2019, when the original cost estimates were received, Tetra Tech provided cost estimates based on minimal decking repairs for bridges 24 and 25, complete decking on bridge 11, 26 and 28 and minimal beam repair on bridge 26.

Mr. Ryan Sebolt
Mr. Timothy Morgan
Ms. Nicole Wallace

Page 2

August 2, 2023

In addition to these changes, we determined that it would be more feasible and cost effective to delay construction on Bridge 12 (under east Elm Street on the east bank of the Red Cedar River). Work on this bridge will be done in conjunction with the replacement of the east Elm Street vehicle bridge over the Red Cedar River. Some engineering work was completed before this decision was made.

As we have discovered with many projects, post Covid-19 Pandemic supply chain issues have continued to be problematic as well as the significant increased cost in materials. Timber decking materials were 400% higher and structural steel materials were 300% higher in the post Covid-19 bidding environment.

Due to the above-mentioned circumstances, the total cost of the projects has increased since 2019 from the original estimate of **\$1,486,206.15** to the as-constructed amount of **\$3,060,932.76** in 2023. Please see the attached spreadsheet for a breakdown of these changes.

This letter is a request to increase County budget funding for projects CL-11-LTE-RC, CL-24-LT-GR, CL-25-LT-GR, CL-26-LT-GR and CL-28-LT-GR. The city is asking for supplemental funding in the amount of **\$1,574,726.61** to encompass the additional costs of the projects.

The City of Lansing is fortunate to have a highly utilized trail system and support of the County for projects through the trails and parks millage. The City has been entrusted with grant funds from Ingham County and I want to assure you the City is being a wise steward of millage dollars and performing our due diligence for long-term repair to prevent further deterioration and provide a safe regional River Trail.

If I may be of further assistance or answer any questions you may have, feel free to contact me at 517.483.4042 or brett.kaschinske@lansingmi.gov.

Sincerely,



Brett Kaschinske, Director
Department of Parks and Recreation

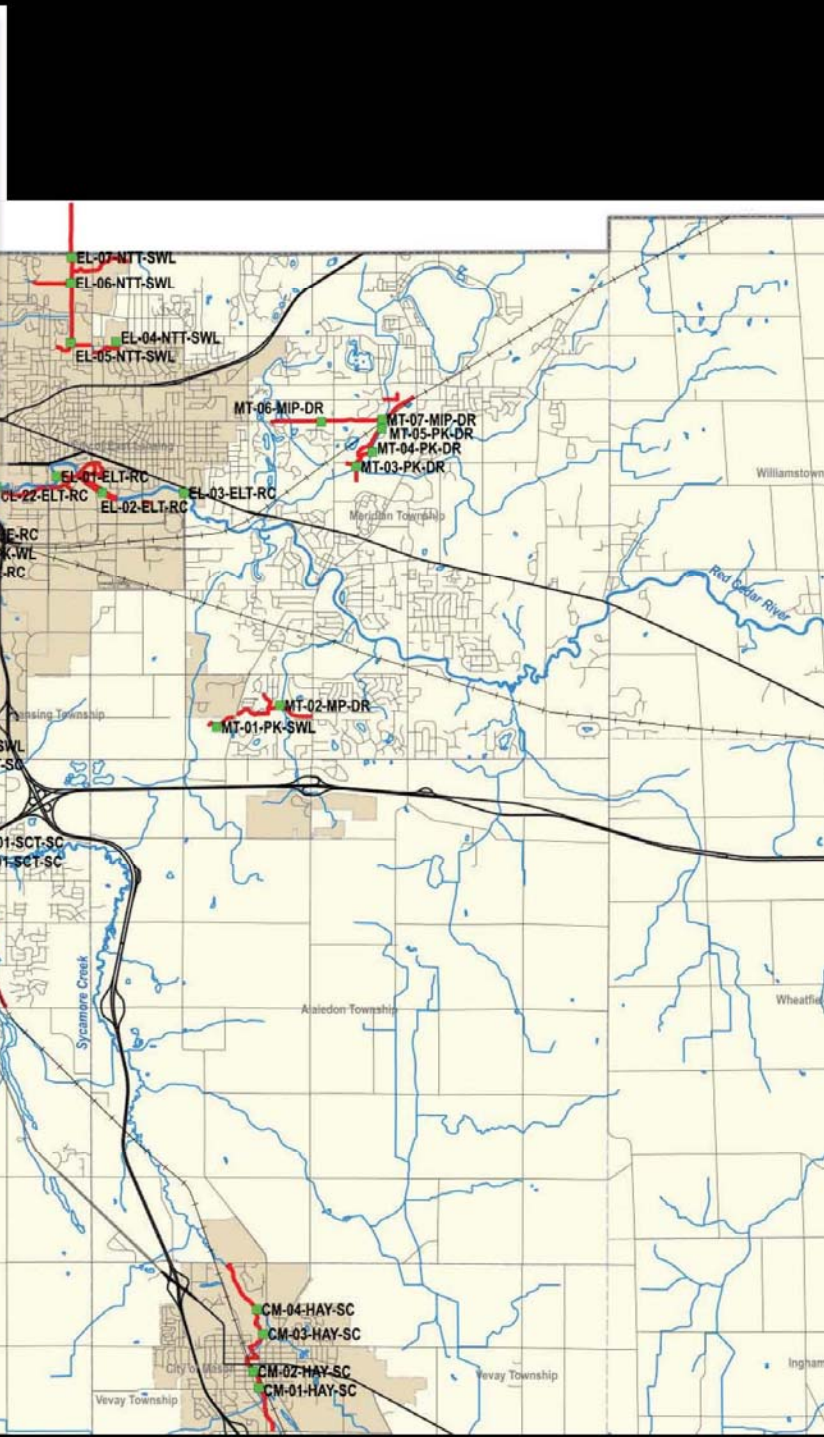
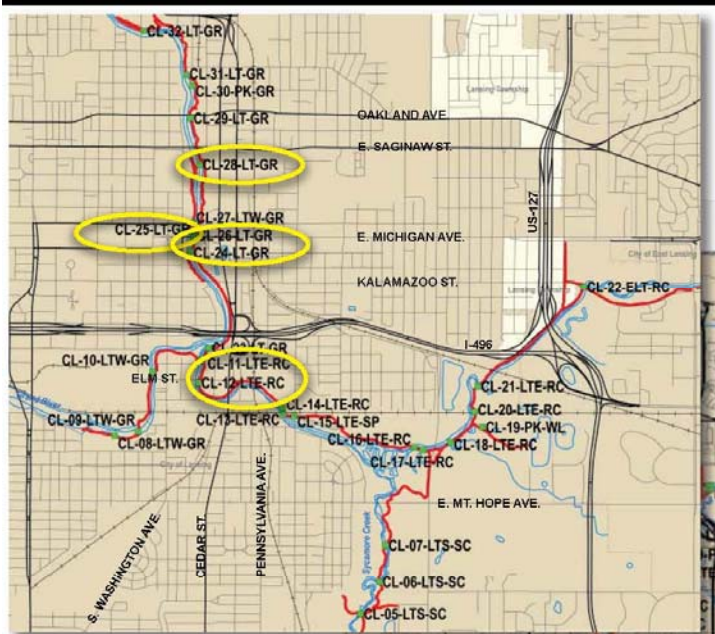
Downtown River Trail Bridges Rehab Cost Estimates

Bridge		Tetra Tech const + eng (Sept 2019)	County Grant Amount	Actual Cost (2023)	Difference between As-constructed cost vs. Original estimate
TR076	CL-11-LTE-RC	\$83,941.00	\$61,348.98	\$167,700.22	\$83,759.22
TR075	CL-12-LTE-RC*	\$130,916.50	\$95,681.42	\$20,055.72	-\$110,860.78
TR074	CL-24-LT-GR	\$203,417.50	\$148,669.38	\$331,505.54	\$128,088.04
TR073	CL-25-LT-GR	\$97,783.40	\$71,465.81	\$270,700.13	\$172,916.73
TR072	CL-26-LT-GR	\$601,172.00	\$439,371.57	\$1,867,243.67	\$1,266,071.67
TR077	CL-28-LT-GR	\$368,975.75	\$269,669.00	\$403,727.48	\$34,751.73

TOTAL	\$1,486,206.15	\$1,086,206.15	\$3,060,932.76	\$1,574,726.61
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Ingham Cty Parks Grant Funding (2020):	\$1,086,206.15
City of Lansing Local Match:	\$400,000.00
Prop. Add'l Ingham Cty Funding (2023):	\$1,574,726.61
Total Project Cost	\$3,060,932.76

*NOTE: Rehabilitation of bridge 12 was eliminated from the project. It will be combined with the E Elm Street vehicle bridge replacement project in 2025. Some engineering was completed and paid for prior to this decision.



Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE CITY OF LANSING TRAILS AND PARKS MILLAGE AGREEMENTS

WHEREAS, the City of Lansing is requesting an amendment to Agreements TR072, TR073, TR074, TR075, TR076, and TR077 to increase the budget by \$1,499,100.91 and reallocate \$75,625.70 from TR075 to TR072 as outlined in the below table:

Contract Title	Project #	Current Contract Amount	Additional Amount Authorized	Total Revised Contract Amount
Bridge CL-12 – Elm St. / over the Red Cedar River	TR075	\$ 95,681.42	-\$ 75,625.70 reallocate to TR072	\$ 20,055.72
Bridge CL-26 - Lansing Center / east side of Grand River	TR072	\$ 439,371.57	\$ 1,155,210.89 additional and reallocate \$75,625.70 from TR075 to TR072	\$ 1,670,208.16
Bridge CL-11 - East of Scott Park / over the Red Cedar River	TR076	\$61,348.98	\$83,759.22 additional	\$145,108.20
Bridge CL-24 - Riverwalk Theatre / east side of Grand River	TR074	\$148,669.38	\$128,088.04 additional	\$276,757.42
Bridge CL-25 - E. Michigan Ave. / east side of Grand River (south of Lansing Center)	TR073	\$71,465.81	\$172,916.73	\$244,382.54
Bridge CL-28 - Adado Riverfront Park / over the Grand River (old RR bridge)	TR077	\$269,669.00	\$34,751.73	\$304,420.73

; and

WHEREAS, Agreements TR072, TR073, TR074, TR076, and TR077 need to be extended to December 31, 2023 to complete the project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the Agreements listed below with the City of Lansing:

Contract Title	Project #	Current Contract Amount	Amount to Reallocate/Additional Amount Authorized	Total Revised Contract Amount
Bridge CL-12 – Elm St. / over the Red Cedar River	TR075	\$95,681.42	-\$75,625.70 reallocate to TR072	\$20,055.72
Bridge CL-26 - Lansing Center / east side of Grand River	TR072	\$439,371.57	\$1,155,210.89 additional and reallocate \$75,625.70 from TR075 to TR072	\$1,670,208.16
Bridge CL-11- East of Scott Park / over the Red Cedar River	TR076	\$61,348.98	\$83,759.22 additional	\$145,108.20
Bridge CL-24 - Riverwalk Theatre / east side of Grand River	TR074	\$148,669.38	\$128,088.04 additional	\$276,757.42
Bridge CL-25 - E. Michigan Ave. / east side of Grand River (south of Lansing Center)	TR073	\$71,465.81	\$172,916.73	\$244,382.54
Bridge CL-28 - Adado Riverfront Park / over the Grand River (old RR bridge)	TR077	\$269,669.00	\$34,751.73	\$304,420.73

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an extension for Agreement TR072, TR073, TR074, TR076, and TR077 to December 31, 2023.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to reallocate \$75,625.70 from line item 228-62800-967000-TR075 to line item 228-62800-967000-TR072.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an additional \$1,155,210.89 be allocated from the Trails and Parks Millage fund balance for the TR072 project.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an additional \$83,759.22 be allocated from the Trails and Parks Millage fund balance for the TR076 project.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an additional \$128,088.04 be allocated from the Trails and Parks Millage fund balance for the TR074 project.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an additional \$172,916.73 be allocated from the Trails and Parks Millage fund balance for the TR073 project.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an additional \$34,751.73 be allocated from the Trails and Parks Millage fund balance for the TR077 project.

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 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: October 24, 2023
SUBJECT: Amendment to Meridian Township Millage Agreement
For the meeting agenda of November 6, 2023 Human Services and November 8, 2023 Finance

BACKGROUND

Meridian Township is requesting an increase in their budget of \$700,000 due to unforeseen cost overruns for millage projects TR031 (MSU to Lake Lansing Connector Trail, Phase I). Staff reviewed and discussed the request with Meridian Township.

ALTERNATIVES

The alternatives would be to not authorize the request in which case Meridian Township would need to identify the funds to cover the cost of this project.

FINANCIAL IMPACT

Meridian Township is requesting an amendment to Agreement TR031 to increase the budget by \$700,000 due to unforeseen cost increases.

Based on information received in the past weeks from the communities with open contracts, the updated Trails and Parks financial projections indicate that the fund is projected in 2023 with an overall shortfall of (-)\$1,887,627.40 and the projection for year-end 2024 is (-)\$7,293,688.04, the projection for year-end 2025 is (-)\$4,531,165.11. The Trails and Parks Millage cash on hand as of October 18th, 2023 is \$4,070,975.31. These projections mean that it may be necessary for the County to find alternative funding sources to cover the cost of already existing millage contracts. To continue funding the millage it will need to be renewed in 2026.

For your reference a full detailed report of the trails and park millage project status is available online: http://parks.ingham.org/trails_and_parks_millage/awards.php.

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 Ingham County Park Commission supported this resolution at their October 9, 2023 meeting.



Meridian Township
5151 Marsh Road
Okemos, MI 48864

P 517.853.4000
F 517.853.4096

Township Board:

**Patricia Herring
Jackson**
Township Supervisor

Deborah Guthrie
Township Clerk

Phil Deschaine
Township Treasurer

Scott Hendrickson
Township Trustee

Kathy Ann Sundland
Township Trustee

Marna Wilson
Township Trustee

Courtney Wisinski
Township Trustee

Frank L. Walsh
Township Manager

09/01/2023

Mr. Tim Morgan
Ingham County Parks Director
Ingham County Parks Department
121 E. Maple St.
P.O. Box 178
Mason, MI 48854

Dear Mr. Morgan:

Subject: Meridian Township – TR031 Cost Increases

Please accept this letter of explanation as the formal request from Meridian Township to increase the grant amount for project TR031, the MSU to Lake Lansing Connector Trail, Phase I by \$700,000. For reference, the initial Trails and Parks Millage application was in 2016, while the actual construction contract was let, through MDOT, in October of 2022.

One of the primary drivers of the increased costs are the drastic rates of inflation that we have seen over the last several years. We always account for inflation, including for this project during the grant application in 2016. However, the industry standard had been 5% prior to the Covid-19 pandemic, and since then rates have skyrocketed. For example, the Township's per ton price for asphalt repairs in 2017 was \$165; in 2022 it was \$265. For concrete repairs, one square foot in 2017 cost \$4; in 2022, \$7.98. Most significantly, one-foot of 8" water main cost \$45.56 in 2016; in 2023 that same one-foot is \$160. Respectively, these are 60%, 100%, and 350% increases. For comparison, the assumed 5% annual inflation would only produce a 34% overall increase over this same period.

Beyond inflation, there have been numerous, unexpected changes that have further increased the cost of the project. They are as follows:

1. Right-of-way (ROW) Acquisition

Historically Meridian Township has handled all of the design and construction administration in-house for trail projects, including the last TAP grant project back in 2010. However, the requirements imposed by MDOT for such projects has changed and become much more complicated, with new rules and new standards being imposed. For the acquisition of ROW, whereas Meridian has engaged in simple negotiations with property owners, MDOT now requires following federal procedures. This required the use of a prequalified ROW consultant, and paying significantly more for easements than we ever have historically. The cost for the consultant was brought onboard in March of 2020 for \$43k, with the acquisition taking place across 2021 & 2022 and coming to an additional \$270k.

2. Additional Boardwalk

As part of the permitting process through EGLE, the east approach to the bridge was required to be constructed as a boardwalk, in lieu of an asphalt trail. This came from EGLE in December of 2021 and increased the cost by \$100k.

3. Additional Fence

As part of the project development through MDOT, additional fencing was required along portions of the trail. These comments came in June of 2022 and added \$43k to the construction cost.

4. Construction & Contract Administration

Along with #1 above, the increased requirements imposed on MDOT projects since the Township's last TAP grant in 2010 meant that a consultant was required to manage the onsite construction activities, as well as to meet all of the office and documentation requirements. This consultant was brought onboard in December of 2022, adding an additional \$250k to the project cost.

Attached is a complete breakdown of expenses for the project, these reflect everything paid to date. The construction contract with MDOT is approximately 42% complete. While the Township has had discussions with Ingham County Parks Department staff about the fact that increased costs were anticipated, this is the first formal request for additional funding on this, or any other, Trails and Parks Millage grant for Meridian Township. The reason for the request at this stage is that the full costs were not able to be known until after the bid opening in October of 2022. Moreover, the Township wanted to verify the full scope of the necessary funding adjustments in order to make only a single request for additional funding.

To summarize, the original estimate for the project was \$3,000,000. Of this, \$1.7M came from the MDOT TAP grant, \$950k from the Ingham County Trail Millage, and \$350k was from the Meridian Township Pathway Millage. For all of the reasons elucidated above, the currently anticipated final cost is \$3,700,000. The MDOT TAP grant, utilizing federal funding, is hard-capped and cannot be increased. Therefore, Meridian Township is requesting assistance from the Ingham County Trails and Parks Millage for an additional \$700,000 allocation in order to complete this project.

If there are any questions about our request or the work thus far completed, please feel free to reach out to me.

Sincerely,



Nyal Nunn, CFM

Senior Project Engineer/DPW

nunn@meridian.mi.us

W 517.853.4468 | F 517.853.4095

5151 Marsh Road | Okemos, MI 48864

meridian.mi.us

Phase I (TR031) - Expenses

Vendor	Ref. #	Invoice #	Pay Est #	Invoice Date	Amount	Check No.	Check Date	Description
Arbre Croche	87703	MAY12020		5/1/2020	\$4,344.00	102799	6/3/2020	Archaeological Survey
Fishbeck		416498		10/10/2022	\$4,530.75	108165	11/1/2022	Wetland Delineation
HRC	100416	202792		12/19/2022	\$8,638.33	108728	1/10/2023	Contract Admin & Construction Insp
	100878	203464		1/20/2023	\$1,248.98	108933	2/7/2023	Contract Admin & Construction Insp
	100879	203464		1/20/2023	\$9,628.23	108933	2/7/2023	Contract Admin & Construction Insp
	102576	206840		6/5/2023	\$116,919.12	109671	6/20/2023	Contract Admin & Construction Insp
	102838	207700		6/29/2023	\$21,101.71	109820	7/11/2023	Contract Admin & Construction Insp
ICDC	AP198750	Permit App		10/11/2022	\$525.00	108081	10/18/2022	Drain Crossing Permit
ICRoD	101516	4432018		2/9/2023	\$30.00	109170	3/21/2023	Easement Recording Fee
ICRD	101287	20221115		11/8/2022	\$205,000.00	109092	3/7/2023	Local Match Deposit & Oversight
ICRD	101614	9134		2/1/2023	\$12,428.85	109254	4/5/2023	Construction Payment #1
ICRD	102319	9149		5/11/2023	\$92,311.41	109582	6/7/2023	Construction Payment #2
ICRD	102837	9155		6/21/2023	\$41,508.76	109821	7/11/2023	Construction Payment #3
Mannik & Smith Group	72371	67754		5/15/2017	\$476.00	95255	6/6/2017	Feasibility Study
	72858	67010		4/10/2017	\$924.50	95670	7/18/2017	Feasibility Study
	72629	68203	Pay Est #2		\$2,975.00	95372	6/20/2017	Feasibility Study
	73485		Pay Est #3	8/9/2017	\$8,425.00	95943	8/15/2017	Feasibility Study
	73855		Pay Est #4	8/29/2017	\$2,395.19	96128	9/5/2017	Feasibility Study
	74753	70571	Pay Est #5	10/16/2017	\$575.75	96624	11/9/2017	Feasibility Study
	75612	71142			\$2,772.80	97137	1/9/2018	Feasibility Study
	76258	71325			\$1,253.00	97492	3/6/2018	Feasibility Study
	83712	82552	Pay Est #1	7/23/2019	\$9,531.67	101121	8/6/2019	Survey
	83885	81532	Pay Est #2	6/11/2019	\$1,242.30	101121	8/6/2019	Survey
	85181	83099-83939		10/28/2019	\$16,219.59	101684	11/5/2019	Survey
	92510	95976		5/24/2021	\$2,196.75	105148	6/1/2021	NEPA Clearance
	93394	95233		4/9/2021	\$1,861.75	105519	8/3/2021	NEPA Clearance
	93395	97527		7/26/2021	\$1,392.10	105519	8/3/2021	NEPA Clearance
	96561	102427		4/1/2022	\$3,127.45	106951	4/12/2022	NEPA Clearance
	96751	97041		4/21/2022	\$641.15	107039	4/26/2022	NEPA Clearance
	96752	97994		4/20/2022	\$294.00	107039	4/26/2022	NEPA Clearance
Mark Jordan Enterprises	87308	Invoice #1		3/30/2020	\$7,200.00	102618	4/15/2020	Easement Acquisition
	89852	Invoice #2		10/20/2020	\$13,250.00	103798	11/5/2020	Easement Acquisition
	94876	Invoice #3		11/10/2021	\$16,500.00	106150	11/16/2021	Easement Acquisition
	96560	Invoice #4		2/4/2022	\$4,800.00	106952	4/12/2022	Easement Acquisition
Midwest Tree Service	97856	2642		6/27/2022	\$12,944.00	107623	7/26/2022	Stump Removal - Entire Trail
	97857	2643		6/27/2022	\$97,923.00	107624	7/26/2022	Tree Removal - Entire Trail
	101119	2786		2/6/2023	\$4,039.00	109028	2/21/2023	Tree Removal - 2875 Northwind
MSU	96783	IPF-W22031793		3/29/2022	\$4,164.80	107087	5/3/2022	Tree Rem on MSU Property
PERMITS		Credit Card		9/1/2021	\$510.00	Receipt		EGLE Permit #1 (Trail Construction)
		Credit Card		5/5/2023	\$510.00	Receipt		EGLE Permit #2 (Bridge Installation)
PSI - Intertek	85416	666264		7/31/2019	\$12,500.00	101892	12/3/2019	Soil Borings
RM Electric	95477	PAYEST#3	#3	1/5/2022	\$14,210.93	106499	1/11/2022	Flashing Beacon
	95954	PAY EST #4 FINAL	#4	2/8/2022	\$21,316.40	106679	2/15/2022	Flashing Beacon
ROW Acquisition	91700	20210304		3/4/2021	\$25,000.00	104704	3/16/2021	2815 Northwind
	91699	20210305		3/5/2021	\$2,500.00	104681	3/16/2021	2900 Northwind
	91883	20210324		3/24/2021	\$40,405.00	104819	3/30/2021	2875 Northwind
	92269	20210429		4/29/2021	\$28,940.00	104994	5/6/2021	4950 Hagadorn - Esmt
	92268	PHASE I		4/29/2021	\$2,196.00	104994	5/6/2021	4950 Hagadorn - Grading
	92476	20210512		5/12/2021	\$17,931.00	105064	5/18/2021	2655 Grand River (A)
	92477	20210512		5/12/2021	\$8,516.00	105064	5/18/2021	2655 Grand River (B)
	92478	20210512		5/12/2021	\$38,801.00	105064	5/18/2021	2671 Grand River
	93091	20-202-004		7/6/2021	\$6,597.00	107440	6/29/2022	4917 Dawn
	JE#65329	PURCHASE		3/11/2022	\$102,340.65	4142235	3/14/2022	4887/4893 Dawn
ROWE Prof. Services. Co.	102161	102161		2/28/2022	\$12,150.00	106967	4/12/2022	Structural Analysis
	102000	107511		3/14/2023	\$387.50	109437	5/2/2023	Structural Analysis
SME	94012	122064		9/13/2021	\$3,000.00	105845	9/22/2021	Env Assmt, Dawn Ave ROW Acquisition
	94406	122953		10/5/2021	\$6,600.00	105985	10/20/2021	Env Assmt, Dawn Ave ROW Acquisition
	94905	123373		10/15/2021	\$2,115.85	106181	11/16/2021	Env Assmt, Dawn Ave ROW Acquisition
	95156	124059		11/10/2021	\$9,800.00	106335	12/14/2021	Env Assmt, Dawn Ave ROW Acquisition
	96011	122062		9/17/2021	\$1,180.30	106683	2/15/2022	Env Assmt, Dawn Ave ROW Acquisition

Status Date: 7/27/2023

\$1,092,047.57

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

WHEREAS, Meridian Township is requesting an amendment to Agreement TR031 to increase the budget by \$700,000 as outlined in the below table:

Contract Title	Project #	Current Contract Amount	Additional Amount Authorized	Total Revised Contract Amount
MSU to Lake Lansing Connector Trail, Phase I	TR031	\$950,000	\$700,000	\$1,650,000

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the Agreement listed below with Meridian Township:

Contract Title	Project #	Current Contract Amount	Additional Amount Authorized	Total Revised Contract Amount
MSU to Lake Lansing Connector Trail, Phase I	TR031	\$950,000	\$700,000	\$1,650,000

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an additional \$700,000 be allocated from the Trails and Parks Millage fund balance for the TR031 project.

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 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, and Medical Health Officer
DATE: October 17, 2023
SUBJECT: Resolution to Accept Continuation of the COVID-19 Regional Health Equity Council Backbone Organization Grant
For the meeting agendas of November 6, and November 8, 2023

BACKGROUND

Ingham County Health Department (ICHHD) wishes to accept funding from Michigan Public Health Institute (MPHI) and Michigan Department of Health and Human Services (MDHHS) for the COVID-19 Regional Health Equity Council Backbone Organization Grant effective October 1, 2023 through May 31, 2024 in an amount not to exceed \$350,000. This funding is a continuation of funds previously accepted through Resolutions #22-322 and #22-525. As a Backbone Organization, ICHHD will act as a convener and fiduciary for the Health Equity Council comprised of community members. The Health Equity Council will work to build and strengthen the capacity of local communities to develop and implement priorities and strategies aimed at decreasing disparities associated with COVID-19 and other health outcomes for racial ethnic minority populations.

ALTERNATIVES

The alternative to accepting this award would be to identify funding within ICHHD’s existing budget to support implementation.

FINANCIAL IMPACT

This grant agreement will be effective October 1, 2023 through May 31, 2024, in an amount not to exceed \$350,000 and is awarded by MPHI and MDHHS.

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 accept the COVID-19 Regional Health Equity Council Backbone Organization Grant from MPHI and MDHHS in an amount not to exceed \$350,000 effective October 1, 2023 through May 31, 2024.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT A CONTINUATION OF THE COVID-19 REGIONAL
HEALTH EQUITY COUNCIL BACKBONE ORGANIZATION GRANT**

WHEREAS, Ingham County Health Department (ICHD) wishes to accept funding from Michigan Public Health Institute (MPHI) and Michigan Department of Health and Human Services (MDHHS) for the COVID-19 Regional Health Equity Council Backbone Organization Grant effective October 1, 2023 through May 31, 2024 in an amount not to exceed \$350,000; and

WHEREAS, this funding is a continuation of funds previously accepted through Resolutions #22-322 and #22-525; and

WHEREAS, as a Backbone Organization, ICHD will act as a convener and fiduciary for the Health Equity Council comprised of community members; and

WHEREAS, the Health Equity Council will work to build and strengthen the capacity of local communities to develop and implement priorities and strategies aimed at decreasing disparities associated with COVID-19 and other health outcomes for racial ethnic minority populations; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize accepting funds from MPHI and MDHHS effective October 1, 2023 through May 31, 2024 in an amount not to exceed \$350,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting funds from MPHI and MDHHS, effective October 1, 2023 through May 31, 2024 in an amount not to exceed \$350,000.

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

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

Agenda Item 12b

TO: Board of Commissioners Human Services and Finance Committees
FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer
DATE: October 10, 2023
SUBJECT: Authorization to Enter into an Agreement with Kroger Co. for participation in the 340B drug discount program.

For the Meeting Agendas of November 6, and November 8, 2023

BACKGROUND

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to enter into an agreement with Kroger Co. (Kroger) for its participation in the CHC's 340B drug discount program, effective January 1, 2024 through December 31, 2024, and shall renew automatically on an annual basis. The 340B initiative is a Federal program that requires pharmaceutical manufacturers to sell drugs to eligible providers at a discount for outpatient use. Public Law 102-585 – Veterans Health Care Act of 1992 codified as Section 340B of the Public Health Service Act, limits the amount that manufactures may charge covered entities. The 340B program offers opportunities to purchase discounted drugs for use during the patient visit, for dispensing from a covered entity owned pharmacy or via contract arrangement with a retail pharmacy. ICHD's CHCs currently participate in the 340B program only for the purchase of drugs administered as part of a patient visit.

ALTERNATIVES

If we do not enter this agreement, we will not be able to realize savings associated with patients utilizing Kroger without a contract in place.

FINANCIAL IMPACT

There is no cost to participate in this agreement. This agreement will generate \$1,200,000 in annual savings, based on the volume of existing patients who presently receive prescription medications from Kroger Pharmacy.

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 Kroger Co. for its participation in the CHC's 340B drug discount program, effective January 1, 2024 through December 31, 2024, and shall renew automatically on an annual basis.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH KROGER CO. FOR PARTICIPATION IN THE 340B DRUG DISCOUNT PROGRAM

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to enter into an agreement with Kroger Co. (Kroger) for its participation in the CHC's 340B drug discount program, effective January 1, 2024 through December 31, 2024, and shall renew automatically on an annual basis; and

WHEREAS, the 340B initiative is a Federal program that requires pharmaceutical manufacturers to sell drugs to eligible providers at a discount for outpatient use; and

WHEREAS, Public Law 102-585 – Veterans Health Care Act of 1992 codified as Section 340B of the Public Health Service Act limits the amount that manufactures may charge covered entities; and

WHEREAS, the 340B program offers opportunities to purchase discounted drugs for use during the patient visit, for dispensing from a covered entity owned pharmacy or via contract arrangement with a retail pharmacy; and

WHEREAS, ICHD's CHCs currently participate in the 340B program only for the purchase of drugs administered as part of a patient visit; and

WHEREAS, there is no cost to participate in this agreement; and

WHEREAS, there is no cost to participate in this agreement and based upon the volume of existing patients who presently receive prescription medications from Kroger, this agreement will generate \$1,200,000 in annual savings; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize entering an agreement with Kroger Co. for its participation in the 340B drug discount program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Kroger Co. for its participation in the 340B drug discount program.

BE IT FURTHER RESOLVED, that the agreement period shall be January 1, 2024 through December 31, 2024, and shall renew automatically on an annual basis.

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

Agenda Item 12c

TO: Board of Commissioners Human Services, County Services, and Finance Committees
FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer
DATE: October 13, 2023
SUBJECT: Authorization to Convert a 0.5 Disease Control Nurse position into 1.0 FTE Disease Control Lead position
For the Meeting Agenda of October, 2023

BACKGROUND

Ingham County Health Department (ICHD) wishes to convert the permanent part-time .5 FTE Disease Control Nurse Position (Position #601398) into a permanent 1.0 FTE Disease Control Lead effective upon approval in an amount not to exceed \$63,860. This conversion will enable the Disease Control Lead to provide direct supervision and enhanced support to 4.0 FTE Disease Control nurses. The Disease Control Lead will oversee a team of Communicable Disease (CD) control nurses, will ensure that program requirements are being met, will help to develop protocols and standard operating procedures, and will provide guidelines for joint work. The Disease Control lead will also assist in pursuing, planning, and implementing the communicable disease control grants to advance issues concerning communicable disease public health issues while ensuring that the CD Division collaborates both within ICHD as well as with external community partners. This conversion will allow ICHD’s CD Division to increase their capacity, to better prepare for public health responses to emerging/re-emerging communicable diseases and to epidemics and pandemics, and will allow CD to work toward better health outcomes for our community. This change will allow for uniformity across various divisions with similar organizational structure and job duties working within the public health services branch at ICHD (e.g. Health Promotion & Prevention, Environmental Health, and Maternal Child Health. This conversion has been reviewed and approved by the Ingham County Human Resources Department and the Union-Michigan Nurses Association (MNA).

ALTERNATIVES

If the position is left unchanged, ICHD will fail to address inadequate staffing capacity, operational needs, talent retention, increasing demands due to emerging and re-emerging infectious diseases, and the lessons learned from the severe impact of the recent outbreaks including COVID-19, Mpox, Ebola, and Avian influenza. This position unchanged could also jeopardize ICHD’s continuing efforts to ensure that we are operating with best practices and the highest standards of care.

FINANCIAL IMPACT

Position #601398 (part-time .5 FTE Disease Control Nurse) is currently an MNA 3 with a salary range of \$65,711.91 - \$78,904.02. This conversion will increase the position to an MNA 4 with a salary range of \$68,792.79 - \$82,597.42, and will rename the position as Disease Control Lead.

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
MNA 3	\$65,711.91	\$68,782.32	\$71,997.16	\$75,362.01	\$78,904.02
MNA 4	\$68,792.79	\$72,008.72	\$75,370.10	\$78,889.62	\$82,597.43

Position Costs Analysis

Cost of MNA Grade 4 Position for FY24

	MNA Grade 4 - Step 1 1 FTE	MNA Grade 4 - Step 5 1 FTE
Salary	68,792.79	82,597
Unemployment	343.96	413
FICA	5,262.65	6,319
Health Insurance	25038.24	25038.24
Dental Insurance	936	936
Vision Insurance	134	134
Retiree Chargeback	3585	3,585
Retiree Trust	3,096	3,717
Separation Buyout	1,376	1,652
Retirement	12,465.25	14,967
Retirement - hybrid	687.93	826
Workers Comp	337	405
Disability	89	107
Life	120	120
Total Fringe	53,470.91	58,218
Total Salaries and Fringe	122,263.70	140,816.00

The financial impact of this conversion will be covered by grant/general revenue funds.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize converting position #601398, currently a 5 FTE Disease Control Nurse into a permanent 1.0 FTE Disease Control Lead, effective upon approval in an amount not to exceed \$63,860.

DATE: September 15, 2023
TO: Sumeer Qurashi, Communicable Disease Control Director
FROM: Joan Clous, Human Resources Generalist- Labor & Employee Specialist
SUBJECT: Memo of Analysis for the creation of a position in the Health Department.

Per your request, Human Resources has reviewed the job description submitted by the health department.

There will be a newly created position which will be titled Disease Control Lead and is placed within the MNA unit at a level 4 with a with a salary range of \$68,792.79 to \$82,597.43.

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

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

Disease Control Lead

General Summary:

Under the supervision of the Director of Communicable Disease, provides leadership, supervision, direction and coordination of the professional nursing staff in the Disease control unit. Develops protocols, standard operating procedures, updates guidelines and implements the standards set forth by the Center for Disease Control (CDC) and the Michigan Department of Community Health (MDCH) related to communicable disease control. Assists in planning and implementation of communicable disease control grants. Identifies and pursues grant opportunities to enhance and/or advance issues concerning communicable disease public health issues. Acts as a liaison between the program and various community partners, actively engaging community partners to promote communicable disease control education and prevention.

Essential Functions:

- Leads a team of Communicable Disease Control nurses conducting investigation, monitoring, case management of reportable diseases such as measles, hepatitis, and tuberculosis... etc. Assigns duties including assignment of projects, reviewing assignments and evaluation outcomes, encouraging employee development, training, schedules staff
- Approves leave time and travel requests, timesheets, accessing technology, and on-boarding and supporting staff.
- Reviews records in order to identify gaps and provides guidance to Communicable Disease Investigative staff for improving case investigation techniques and strategies
- Oversees staff performance and develops performance improvement plans as necessary. Facilitates case consultation across disciplines.
- Works with the program staff to annually update, review and present updated disease control guidelines/ protocols and procedures for the program in accordance with the local, state and federal standards.
- Updates forms, manuals, reports and documentation annually. Ensures adherence to the Public Health Code and accepted standards of practice. Runs routine QA reports on a variety of diseases, review output and address data issues.
- Assists in conducting case investigation/case management related activities. Oversees outbreak investigations. Plans, organizes, and implements communicable disease and outbreak investigations.
- Collaborates with community agencies on issues involving Communicable Disease control and prevention.
- Serves on agency and community committees to provide information on Communicable Disease, coordinating communicable disease meetings that include relevant stakeholders
- Ensures the client records are kept confidential and meet department and HIPPA standards.
- Responds to complaints of person reported as “health threats to others.” Collaborates with multiple entities to monitor client compliance and follow up.
- Monitors and tracks data on CD statistics, reviewing trends of disease and data to ensure communicable disease reporting process that meets the needs of the department and is in compliance with all state and federal requirements
- Participates in planning, developing, administering, and monitoring of program services, setting goals to ensure conformance with the goals and objectives of the department and minimum program requirements set by state and federal standards, policies, and guidelines.
- Identify and pursue grant opportunities for the Disease Control Program that will enhance or advance public health issues. Assists in planning and implementation of communicable disease control grants such as Case investigation/IPC /Immunizations grants

Other Functions:

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

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

Employment Qualifications:**Education:**

Possession of a Bachelor's degree in Nursing, public health, health care or a related field. Bachelor's degree in Nursing is preferred

Experience:

A minimum of three years of professional experience, preferably in communicable disease control program or public health setting. Previous experience supervising or being a team lead is highly preferred.

Other Requirements: Possession of a current license to practice as a Registered Nurse in the State of Michigan.

(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 travel throughout the county.
- Ability to climb stairs to access clients and conduct field investigations.
- Ability to carry audio/visual aids needed to make presentations.
- Ability to access office files.

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

Working Conditions:

- Works in office and clinic conditions
- Travels to other locations in the area to conduct investigations and attend meetings.

Position Costs Analysis Cost of MNA Grade 4 Position for FY24

	MN A Grade 4 - Step 1 1 FTE	MNA Grade 4 - Step 5 1 FTE
Salary	68,792.79	82,597
Unemployment	343.96	413
FICA	5,262.65	6,319
Health Insurance	25038.24	25038.24
Dental Insurance	936	936
Vision Insurance	134	134
Retiree Chgbk	3585	3,585
Retiree Trust	3,096	3,717
Separation Buyout	1,376	1,652
Retirement	12,465.25	14,967
Retirement - hybrid	687.93	826
Workers Comp	337	405
Disability	89	107
Life	<u>120</u>	<u>120</u>
Total Fringe	53,470.91	58,218
Total Salaries and Fringe	122,263.70	140,816

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONVERT POSITION #601398 FROM A .5 FTE DISEASE CONTROL NURSE TO A 1.0 FTE DISEASE CONTROL LEAD

WHEREAS, Ingham County Health Department (ICHD) wishes to convert the .5 FTE Disease Control Nurse Position (Position #601398) into a permanent 1.0 FTE Disease Control Lead effective upon approval; and

WHEREAS, this conversion will enable the Disease Control Lead to provide direct supervision and enhanced support to 4.0 FTE Disease Control nurses; and

WHEREAS, the Disease Control Lead will oversee a team of Communicable Disease (CD) control nurses, will ensure that program requirements are being met, will help to develop protocols and standard operating procedures, and will provide guidelines for joint work; and

WHEREAS, the Disease Control lead will also assist in pursuing, planning, and implementing the communicable disease control grants to advance issues concerning communicable disease public health issues, while ensuring that the CD Division collaborates both within ICHD as well as with external community partners; and

WHEREAS, this conversion will also allow ICHD's CD Division to increase their capacity, to better prepare for public health responses to emerging/re-emerging communicable diseases, epidemics, and pandemics, and will allow CD to work toward better health outcomes for our community; and

WHEREAS, changing this position to full-time will improve recruitment and retention and program development; and

WHEREAS, this conversion will allow for uniformity across various units with similar organizational structure and job duties working within the Public health services branch at ICHD (e.g. Health Promotion & Prevention, Environmental Health, Maternal Child Health); and

WHEREAS, this conversion has been reviewed and approved by the Ingham County Human Resources Department and the Union-Michigan Nurses Association (MNA); and

WHEREAS, position #601398 (a part-time .5 FTE Disease Control Nurse), is currently an MNA 3 (\$65,711.91 - \$78,904.02) and would be increased to an MNA 4 (\$68,792.79 - \$82,597.42) position and renamed Disease Control Lead; and

WHEREAS, the financial impact of this conversion will be covered by grant/general revenue funds; and

WHEREAS, the Medical Health Officer respectfully recommends that the Ingham County Board of Commissioners authorizes converting position #601398 from a .5 FTE Disease Control Nurse (MNA 3) to a permanent 1.0 FTE Disease Control Lead (MNA 4), effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes converting position #601398 from a .5 FTE Disease Control Nurse (MNA 3) to a permanent 1.0 FTE Disease Control Lead (MNA 4), effective upon approval.

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

Agenda Item 12d

TO: Board of Commissioners Human Services and Finance Committees
FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer
DATE: October 5, 2023
SUBJECT: Authorization to Extend Agreement with Dr. Saif Fatteh for Dermatology Services
For the Meeting Agendas of November 6, and November 8, 2023

BACKGROUND

Ingham County Health Department's (ICHHD) Community Health Centers (CHC) wish to extend the agreement with Dr. Saif Fatteh to provide dermatology services effective November 1, 2023 through May 31, 2024 in an amount not to exceed \$16,068. Dr. Saif Fatteh will continue to provide dermatology services in CHC sites, four (4) hours per week. The current agreement expires on October 31, 2023.

ALTERNATIVES

If this agreement is not extended, patients will lose access to affordable dermatology services.

FINANCIAL IMPACT

The total cost of retaining Dr. Saif Fatteh's services will not exceed \$16,068 and will be covered by the FY24 CHC Operating Budget.

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 that the Ingham County Board of Commissioners authorize extending the agreement with Dr. Saif Fatteh to provide dermatology services effective November 1, 2023 through May 31, 2024, in an amount not to exceed \$16,068.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO EXTEND THE AGREEMENT WITH DR. SAIF FATTEH
FOR DERMATOLOGY SERVICES**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHC) wish to extend an agreement with Dr. Saif Fatteh to provide dermatology services effective November 1, 2023 through May 31, 2024, in an amount not to exceed \$16,068; and

WHEREAS, Dr. Saif Fatteh will continue to provide dermatology services in CHC sites, four (4) hours per week; and

WHEREAS, the current agreement expires on October 31, 2023; and

WHEREAS, the total cost of retaining Dr. Saif Fatteh's services will not exceed \$16,068 and will be covered by the FY24 CHC Operating Budget; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize extending the agreement with Dr. Saif Fatteh to provide dermatology services effective November 1, 2023 through May 31, 2024 in an amount not to exceed \$16,068.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes extending the agreement with Dr. Saif Fatteh to provide dermatology services effective November 1, 2023 through May 31, 2024 in an amount not to exceed \$16,068.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer
DATE: October 10, 2023
SUBJECT: Authorization to Renew an Agreement with Health Consulting Strategies, Inc. to provide Support to Ingham Community Health Centers Board of Directors' Strategic Planning efforts for FY 2024 – 2027.

For the Meeting Agendas of November 6, and November 8, 2023

BACKGROUND

Ingham Community Health Center's (ICHC) Board of Directors (BOD) is seeking to obtain the services of Health Consulting Strategies, Inc. (HCS) to provide facilitation support to the BOD strategic planning efforts for FY 2024 – 2027 in an amount not to exceed \$25,000, effective January 1, 2024 through December 31, 2024. As a Health Center Program Grantee of the U.S. Department of Health and Human Services' Health Resources and Services Administration (HRSA), Ingham County Health Department's (ICHHD's) Community Health Centers (CHCs) are required to develop community needs assessments that inform a three-year strategic plan. HCS will assist the BOD by: 1) completing a community needs assessment; and 2) providing "facilitation" support to ICHC's strategic planning process. ICHC's BOD is seeking to begin its planning efforts on January 1, 2024 and conclude this work by December 31, 2024.

ALTERNATIVES

Without a community needs assessment and a new three-year strategic plan in place, ICHC will be out of compliance with HRSA program requirements.

FINANCIAL IMPACT

The cost of securing HCS's services will not exceed \$25,000, which will be covered by the CHC Operating Budget.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize renewing an agreement with HCS to provide support to ICHC's BOD's strategic planning efforts for years 2024 – 2027 in an amount not to exceed \$25,000, effective January 1, 2024 through December 31, 2024.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RENEW AN AGREEMENT WITH HEALTH CONSULTING STRATEGIES, INC.
TO PROVIDE FACILITATION SUPPORT TO INGHAM COMMUNITY HEALTH CENTERS'
BOARD OF DIRECTORS STRATEGIC PLANNING EFFORTS**

WHEREAS, Ingham Community Health Center (ICHC) Board of Directors (BOD) is seeking to obtain the services of Health Consulting Strategies, Inc. (HCS) to provide facilitation support to ICHC's BOD strategic planning efforts for years 2024 – 2027 in an amount not to exceed \$25,000, effective January 1, 2024 through December 31, 2024; and

WHEREAS, as a Health Center Program Grantee of the U.S. Department of Health and Human Services' Health Resources and Services Administration (HRSA), Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) are required to develop a community needs assessment that informs a three-year strategic plan; and

WHEREAS, HCS will assist ICHC by: 1) completing a community needs assessment; and 2) providing "facilitation" support to ICHC's strategic planning process; and

WHEREAS, the ICHC BOD is seeking to begin its planning efforts on January 1, 2024 and conclude this work by December 31, 2024; and

WHEREAS, the cost of securing HCS's services which will be covered by the CHC Operating Budget in an amount not to exceed \$25,000; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize renewing an agreement with HCS to provide facilitation support to ICHC's BOD strategic planning efforts, effective January 1, 2024 through December 31, 2024 in an amount not to exceed \$25,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes renewing an agreement with HCS to provide facilitation support to ICHC BOD's strategic planning efforts, effective January 1, 2024 through December 31, 2024 in an amount not to exceed \$25,000.

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

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE REVISION OF THE 2023 APPORTIONMENT REPORT

WHEREAS, the 2023 Ingham County Apportionment Report was approved by Resolution #23-464 on October 24, 2023; and

WHEREAS, the City of Lansing received voter approval to authorize a millage levy for bonded debt for improvements to Police and Fire Department Facilities of 3.9000 mills (\$3.9000 for each \$1,000 of taxable value) as authorized by law; and

WHEREAS, the City of Lansing has re-calculated the effective Police and Fire Department Facilities debt levy downward to 3.5000 mills (\$3.5000 for each \$1,000 of taxable value) to reflect a more favorable interest rate on the bond; and

WHEREAS, the City of Lansing has revised their L-4029 Tax Rate Request filed with the County Clerk to reflect this revision.

THEREFORE BE IT RESOLVED, that Resolution #23-464 be amended by substituting the attached statement of taxable valuations and mills apportioned to the various units in Ingham County for the year 2023.

2023
TAXABLE VALUES, TOTAL HOMESTEAD AND NON-HOMESTEAD MILLAGE RATES
BY TOWNSHIP AND BY SCHOOL DISTRICT

Township or City by School Districts	School Dist. No.	2023 Real Homestead Taxable Value	2023 Comm. Pers. Taxable Value	2023 Industrial Pers. Taxable Value	2023 Non-Homestead Taxable Value	2023 Total Taxable Value	July PRE Millage	Dec PRE Millage	July Non-Hmstd Millage	Dec Non-Hmstd Millage	Total PRE Millage	Total Non-Hmstd Millage	Total Comm. Personal
Wheatfield Township		85,151,925	356,000	-	9,049,104	94,557,029							
Dansville Schools	33040	24,134,838	27,300	-	1,592,098	25,754,236	16.5499	25.1702	16.5499	43.1702	41.7201	59.7201	47.7201
Mason Schools	33130	4,245,643	-	-	386,561	4,632,204	16.5499	23.8586	16.5499	41.8334	40.4085	58.3833	46.3833
Williamston Schools	33230	56,771,444	328,700	-	7,070,445	64,170,589	16.5499	26.7416	16.5499	44.5118	43.2915	61.0617	49.0617
White Oak Township		52,811,463	786,400	-	35,302,750	88,900,613							
Dansville Schools	33040	34,005,210	228,600	-	22,565,797	56,799,607	16.5499	23.5902	16.5499	41.5902	40.1401	58.1401	46.1401
Fowlerville Schools	47030	5,798,287	-	-	2,280,707	8,078,994	15.9797	18.6923	33.9797	18.6923	34.6720	52.6720	40.6720
Stockbridge Schools	33200	10,407,484	555,700	-	7,415,276	18,378,460	16.5499	19.5103	16.5499	37.5103	36.0602	54.0602	42.0602
Webberville Schools	33220	2,600,482	2,100	-	3,040,970	5,643,552	16.5499	25.9103	16.5499	43.9103	42.4602	60.4602	48.4602
Williamston Township		265,280,748	1,042,700	202,800	37,655,891	304,182,139							
Haslett Schools	33060	37,960,588	130,100	-	6,733,721	44,824,409	16.5499	27.2544	16.5499	45.2544	43.8043	61.8043	49.8043
Okemos Schools	33170	22,929,811	-	-	1,754,799	24,684,610	16.5499	24.9425	16.5499	42.9425	41.4924	59.4924	47.4924
Perry Schools	78080	15,530,684	-	-	3,263,614	18,794,298	17.0604	20.3727	26.0604	29.3727	37.4331	55.4331	43.4331
Williamston Schools	33230	188,859,665	912,600	202,800	25,903,757	215,878,822	16.5499	26.5088	16.5499	44.2790	43.0587	60.8289	48.8289
East Lansing City (Ingham)		499,844,538	35,254,000	974,400	645,558,624	1,181,631,562							
East Lansing Schools	33010	499,601,584	28,509,600	974,400	578,937,029	1,108,022,613	46.4313	8.2193	64.4313	8.2193	54.6506	72.6506	60.6506
East Lansing Schools - Mer 1 425	33011	28,474	-	-	-	28,474	46.4313	8.2193	64.4313	8.2193	54.0500	72.0500	60.0500
East Lansing Schools - Mer 2 425	33012	117,875	-	-	-	117,875	46.4313	8.2193	64.4313	8.2193	54.6506	72.6506	60.6506
Lansing Schools	33020	96,605	6,690,200	-	65,292,472	72,079,277	44.9004	8.2193	62.3482	8.2193	53.1197	70.5675	58.5675
Haslett Schools	33060	-	54,200	-	1,329,123	1,383,323	32.9051	24.7452	32.9051	42.7452	57.6503	75.6503	63.6503
Lansing City (Ingham) *includes Ren Zone		1,134,395,981	94,528,300	7,171,400	1,495,101,117	2,731,196,798							
East Lansing Schools	33010	8,670,226	3,258,300	-	59,481,518	71,410,044	49.7761	9.7793	67.7761	9.7793	59.5554	77.5554	65.5554
Holt Schools	33070	15,063,298	20,000	-	2,328,530	17,411,828	36.2499	24.2383	36.2499	42.2383	60.4882	78.4882	66.4882
Lansing Public Schools (All)	33020	1,053,036,025	86,872,300	7,171,400	1,348,031,627	2,495,111,352	48.2452	9.7793	65.6930	9.7793	58.0245	75.4723	63.4723
Lansing Ren Zone	33021						10.7175		10.7175		10.7175	10.7175	10.7175
Lansing Ren Zone at 25% Taxable	33021				9,742,230	9,742,230	20.9493	2.4444	25.3112	2.4444	23.9937	27.7556	24.7556
Lansing Ren Zone at 50% Taxable	33021		3,652,900		39,715,735	43,368,635	31.1813	4.8895	39.9052	4.8895	36.0708	44.7947	38.7947
Mason Schools	33130	615,100	-	-	10,095,255	10,710,355	36.2499	22.6766	36.2499	40.6514	58.9265	76.9013	64.9013
Okemos Schools	33170	54,492,915	694,800	-	25,557,987	80,745,702	46.4714	13.7718	55.4714	22.7718	60.2432	78.2432	66.2432
Waverly Schools	33215	2,518,417	30,000	-	148,235	2,696,652	47.2900	14.4631	55.1789	22.4793	61.7531	77.6582	65.6582

Taxing Authority
 comments on when levied

	(1)	(2)	(3)	(9)	(10)	(11)	(12)
	Source	Purpose of Millage	Date of Election	Maximum Allowable Millage Levy'	Millage Requested to be Levied July 1	Millage Requested to be Levied Dec. 1	Expiration Date of Millage always Dec.
East Lansing City	Total:			22.1603	16.3552		
Summer Levy	Charter	Operating		17.5362	12.5362		n/a
	PA 298	Solid Waste		2.6301	1.8250		n/a
	PA 164	Library		.9970	.9970		n/a
	Voted	Library	11/2022	.9970	.9970		2032
Lansing City	Total:			20.0000	19.7000		
Summer Levy	Charter	Operating		20.0000	19.4400		n/a
	PA 40 of 1956	Drain Debt			.2600		n/a
	Voted	Debt			debt	3.4000	n/a
Leslie City	Total:			16.8725	16.6000		
Summer Levy	Charter	Operating	1967	16.8725	16.6000		n/a
Mason City	Total:			18.9241	16.2447		
Summer Levy	Charter	Operating		17.9294	15.2500		n/a
	Voted	Park & Trail	11/2021	.9947	.9947		2026
Williamston City	Total:			15.1348	15.1347		
Summer Levy	Charter	Operating		14.8872	14.8872		
	Voted	Sr. Center	11/2020	0.2476	0.2475		2023
Dansville Village	Total:			11.5297	8.1676		
Summer Levy	Charter	Operating		9.8042	6.4762		n/a
	Charter	Streets		1.7255	1.6914		n/a
Stockbridge Village	Total:			16.3618	16.3618		
Summer Levy	Charter	Operating		11.3880	11.3880		n/a
	PA 3 of 1893	Streets		4.2238	4.2238		n/a
	PA 3 of 1895	Cemetery		.7500	.7500		n/a
Webberville Village	Total:			17.4204	13.2000		
Summer Levy	Charter	Operating		15.8285	11.6081		
	PA 3 of 1893	Streets		1.5919	1.5919		

Statement Showing Taxable Valuations and Mills Apportioned by the County Board of Commissioners of the County of Ingham for the Year 2023

This report is used under the authority of P.A. 282 of 1905. Filing of this report is mandatory. Failure to complete and file this report may result in a penalty of \$100.

1 Taxing Government Authority	2 Taxable Valuation	3 Separate or Allocated	Millages		6 Purpose
			4 Operating	5 Extra Voted Bldg./Site/Debt	
State Education Tax	9,880,187,923	6.0000			
County Operating	9,880,187,923	6.7479			
Veterans	9,880,187,923	0.0328			PA 363 of 2004
Animal Control	9,880,187,923		0.2000		
Juvenile Justice	9,880,187,923		0.6000		
Public Transportation	9,880,187,923		0.5988		
Potter Park Zoo	9,880,187,923		0.4986		
Farmland Preservation	9,880,187,923		0.1395		
Jail/Justice	9,880,187,923		0.8476		
Parks & Trails	9,880,187,923		0.4986		
Elder Care	9,880,187,923		0.2994		
911 Services	9,880,187,923		0.8483		
Health Services	9,880,187,923		0.0000		
TOWNSHIPS:					
Alaiedon Township	259,055,155	0.8314			
Aurelius Township	184,172,221	0.8200	0.5000		Fire
Bunker Hill Township	100,800,761	0.9812			
Delhi Charter Township	992,661,005	4.2410	4.4403		Fire, Police, EMS Eq., Parks/Rec
Ingham Township	96,036,804	0.9725			
Lansing Charter Township	360,408,223	4.6206	4.1285		Extra Operating & Sidewalks
Leroy Township	160,252,236	0.9904			
Leslie Township	112,858,055	0.9997	.8892		Fire
Locke Township	94,261,964	0.9785			
Meridian Charter Township	2,138,082,361	4.1440	4.3819	2.1429	Streets, Com.Serv., Roads, CATA, Parks, Police, Fire, Paths, Land Preserv.
Onondaga Township	107,297,126	0.9564			
Stockbridge Township	253,452,075	0.7810			
Vevay Township	159,594,061	0.9901			
Wheatfield Township	94,557,029	0.9628	0.2438		Seniors
White Oak Township	88,900,613	0.9915			
Williamstown Township	304,182,139	0.9738			

Statement Showing Taxable Valuations and Mills Apportioned by the County Board of Commissioners of the County of Ingham for the Year 2023

7 Taxing Authorities	8 2023 Real & Personal Taxable Value	9 2023 Total Tax Rates	10 DOLLARS OF AD VALOREM TAXES LEVIED
CITIES:			
East Lansing	1,181,631,562	16.3552	19,325,821
Lansing	2,678,085,933	19.7000	52,758,293
Lansing-Ren Zone 25% tax	9,742,230	8.5200	83,004
Lansing-Ren Zone 50% tax	43,368,635	13.8800	601,957
Leslie	45,746,969	16.6000	759,400
Mason	274,120,770	16.2447	4,453,010
Williamston	140,919,996	15.1347	2,132,782
Village Rates:			
Dansville	14,255,719	8.1676	116,435
Stockbridge	36,242,281	16.3618	592,989
Webberville	61,365,941	13.2000	810,030

CERTIFICATION

I hereby certify that this report is a true statement of the taxable valuations of each assessing district and of all ad valorem millages apportioned by the County Board of Commissioners of the

County of Ingham for the year 2023

Signature of County Equalization Director

NOTARIZATION

Notary Public

County, Michigan

STATE OF MICHIGAN

County of _____ } ss

Subscribed before me this _____ day of _____
year _____

My Commission Expires: _____

It is important that all city ad valorem taxes be entered on this sheet. County Board of Commissioners do not certify

TO: Board of Commissioners County Services & Finance Committees
FROM: Deb Fett, Chief Information Officer
DATE: October 17, 2023
SUBJECT: Cisco SMARTnet Support Renewal

BACKGROUND

Ingham County has several network switches that are key to our infrastructure. Although they came with support when purchased, support for these devices starts to expire on November 10, 2023. Since these are critical for connecting our servers in our datacenter for users across the County, it is imperative that we keep it covered by a service and support agreement.

ALTERNATIVES

The only alternative to continuing to purchase support is to accept the risk of downtime from a hardware failure.

FINANCIAL IMPACT

The funding for this support renewal will come from the County's Innovation and Technology Department's Network Hardware fund #636-25810-932032.

STRATEGIC PLANNING IMPACT

This resolution supports strategy D2 of the Strategic Action Plan – Annually budget for Countywide IT projects including updates to existing software applications.

OTHER CONSIDERATIONS

Pricing from the recommended vendor is off the competitively bid NASPO contract (NVP #AR3227).

RECOMMENDATION

Based on the information presented, I respectfully recommend approval to renew our hardware support agreement for a term of one year through Sentinel Technologies in the amount of \$43,264.00.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE SUPPORT RENEWAL FOR HARDWARE FROM
CISCO SYSTEMS**

WHEREAS, Ingham County has several network switches that are key to our infrastructure; and

WHEREAS, annual maintenance is required to maintain the hardware that connects servers; and

WHEREAS, the existing maintenance and support contracts begin to expire on November 10, 2023; and

WHEREAS, the payment totaling \$43,264 for one year of support will provide support through November 30, 2024.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of support from Cisco Systems through Sentinel Technologies in the amount not to exceed \$43,264.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Network Hardware Fund (#636-25810-932032).

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

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

Agenda Item 15a

TO: Board of Commissioners, County Services & Finance Committees
FROM: Glenn Canning, Facilities Director
DATE: October 24, 2023
RE: Resolution to Authorize a Purchase Order to Lansing Glass Co. to Replace the Doors and Windows at the Public Entrance to Tri-County Office on Aging at the Humans Services Building

For the meeting agendas of: November 7 & 8

BACKGROUND

The public entrance doors to the Tri-County Office on Aging (TCOA) are rotting and have become a security risk.

A request for proposals was conducted by the Purchasing Department, proposals were solicited from qualified vendors. Lansing Glass Co., a local vendor submitted the lowest responsive and responsible proposal of \$19,929 to replace the doors and surrounding windows. We are requesting a contingency of \$1,992 for any unforeseen circumstances, for a not to exceed amount of \$21,921

ALTERNATIVES

The alternative would be to not approve leaving the security risk as well as the potential for the doors to fail.

FINANCIAL IMPACT

Funds are available in the approved 2023 CIP line item #245-60199-931000-23F07.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
245-60199-931000-23F07	\$32,000	\$32,000	\$21,921	\$10,079
Pub. Impv. Fund				

OTHER CONSIDERATIONS

There are no other considerations that we are aware of at this time.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to Lansing Glass Co. to replace the doors and windows at the public entrance to TCOA at the Human Services Building.

Agenda Item 15a

TO: Glenn Canning, Facilities Director
CC: Joel Hathon, Project Manager
FROM: James Hudgins, Director of Purchasing
DATE: October 17, 2023
RE: Memorandum of Performance for RFP No. 206-23 Entrance Doors and Side Windows Replacement at the Human Services Building (HSB).

Per your request, the Purchasing Department sought proposals from qualified and experienced contractors to enter into a contract for the purpose of replacing the entrance doors and side windows on the north end of the HSB.

The scope of work includes, but is not limited to, providing labor and materials for removing the existing front doors and side windows to door #1 including the threshold; and, installing new energy efficient aluminum doors and side windows to match the existing appearance as well as improving security features.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	109	21
Vendors responding	2	1
Vendors unresponsive (bid bond not submitted)	2	1

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

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Total Bid
Lansing Glass Co.	Yes, Lansing MI	\$19,929.00
Traverse City Glass Co.	No, Traverse City MI	\$28,290.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO LANSING GLASS CO.
TO REPLACE THE DOORS AND WINDOWS AT THE PUBLIC ENTRANCE TO
TRI-COUNTY OFFICE ON AGING AT THE HUMAN SERVICES BUILDING**

WHEREAS, the public entrance doors to the Tri-County Office on Aging (TCOA) are rotting and have become a security risk; and

WHEREAS, proposals from qualified vendors were solicited by the Purchasing Department; and

WHEREAS, the Facilities Department recommends a purchase order to Lansing Glass Co., a local vendor who submitted the lowest responsive and responsible proposal of \$19,929 to replace the doors and windows at the public entrance to TCOA at the Human Services Building; and

WHEREAS, the Facilities Department is requesting a contingency of \$1,992 for any unforeseen circumstances; and

WHEREAS, funds are available in the approved 2023 CIP line item #245-60199-931000-23F07 which has a balance of \$32,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Lansing Glass Co., 330 Baker Street, Lansing, Michigan 48910, to replace the doors and windows at the public entrance to TCOA at the Human Services Building for an amount not to exceed \$21,921 which includes a \$1,992 contingency.

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 15b

TO: Board of Commissioners, County Services & Finance Committees
FROM: Glenn Canning, Facilities Director
DATE: October 24, 2023
RE: Resolution to Authorize an Agreement with Trane U.S. Inc., for the Split HVAC Unit in the Animal Control Garage

For the meeting agendas of: November 7 & 8

BACKGROUND

The garage at the Animal Control needs to be climate controlled to meet the Michigan Department of Agricultural and Rural Development (MDARD) standards for the storage of animals. Regulation states that the ambient temperature shall not be below 50 degrees and a maximum temperature should not be above 80 degrees but is not regulated by MDARD.

Trane U.S. Inc., who is on the Omnia Co-Operative Agreement, therefore three quotes are not required per the Ingham County Purchasing Policy, submitted a proposal of \$14,935. We are requesting a contingency of \$2,500 for any unforeseen circumstances.

ALTERNATIVES

The alternative would be to not approve leaving the garage area non-compliant with MDARD standards.

FINANCIAL IMPACT

Funds are available in line item #205-43000-726010.

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 Trane U.S. Inc., for the split HVAC unit in the Animal Control garage.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH TRANE U.S. INC., FOR THE
SPLIT HVAC UNIT IN THE ANIMAL CONTROL GARAGE**

WHEREAS, the garage at Animal Control needs to be climate controlled to meet the Michigan Department of Agricultural and Rural Development (MDARD) standards for the storage of animals; and

WHEREAS, regulation states that the ambient temperature shall not be below 50 degrees and a maximum temperature should not be above 80 degrees; and

WHEREAS, per the Ingham County Purchasing Policy, vendors on the Omnia Co-Operative Agreement do not require three quotes; and

WHEREAS, Trane U.S. Inc., is on the Omnia Co-Operative Agreement; and

WHEREAS, the Facilities Department recommends an agreement with Trane U.S. Inc., who submitted the proposal of \$14,935 for the split air conditioning unit in the Animal Control garage; and

WHEREAS, the Facilities Department is requesting a contingency of \$2,500 for any unforeseen circumstances; and

WHEREAS, funds are available in line item #205-43000-726010.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Trane U.S. Inc., 3350 Pine Tree Road, Lansing, Michigan 48911 for the split HVAC unit in the Animal Shelter Garage for an amount not to exceed \$17,435 which includes a \$2,500 contingency.

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 15c

TO: Board of Commissioners, County Services & Finance Committees

FROM: Glenn Canning, Facilities Director

DATE: October 25, 2023

RE: Resolution to Authorize a Purchase Order to Trane U.S. Inc., for Repairs to the 155 Ton Chiller at the Human Services Building

For the meeting agendas of: November 7 & 8

BACKGROUND

The 155 ton chiller at the Human Services Building that is responsible for cooling the building sections 3 & 4 has outlived its useful life expectancy. This is a repair to get the unit by for the next couple of years until it can be budgeted to be replaced.

Trane who is on the Omnia Co-Operative Agreement therefore three quotes are not required per the Ingham County Purchasing Policy, submitted a proposal of \$18,750. We are requesting a contingency of \$1,800 for any unforeseen circumstances.

ALTERNATIVES

The alternative would be to not approve leaving the potential for the unit to completely fail when it is needed to keep the building temperatures comfortable.

FINANCIAL IMPACT

Funds are available in building maintenance line item # 631-63304-931000.

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 a purchase order to Trane U.S. Inc., for the repairs to the 155 ton chiller at the Human Services Building.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO TRANE U.S. INC., FOR REPAIRS TO THE 155 TON CHILLER AT THE HUMAN SERVICES BUILDING

WHEREAS, the 155 ton chiller at the Human Services Building that is responsible for cooling the building sections 3 & 4 has outlived its useful life expectancy; and

WHEREAS, this repair makes the unit serviceable for the next couple of years until it can be budgeted to be replaced; and

WHEREAS, per the Ingham County Purchasing Policy, vendors on the Omnia Co-Operative Agreement contract do not require three quotes; and

WHEREAS, Trane U.S. Inc., is on the Omnia Co-Operative Agreement contract; and

WHEREAS, the Facilities Department recommends a purchase order to Trane U.S. Inc., for proposal; of \$18,750 to repair the 155 ton chiller at the Human Services Building; and

WHEREAS, the Facilities Department is requesting a contingency of \$1,800 for any unforeseen circumstances; and

WHEREAS, funds are available in the building maintenance line item #631-23304-931000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Trane U.S. Inc., 3350 Pine Tree Road, Lansing, Michigan 48911, for the repairs to the 155 ton chiller at the Human Services Building for an amount not to exceed \$20,550 which includes a \$1,800 contingency.

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: October 24, 2023

SUBJECT: Proposed Resolution to Authorize a Second Party Agreement with the Michigan Department of Transportation for the Holt Road Bridge Project

For the Meeting Agendas of November 7 and 8

BACKGROUND

The Road Department has received federal and state Local Bridge Funds to make improvements to the Holt Road Bridge over Doan Creek, located in Sections 18 and 19 of Leroy Township. The scope of work for the project includes the replacement of the bridge superstructure, reconstruction of the bridge approaches, precast concrete box culvert replacement, stream relocation work and guardrail installation. This project has been advertised for a Michigan Department of Transportation (MDOT) bid letting on November 3, 2023 and has been designed pursuant to applicable federal, state and local design specifications.

We are to the point where the funds have been obligated for construction and contracts can be executed. The contractual responsibilities are as follows: MDOT will enter into a first party agreement with the Contractor, which basically ensures that all the federal/state construction requirements and responsibilities are defined. The second party agreement between MDOT and Ingham County is required to define the Road Department's responsibilities and obligations for the federal funding.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Local Bridge Funds pay for 95% of construction costs, with the 5% local match and any non-participating work being the responsibility of the Road Department.

Per MDOT Contract 23-5395, the estimated funding for the project is as follows:

Local Bridge Funds:	\$1,594,575
Road Department Funds:	\$ 135,425
Total Estimated Project Cost:	\$1,730,000

Due to the nature of construction and the higher bid results over the past few years, a 20% contingency is being requested for the project, which equates to \$346,000. Since the funding is not capped on this project, the Road Department's additional funding participation is minimal, as detailed below. The cost for this project has been included in the 2024 Road Fund Budget.

With an added 20% contingency, the estimated funding responsibility for the project is as follows:

Local Bridge Funds:	\$1,913,490
Road Department Funds:	\$ 162,510
Total Estimated Project Cost:	\$2,076,000

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to authorize a second party agreement with MDOT as described in Contract 23-5395 with a 20% contingency.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A SECOND-PARTY AGREEMENT
WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION
FOR THE HOLT ROAD BRIDGE PROJECT**

WHEREAS, the Road Department received federal and state Local Bridge Funds to make improvements to the Holt Road Bridge over Doan Creek, located in Sections 18 and 19 of Leroy Township, which includes the replacement of the bridge superstructure, reconstruction of the bridge approaches, precast concrete box culvert replacement, stream relocation work and guardrail installation; and

WHEREAS, the project has been advertised for a Michigan Department of Transportation (MDOT) bid letting in November 2023 and has been designed pursuant to applicable federal, state and local design specifications; and

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

WHEREAS, the County on behalf of the Road Department, must enter into an associated second party agreement with MDOT consistent with federal funding requirements and as detailed in MDOT Contract 23-5395; and

WHEREAS, the MDOT Contract 23-5395 states the Local Bridge Funds pay for 95% of construction costs, with the 5% local match and any non-participating work being the responsibility of the Road Department; and

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

Local Bridge Funds:	\$1,594,575
Road Department Funds:	<u>\$ 135,425</u>
Total Estimated Project Cost:	\$1,730,000; and

WHEREAS, a contingency is being requested in the amount of 20% of the total estimated project costs for the project to account for unexpected construction expenses; and

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

Local Bridge Funds:	\$1,913,490
Road Department Funds:	<u>\$ 162,510</u>
Total Estimated Project Cost:	\$2,076,000; and

WHEREAS, the Road Department's local participation costs detailed above have been included in the 2024 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Contract 23-5395 with the Michigan Department of Transportation to replace the bridge superstructure and road approaches for Holt Road over Doan Creek, located in Sections 18 and 19 of Leroy Township, for a total estimated project cost of \$1,730,000 consisting of \$1,594,575 in federal and state Local Bridge Funds and \$135,425 in Road Department funds.

BE IT FURTHER RESOLVED, that the project shall include a contingency in the amount of 20% of the estimated project costs, equating to a total budgeted project cost of \$2,076,000 consisting of \$1,913,490 in federal and state Local Bridge Funds and \$162,510 in Road Department funds, which have been included in the 2024 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: October 24, 2023

SUBJECT: Proposed Resolution to Authorize a Second Party Agreement with the Michigan Department of Transportation for the Hagadorn Road and Sandhill Road Project

For the Meeting Agendas of November 7 and 8

BACKGROUND

The Road Department has received federal Highway Safety Improvement Program (HSIP) funds to make improvements to the intersection of Hagadorn Road and Sandhill Road, located in Sections 5-8 of Alaiedon Township. The scope of work for the project includes the construction of a roundabout, earthwork, asphalt paving, curb & gutter, drainage improvements, and pavement markings. This project has been advertised for a Michigan Department of Transportation (MDOT) bid letting on November 3, 2023 and has been designed pursuant to applicable federal, state, and local design specifications.

We are to the point where the funds have been obligated for construction and contracts can be executed. The contractual responsibilities are as follows: MDOT will enter into a first party agreement with the Contractor, which basically ensures that all the federal/state construction requirements and responsibilities are defined. The second party agreement between MDOT and Ingham County is required to define the Road Department’s responsibilities and obligations for the federal funding.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The HSIP funding pays for 90% of construction costs up to the capped amount of \$600,000. The local match for the federal funding and any project costs exceeding the available overall funding are the responsibility of the Road Department.

Per MDOT Contract 23-5416, the estimated funding for the project is as follows:

Highway Safety Improvement Program (HSIP) (capped):	\$ 600,000
Road Department Participation:	<u>\$1,373,000</u>
Total Estimated Project Cost:	\$1,973,000

Due to the nature of construction and the higher bid results over the past few years, a 20% contingency is being requested for the project, which equates to approximately \$395,000. Due to the capped funding on this project, the Road Department’s funding participation for this project with a 20% added contingency will increase to from \$1,373,000 to \$1,768,000. This has been included in the 2024 Road Fund Budget.

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to authorize a second-party agreement with MDOT as described in Contract 23-5416 with a 20% contingency.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A SECOND-PARTY AGREEMENT WITH THE
MICHIGAN DEPARTMENT OF TRANSPORTATION FOR THE
HAGADORN ROAD AND SANDHILL ROAD PROJECT**

WHEREAS, the Road Department received federal Highway Safety Improvement Program (HSIP) funds to make improvements to the intersection of Hagadorn Road and Sandhill Road, located in Sections 5-8 of Alaiedon Township, which includes the construction of a roundabout, earthwork, asphalt paving, curb & gutter, drainage improvements, and pavement markings; and

WHEREAS, the project has been advertised for a Michigan Department of Transportation (MDOT) bid letting in November 2023 and has been designed pursuant to applicable federal, state and local design specifications; and

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

WHEREAS, the County on behalf of the Road Department, must enter into an associated second party agreement with MDOT consistent with federal funding requirements and as detailed in MDOT Contract 23-5416; and

WHEREAS, the MDOT Contract 23-5416 states the HSIP funding pays for 90% of construction costs up to the capped amount of \$600,000, with the 10% funding match and any project costs exceeding the capped HSIP funding being the responsibility of the Road Department; and

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

Highway Safety Improvement Program (capped):	\$ 600,000
Road Department Participation:	<u>\$1,373,000</u>
Total Estimated Project Cost:	\$1,973,000; and

WHEREAS, a contingency is being requested in the amount of 20% of the total estimated project costs for the project to account for unexpected construction expenses; and

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

Highway Safety Improvement Program (capped):	\$ 600,000
Road Department Participation:	<u>\$1,768,000</u>
Total Estimated Project Cost (+20%):	\$2,368,000; and

WHEREAS, the Road Department’s local participation costs detailed above have been included in the 2024 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Contract 23-5416 with the Michigan Department of Transportation to construct a roundabout at the intersection of Hagadorn Road and Sandhill Road, located in Sections 5-8 of Alaiedon Township, for a total estimated project cost of \$1,973,000 consisting of \$600,000 in federal Highway Safety Improvement Program funds and \$1,373,000 in Road Department funds.

BE IT FURTHER RESOLVED, that the project shall include a contingency in the amount of 20% of the estimated project costs, equating to a total budgeted project cost of \$2,368,000 of which the Road Department's funding responsibility shall be \$1,768,000, which has been included in the 2024 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 & Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: October 27, 2023
SUBJECT: Resolution to Approve UAW TOPS and ICEA County Professional Reclassification Requests
For the meeting agendas of November 7 and November 8

BACKGROUND

The UAW TOPS and ICEA County Professional collective bargaining agreements are effective January 1, 2022 through December 31, 2024. These agreements include a process for employee submission of reclassification requests. The Human Resources Department has executed the approved process for reclassification requests for employees in this group. 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 AND MANAGERIAL AND
ICEA COUNTY PROFESSIONAL RECLASSIFICATION REQUESTS**

WHEREAS, the UAW TOPS and ICEA County Professional collective bargaining agreements are effective January 1, 2022 through December 31, 2024; and

WHEREAS, these agreements include a process for employee submission of reclassification requests; 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>
301201	Correctional Administrative Assistant	Move from UAW E to UAW H
130062	Collections & Data Coordinator	Move from UAW G to UAW I
601511	340B Program Coordinator	Move from ICEA Pro 7 to ICEA Pro 11

<u>Position Title</u>	2023		<u>Difference</u>
	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	
Correctional Admin. Asst.	UAW E: 46,971.90	UAW E: 55,603.90	8,632.00
Collections & Data Coord.	UAW G: 52,531.56	UAW I: 58,836.68	6,305.12
340B Program Coord.	ICEA Pro 7: 71,599.41	ICEA Pro 11: 99,041.26	27,441.85
TOTAL:			42,378.97

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: October 25, 2023
SUBJECT: RESOLUTION TO AMEND AGREEMENT WITH REHMANN FOR AUDITING SERVICES
For the meeting agendas of November 7, 8 2023

BACKGROUND

Rehmann provides auditing services for the County through Resolution #21-565 through 2025. The contract for auditing services did not include the Joint Building Authority, which is a separate entity, and audit years 2021 and 2022 were not completed. Rehmann has agreed to perform audit services for years 2021 and 2022 or the Joint Building Authority for a not-to-exceed rate fee of \$22,500. They have also agreed to perform audit services for the three remaining contract years (2023-2025) for an annual fee of \$8,000.

ALTERNATIVES

No good ones.

FINANCIAL IMPACT

Funding to available in the Department of Finance & Budget operating budget.

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 REHMANN FOR AUDITING SERVICES

WHEREAS, the Ingham County Board of Commissioners approved an auditing services agreement with Rehmann via Resolution #21-565; and

WHEREAS, the agreement provides auditing services from 2021 through 2025; and

WHEREAS, the agreement did not include auditing services for the City of Lansing and Ingham County Joint Building Authority (JBA), which is a separate entity that also requires auditing services; and

WHEREAS, Rehmann has agreed to provide auditing services for the JBA for 2021 and 2022 for a fee not to exceed \$22,500 and for the three remaining contract years (2023-2025) for an annual fee of \$8,000; and

WHEREAS, funding for the auditing services for 2021 and 2022 is available in the Department of Finance & Budget 2024 fiscal year budget, and funding for the 2023-2025 audit years will be available in outer-year Department of Finance & Budget budgets.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves an amendment for audit years 2021 and 2022 to the agreement with Rehmann for auditing services for the JBA in an amount not of exceed of \$22,500 and for the three remaining contract years (2023-2025) for an annual fee of \$8,000.

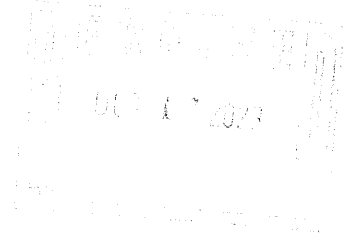
BE IT FURTHER RESOLVED, that the agreement amendment for audit years 2021 and 2022 will be funded through the Department of Finance & Budget 2024 fiscal year budget, and funding for the 2023-2025 audit years will be available in outer-year annual Department of Finance & Budget budgets.

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

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



CITY OF EAST LANSING
The Home of Michigan State University



October 13, 2023

Board of Commissioners
Ingham County Courthouse
PO Box 319
Mason, Michigan 48854

Dear Board of Commissioners:

Please find enclosed Form 4564, *Assessing Officers Report for Industrial Facility Exemption Certificates*, for the City of East Lansing for 2023.

Michigan Compiled Law (MCL) 207.567 requires the East Lansing City Assessor to provide annual notification to the State Tax Commission, the legislative body of each unit of government which levies taxes on property subject to an industrial facility exemption certificate, and the holder of the certificate. The notification is to include the determination of the value of property subject to an industrial facility exemption certificate. This letter and the enclosed report are provided to comply with the provisions of MCL 207.567 for 2023.

410 Abbot Road
East Lansing, MI 48823

(517) 337-1731
Fax (517) 337-1559
www.cityofeastlansing.com

Please contact me at 517-319-6827 or by email at dlee@cityofeastlansing.com with any questions regarding this matter.

Sincerely,

David C. Lee
City Assessor

Enclosure

Assessing Officers Report for Industrial Facility Exemption Certificates

Issued under authority of Public Act 198 of 1974. Filing is mandatory

In accordance with the requirements of Section 17 of Public Act 198 of 1974, as amended, the city or township assessor is required to furnish an annual report not later than October 15 showing the taxable valuations as of the preceding December 31 of real and personal property on the Industrial Facilities Tax Roll

For assistance with this form, please contact the Local Audit and Finance Division at (517) 373-3227.

THIS FORM IS FOR TAX YEARS 2008 AND AFTER

Assessment as of December 31, 2022 for the 2023 Tax Year

Due by October 15, 2023

City / Twp / Vlg CODE*	33201
City / Twp / Vlg	CITY OF EAST LANSING
County	INGHAM
Assessor's Name	David C. Lee
Phone Number	517-319-6827

*Townships responsible for certificates issued by a village should report the village certificates under the village code.

SCHOOL DISTRICTS

Enter this reference number on subsequent pages

Code	School District	
33010	EAST LANSING	1
33020	LANSING	2
		3
		4
		5

SCHOOL SUMMARY

School District		New	Rehab	TOTALS
EAST LANSING		\$0	\$97,300	\$97,300
LANSING		\$380,835	\$0	\$380,835
		\$0	\$0	\$0
		\$0	\$0	\$0
		\$0	\$0	\$0
Grand Total		\$380,835	\$97,300	\$478,135

SUMMARY	Industrial Personal Taxable Value	Commercial Personal Taxable Value	Industrial Real Taxable Value	Total Taxable Value
Total New	\$0	\$0	\$380,835	\$380,835
Total Rehab	\$0		\$97,300	\$97,300
Grand Total	\$0	\$0	\$478,135	\$478,135

Summary Totals do not include Renaissance Zone Taxable Value

This report is to be sent certified mail to:

1. Michigan Department of Treasury, Local Audit and Finance Division P.O. Box 30728 Lansing MI 48909-8228
2. Each tax levying unit involving the certified property.
3. The holder of the certificate.

Continued on Page 2



Ingham County Commissioners
Attn: Becky Bennett & Commissioner Ryan Sebolt
C/O County Controller Gregg Todd
P.O. Box 319
Mason, MI 48854

Dear Ingham County Commissioners,

We are reaching out to you today to inform you of the opportunity for economic development in the Greater Lansing region. Meridian Township has the mission to continue improve our brand as "A Prime Community." We are a proud residential community with a vision to bring strong economic development to the region. Our Charter Township struggles like any community with adequate affordable housing, walkable pathways along our major thoroughfares, attractive streetscapes, and funding for public infrastructure improvements. Unlike our neighbor cities, our ability to finance such projects are limited by our legislation. In our effort to maintain growth, support our small and large business community, and build resiliency in our community, we are advocating for a Tax Increment Finance or TIF Plan for our Corridor Improvement Authority.

As a taxing jurisdiction of the region, we are hoping to strengthen the region with your participation in the establishment of our TIF. The Meridian Township Corridor Improvement Authority, established in 2017, is our focused initiative to drive development along Grand River Ave and support the attractiveness of our Central Business District. The Meridian Mall being the largest commercial outfit along M-43 in our community, is in dire need of assistance to make transformational development projects a reality. Many in the greater Lansing area recognize Meridian Mall as a prime commercial enterprise. The entire region recognizes the Central Park Drive and Meridian Mall area as great options for future development that will attract new residents to the region. Our hope is to gain your approval for a 20 year Tax Increment Financing plan, with a 20% pass through agreement. Through this plan we will meet the expectations of our region to make smart economically resilient development choices as we build our district.

We invite you to attend our public hearing on the matter, Thursday November 9th at Meridian Township Hall. Your participation in our vision will help us create a sustainable future. For questions and comments please reach out to the Economic Development Department 517-853-4568.

Amber Clark
Neighborhoods & Economic Development Director

CC: County Treasurer Alan Fox

October 17, 2023

RE: CORRIDOR IMPROVEMENT AUTHORITY TAX INCREMENT FINANCING PLAN

Dear Property/Business Owner:

In 2017 the Township Board of the Charter Township of Meridian created the Corridor Improvement Authority, a designate district along Grand River Ave in Meridian Township. We are contacting you as you own property that falls within the designated district. The objective of the district is to enhance the corridor and reverse blighted areas, including Meridian Mall. The Board established the committee to speak for the Township regarding the Bus Rapid Transit discussion occurring County wide. In 2023 the Township Board will consider the public purpose and benefit to adopting a Tax Increment Financing Plan. A "TIF Plan" proposes the use of future property values to finance development projects.

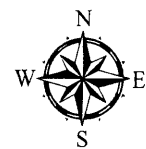
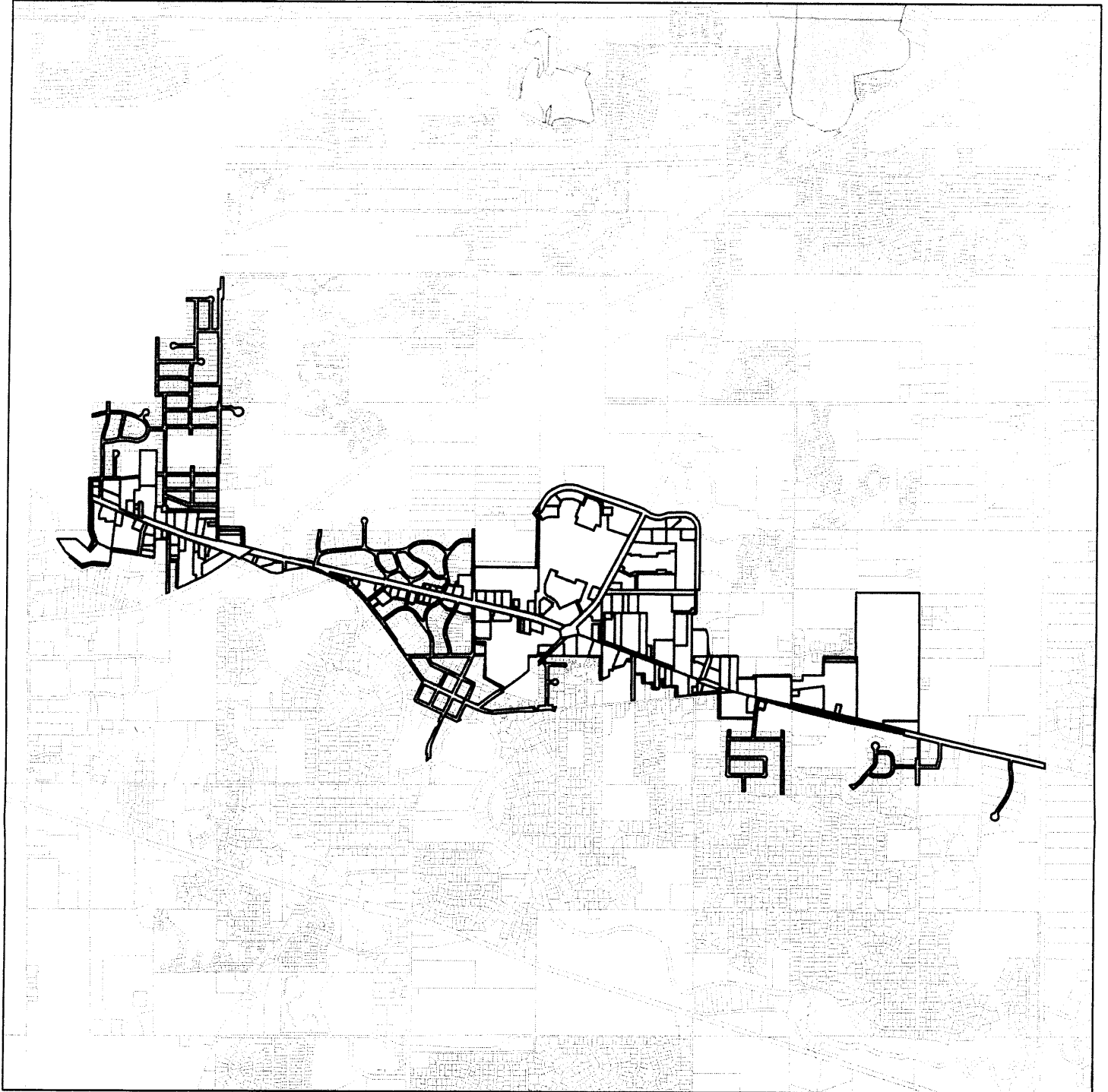
You are invited to the public hearing on Thursday November 9th, at 6:00 p.m. in the Town Hall Room of the Meridian Municipal Building, 5151 Marsh Road, Okemos, MI, 48864 (517-853-4560). The public hearing will present opportunity for the general public to express their questions and concerns related to the adoption of a Corridor Improvement Authority, Tax Increment Finance Plan. An area map is included with this letter with a view of the CIA boundary.

Information regarding the TIF Plan may be examined at the Economic Development Department, 5151 Marsh Road, Okemos, MI, 48864, between the hours of 9:00 a.m. and 4:00 pm., Monday through Friday. Written comments may be sent prior to the public hearing to Amber Clark, Director of Neighborhoods & Economic Development of Charter Township of Meridian, 5151 Marsh Road, Okemos, Michigan, 48864, or by email to Clark@meridian.mi.us.

If you have any questions, please feel free to contact me at (517) 853-4568
Sincerely,



Amber Clark
Economic Development Director
Meridian Township

CIA Parcels



1:36,228

Land Use Classes

-  CIA Boundary ADOPTED
-  Parcels

2,400 1,200 0 2,400 Feet



**CITY OF LANSING
NOTICE OF PUBLIC HEARING**

The Lansing City Council will hold a public hearing on Monday, October 30, 2023 at 7:00 p.m. in the Tony Benavides City of Lansing Council Chambers, Tenth Floor, Lansing City Hall, 124 West Michigan Ave. Lansing, MI 48933, for the purpose stated below:

To afford an opportunity for all residents, taxpayers of the City of Lansing, other interested persons and ad valorem taxing units to appear and be heard on the approval of Brownfield Plan #84 – 505 and 507 E Shiawassee Rehabilitation Project pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, Public Act 381 of 1996, as amended, for properties commonly referred to as 505 and 507 East Shiawassee Street located in the City of Lansing, but more particularly described as:

505 E SHIAWASSEE ST (Tax Parcel No. 33-01-01-16-228-131):
W 60.13 FT LOT 16 ASSESSORS PLAT NO 33 REC L 11 P 14

507 E SHIAWASSEE ST (Tax Parcel No. 33-01-01-16-228-141):
E 44 FT OF W 104.13 FT LOT 16 ASSESSORS PLAT NO 33 REC L 11 P 14

Approval of this Brownfield Plan will enable the Lansing Brownfield Redevelopment Authority to capture incremental tax increases which result from the redevelopment of the property to pay for costs associated therewith. Further information regarding this issue, including maps, plats, and a description of the brownfield plan will be available for public inspection and may be obtained from Simon Verghese, Development Projects Coordinator, Lansing Economic Development Corporation, 401 S. Washington Sq, Suite. 101, Lansing, MI 48933, (517) 898-1709.

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

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