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VICE-CHAIRPERSON
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

FINANCE COMMITTEE
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THOMAS MORGAN
TODD TENNIS
RYAN SEBOLT
MARK POLSDOFER
GABRIELLE LAWRENCE
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, MARCH 6, 2024 AT 6:00 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/89160266022>.

Agenda

Call to Order

Approval of the [February 21, 2024](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Parks Department
 - a. Resolution to Authorize a Contract with [Laux Construction](#) for Improvements to Hawk Island County Park
 - b. Resolution to Approve a [Policy](#) for Supplemental Funding Requests for the Trails and Parks Millage
 - c. Resolution to Authorize a 2-Year Renewal Agreement with [Vermont Systems, Inc.](#)
2. Health Department
 - a. Resolution to Accept the [Michigan Public Health Institute](#) Accreditation Readiness Mini-Grant
 - b. Resolution to [Amend Resolution #23-301](#) for an Agreement with Medical Home Network Health Alliance II, LLC for Participation in a Medicare Shared Savings Program Accountable Care Organization
 - c. Resolution to Authorize an Agreement with [Project Management Institute](#)
3. Innovation & Technology Department
 - a. Resolution to Approve the Renewal of the [ImageSoft and OnBase](#) Annual Support
 - b. Resolution to Approve Better Redundancy in the Phone System by [Sentinel Technologies](#)
4. Facilities Department – Resolution to Authorize an Amendment to the Agreement with [Studio Intrigue Architects, LLC](#) for Additional Demolition Services
5. Road Department – Resolution to Authorize Agreements with Aurelius, Delhi, Lansing, Locke, Onondaga, and Williamstown Townships for the 2024 [Local Road Program](#)
6. Human Resources Department – Resolution to Approve an OPEIU Technical/Clerical [Reclassification](#) Request

7. Controller/Administrator Office –
 - a. Resolution Establishing the [Budget Calendar](#) for 2025
 - b. Resolution to Authorize a Contract with [RIP Medical Debt](#) to Provide Medical Debt Relief for Qualified Ingham County Residents

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
February 21, 2024
Draft Minutes

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

Members Absent: Lawrence, Tennis, and Johnson.

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

The meeting was called to order by Chairperson Grebner at 6:03 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual Public participation was offered via Zoom at <https://ingham.zoom.us/j/89160266022>.

Approval of the February 7, 2024 Minutes

CHAIRPERSON GREBNER STATED, WITHOUT OBJECTION, THE MINUTES OF THE FEBRUARY 7, 2024 FINANCE COMMITTEE MEETING WERE APPROVED AS PROVIDED. Absent: Commissioners Lawrence, Tennis, and Johnson.

Additions to the Agenda

None.

Limited Public Comment

None.

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

1. Treasurer's Office – Resolution to Expend Brownfield Tax Increment Proceeds for Eligible Expenses on 400 Block of North Martin Luther King Jr Boulevard
2. Sheriff's Office – Resolution to Authorize the Use of Unspent Funds to Complete the 2022 Sheriff's Office Fleet Purchase Order
3. Circuit Court
 - a. Resolution to Authorize an Amendment to Tyler Technology's Jury Management Contract
 - b. Resolution to Authorize a Statement of Work with Equivant and the State Court Administrative Office to Provide for Conversion of Data from CourtView to WebTCS
4. 9-1-1 Dispatch Center – Resolution to Authorize Purchase of Equipment and Services to Record the Disaster Recovery Phones for the 9-1-1 Center

5. Health Department
 - a. Resolution to Authorize an Agreement with Graphic Sciences, Inc. for the Transport, Storage, and Retrieval of Health Department Files
 - b. Resolution to Authorize an Agreement with Michigan Public Health Institute for Provision of the MIPathways Data Management System
 - c. Resolution to Authorize Agreements with Barry-Eaton District Health Department and Mid-Michigan District Health Department for the Region 7 Perinatal Quality Collaborative
 - d. Resolution to Authorize an Agreement with Sparrow Hospital for the Region 7 Perinatal Quality Collaborative
 - e. Resolution to Authorize an Agreement with Michigan Public Health Institute Center for Healthy Communities for the Region 7 Perinatal Quality Collaborative
 - f. Resolution to Authorize the Acceptance of a Wellbeing Grant from the Michigan Association for Local Public Health
 - g. Resolution to Authorize the Creation of a .50 FTE Region 7 Perinatal Quality Collaborative Project Specialist

6. Innovation & Technology Department
 - a. Resolution to Authorize a Security Assessment from Dewpoint
 - b. Resolution to Approve Retainer Hours for Support Provided by Sentinel Technologies

7. Facilities Department
 - a. Resolution to Authorize a Purchase Order to W.W. Grainger Inc., for the Metal Detector at the Ingham County Family Center
 - c. Resolution to Authorize an Amendment to the Current Agreement with Teachout Security for Unarmed Security Services at New Hope

8. Road Department
 - a. Resolution to Authorize Agreements with Bunkerhill, Meridian, Stockbridge and White Oak Townships for the 2024 Local Road Program
 - b. Resolution to Authorize a Purchase Order for Trimble Business Center Software
 - c. Resolution to Authorize Purchase Orders for Roto Milling and Pulverizing Services
 - d. Resolution to Authorize a Second Party Agreement with the Michigan Department of Transportation for a Federally Funded Project on Holt Road from US-127 to Okemos Road

9. Controller/Administrator Office – Resolution to Amend Economic Development Service Contract with Lansing Economic Area Partnership

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

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

7. Facilities Department

- b. Resolution to Authorize a Special Part-Time Administrative Assistant Position for the Ingham County Facilities Department

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

Commissioner Maiville stated he pulled the Agenda Item because there was no dollar amount attached to it and because it looked like an addition to their part-time equivalents. Commissioner Maiville stated he was curious what the urgency was given that it was outside of the budget process.

Gregg Todd, Controller, stated that with Glenn Canning, Facilities Director, coming onboard over the last year and additional projects, they had run into some issues with getting bills paid in a timely manner. Todd further stated they needed additional help in the Facilities Department to take some of the pressure off of Lindsey Lubahn, Facilities Administrative Assistant, to get some work done.

Todd stated they could look up the pay scale.

Commissioner Maiville stated that he noticed there were no benefits and that it was a true part-time position. Commissioner Maiville further asked how many hours that would be per week.

Todd stated it would be 20 hours per week.

Chairperson Grebner stated that a part-time position would have benefits.

Todd stated the position would have benefits.

Commissioner Maiville clarified that the memo stated the position would not receive benefits.

Chairperson Grebner clarified that it was a special part-time position and asked if that meant less than 19 hours per week.

Todd stated they would have to look that up.

Commissioner Maiville stated he suspected it had something to do with the new Facilities Director. Commissioner Maiville further thanked Todd.

Commissioner Polsdofer asked if they were anticipating the position would run one calendar year or if it would be part-time moving forward.

Todd stated they thought it would be part-time moving forward.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Commissioners Lawrence, Tennis, and Johnson.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:07 p.m.

MARCH 6, 2024 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

1a. Parks Department - Resolution to Authorize a Contract with Laux Construction for Improvements to Hawk Island County Park

This resolution authorizes a contract with Laux Construction for making improvements to Hawk Island County Park. The general scope of work includes, but is not limited to 1) removing existing boardwalk, 2) stairway and path along the eastern edge of the pond and installing a new accessible floating boardwalk, 3) fishing docks, 4) replacing the existing path with a 10-foot wide path extending to the docks, and 5) native plant restoration, interpretive signage, a recycling bin, and a new park entrance sign. The project is not to exceed \$1,841,816.92. The resolution also authorizes a contingency not to exceed \$92,090.85 to cover any additional work items to be completed by staff in-house and/or expenditure by Laux Construction. Funding for this project is available in the Parks Department budget.

1b. Parks Department - Resolution to Approve a Policy for Supplemental Funding Requests for the Trails and Parks Millage

This resolution adopts a policy governing supplemental funding requests related to the Trails and Parks Millage. The primary objective of this policy is to establish clear guidelines for municipalities when seeking additional funding, especially in cases where the community's reimbursement exceeds approved contractual terms.

1c. Parks Department - Resolution to Authorize a 2-Year Renewal Agreement with Vermont Systems, Inc.

This resolution authorizes entering into a two-year renewal contract with Vermont Systems, Inc. for point of sale systems at Potter Park Zoo and Ingham County Parks as listed below:

Parks

Year	Annual Maintenance & Support Paid to Vermont Systems	Card Connect Lease fees Paid to Vermont Systems	Cradle Point Service Fee Paid to Verizon	Total
Year 6	\$8,758	\$6,600	\$6,239	\$21,597
Year 7	\$9,196	\$6,600	\$6,239	\$22,035

Zoo

Year	Annual Maintenance & Support Paid to Vermont Systems	Card Connect Lease fees Paid to Vermont Systems	Cradle Point Service Fee Paid to Verizon	Total
Year 6	\$8,163	\$6,900	\$480	\$15,543
Year 7	\$8,571	\$6,900	\$480	\$15,951

2a. Health Department - Resolution to Accept the Michigan Public Health Institute Accreditation Readiness Mini-Grant

This resolution accepts funding from the Michigan Public Health Institute (MPHI) for an Accreditation Readiness Mini-Grant, effective March 1, 2024 through August 30, 2024, in an amount not to exceed \$10,000. This funding will support the hiring of a consultant to provide guidance in Public Health Accreditation Board (PHAB) reaccreditation activities, including the reinstallation of ICHD’s Performance Management systems.

2b. Health Department - Resolution to Amend Resolution #23-301 for an Agreement with Medical Home Network Health Alliance II, LLC for Participation in a Medicare Shared Savings Program Accountable Care Organization

This resolution amends the agreement with Michigan Primary Care Association (MPCA) and Michigan Community Health Network (MCHN) authorized by Resolution #23-301, to enter into an agreement with the Medical Home Network (MHN) Health Alliance II, LLC to participate in a Medicare Shared Savings Program (MSSP) Accountable Care Organization (ACO), effective upon approval. The MSSP ACO is a group of medical providers who collaborate to give coordinated high-quality care to people with Medicare. MSSP ACO focuses on delivering the right care at the right time while avoiding unnecessary services and medical errors. When an ACO succeeds in both delivering high-quality care and spending health care dollars more wisely, the ACO may be eligible to share in the savings it achieves for the Medicare program. ICHD’s CHCs provide care for 1,000 Medicare beneficiaries. The MSSP ACO would provide a per-member, per month (PMPM) payment of between \$6 to \$10, which will amount to annual revenues between \$60,000 and \$100,000.

2c. Health Department - Resolution to Authorize an Agreement with Project Management Institute

This resolution authorizes an agreement with Project Management Institute (PMI) for the professional development of Americorps VISTA Program members to enhance their project management capabilities and support the successful implementation of service projects, effective upon approval through September 30, 2024 in an amount not to exceed \$8,700.

3a. Innovation and Technology Department – Resolution to Approve the Renewal of the ImageSoft and OnBase Annual Support

This resolution authorizes the renewal of our contract with for ImageSoft support of the OnBase documenting and workflow platform utilized by the Courts. ImageSoft has changed its name to I3-ImageSoft. Total contract renewal price for 2024 is \$116,822.13.

Funding is available in the IT Imaging Fund.

See memo for details.

3b. Innovation and Technology Department – Resolution to Approve Better Redundancy in the Phone System by Sentinel Technologies

This resolution authorizes purchasing licensing from Sentinel Technologies for automated switchover to the County’s secondary phone system location, should there be a phone outage. Funding for the \$5,263.36 licensing is available in the IT Network Fund.

See memo for details.

4. Facilities Department – Resolution to Authorize an Amendment to the Agreement with Studio Intrigue Architects, LLC for Additional Demolition Services

This resolution authorizes an amendment to the agreement with Studio Intrigue Architects, LLC for services related to the demolition of the County Annex Building and a Road Department building. Funding for the \$6,980 increase is available through the Historic Mason Courthouse Bond project.

See memo for details.

5. Road Department – Resolution to Authorize Agreements with Aurelius, Delhi, Lansing, Locke, Onondaga, and Williamstown Townships for the 2024 Local Road Program

This resolution authorizes Local Road Program agreements for 2024 with Aurelius, Delhi, Lansing, Locke, Onondaga, and Williamstown Townships. The Road Department’s 50% capped contribution will be \$612,897.99.

The Road Department amount is available in the 2024 Road Fund budget.

See memo for details.

6. Human Resources – Resolution to Approve an OPEIU Technical/Clerical Reclassification Request

This resolution approves a reclassification for an OPEIU TCU Surveyor Position from a Grade 5 to a Grade 6:

	2024	2024	
<u>Position Title</u>	<u>Current Grade, Step 7</u>	<u>Proposed Grade, Step 7</u>	<u>Difference</u>
Surveyor	OPEIU TCU 5: 72,349.46	OPEIU TCU 6: 81,384.38	9,034.92

See memo for details.

7a. Controller's Office - *Resolution to Authorize a Contract with RIP Medical Debt to Provide Medical Debt Relief for Qualified Ingham County Residents*

This resolution authorizes a contract with RIP Medical Debt in an amount not to exceed \$500,000 to provide medical debt relief for qualified Ingham County Residents. RIP Medical Debt is a 501(c)(3) national charity that acquires and abolishes medical debt for people burdened by financial hardship.

7b. Controller's Office - *Resolution Authorizing Ingham County's Participation in the Equitable Mobility Powering Opportunities for Workplace Electrification Readiness Project*

This resolution authorizes the County's participation in the EMPOWER Workplace Charging Project in partnership with Michigan Clean Cities.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Brian Collins, Parks Deputy Director
DATE: February 20, 2024
SUBJECT: Contract with Laux Construction
 For the meeting agenda of March 4, 2024 Human Services and March 6, 2024 Finance

BACKGROUND

The Purchasing Department solicited proposals from qualified and experienced general contractors to enter into a contract for the purpose of making improvements to Hawk Island County Park. The general scope of work includes, but is not limited to, 1) removing existing boardwalk 2) adding stairway and path along the eastern edge of the pond and installing a new accessible floating boardwalk 3) fishing docks 4) replacing the existing path with a 10-foot wide path extending to the docks 5) native plant restoration, interpretive signage, a recycling bin, and a new park entrance sign. The evaluation committee recommends that the contract be awarded to Laux Construction.

ALTERNATIVES

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

FINANCIAL IMPACT

The bid was evaluated by the consultant (Rowe PSC) and within the budgeted amount, reviewed and accepted by the DNR and is in agreement with the Parks Department. It is the recommendation to award the contract to the local vendor Laux Construction for the base bid Sections 1 & 2 (\$1,748,374.52), in addition to Alternates #1 (\$46,721.20) & #2 (\$46,721.20) for a grand total not to exceed: \$1,841,816.92. Funding has been established as follows:

FUNDING SOURCES	
Trust Fund Grant #22-0077	300,000.00
Trust Fund Grant #21-0118	300,000.00
Land & Water Grant #26-01857	430,400.00
Millage TR084	923,500.00
Millage TR111	362,600.00
TOTAL FUNDING	2,316,500.00

COSTS	
Prime Commitment (Rowe)	-56,603.00
Construction	-1,841,816.92
Construction Contingency 5%	-92,090.85
Permit Fees (EGLE & COL)	-5,000.00
TOTAL COSTS	-1,995,510.77

TOTAL REMAINING	320,989.23
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STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

The Ingham County Park Commission will review this resolution at their March 11, 2024 meeting.

RECOMMENDATION

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

Agenda Item 1a

TO: Timothy Morgan, Director, Parks Department
FROM: James Hudgins, Director of Purchasing
DATE: February 6, 2024
RE: Memorandum of Performance for RFP No. 13-24 Improvements to Hawk Island County Park - Rebid

Per your request, the Purchasing Department sought proposals from qualified and experienced general contractors to enter into a contract for the purpose of making improvements to Hawk Island County Park, according to the specifications and scope of work prepared by the County's Prime Professional Rowe Professional Services Company.

The general scope of work includes, but is not limited to, removing the existing boardwalk, stairway, and path along the eastern edge of the pond, and installing a new accessible floating boardwalk, fishing docks, and replacing the existing path with a 10-foot wide path extending to the docks. The project also includes native plant restoration, interpretive signage, a recycling bin, and a new park entrance sign.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	93	18
Vendors attending pre-bid/proposal meeting	5	2
Vendors responding	1	1

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

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Section 1: Site Work	Section 2: Floating Dock	Section 1 & 2 Lump Sum Cost	Alternate #1: Stair D	Alternate #2: Stair E	GRAND TOTAL	Alternate #5: Sitework
		Lump Sum Cost	Lump Sum Cost		20' Gangway/Fishing Extension	20' Gangway/Fishing Extension	SECTIONS 1 & 2 PLUS ALTERNATES 1 & 2	Owner to supply and place native seeding and complete weed management to establish turf cover
					Add (+)	Add (+)		Deduct (-)
Laux Construction LLC	Yes, Holt MI	\$ 674,929.27	\$ 1,073,445.25	\$ 1,748,374.52	\$ 46,721.20	\$ 46,721.20	\$1,841,816.92	\$ 2,027.95

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH LAUX CONSTRUCTION
FOR IMPROVEMENTS TO HAWK ISLAND COUNTY PARK**

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

WHEREAS, this general scope of work includes, but is not limited to 1) removing existing boardwalk, 2) stairway and path along the eastern edge of the pond and installing a new accessible floating boardwalk, 3) fishing docks, 4) replacing the existing path with a 10-foot wide path extending to the docks, and 5) native plant restoration, interpretive signage, a recycling bin, and a new park entrance sign; and

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

WHEREAS, there are available funds in line item 228-62800-967000-TR084 and line item 228-62800-967000-TR111.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract with Laux Construction for the base bid Sections 1 & 2 (\$1,748,374.52), in addition to Alternates #1 (\$46,721.20) & #2 (\$46,721.20) for a grand total not to exceed: \$1,841,816.92 for improvements to Hawk Island County Park.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a contingency not to exceed \$92,090.85 to cover any additional work items to be completed by staff in-house and/or expenditure by Laux Construction of which must be mutually agreed on in writing between the Parks Director (or designee) and Laux Construction before work on such work items is begun.

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

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: February 20, 2024
SUBJECT: Policy for Supplemental Funding Requests for Trails and Parks Millage
For the meeting agenda of March 4, 2024 Human Services and March 6, 2024 Finance

BACKGROUND

This resolution seeks approval for the implementation of a policy governing supplemental funding requests related to the Trails and Parks Millage. The primary objective of this policy is to establish clear guidelines for municipalities when seeking additional funding, especially in cases where the community's reimbursement exceeds approved contractual terms. Timely notification to Ingham County is crucial in instances of changes in funding costs to ensure transparency and effective financial management.

ALTERNATIVES

Without this policy in place, communities without defined procedures for requesting additional funding from the County when the need arises.

FINANCIAL IMPACT

There is no direct financial impact to the Ingham County Parks to implement the policy. However, communities that do not respond to the outlined procedures may lead to unforeseen financial consequences for the Millage.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their February 12, 2024 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing the Policy for Supplemental Funding Requests for Trails & Parks Millage.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A POLICY FOR SUPPLEMENTAL FUNDING REQUESTS
FOR THE TRAILS AND PARKS MILLAGE**

WHEREAS, the proposed policy aims to govern supplemental funding requests pertaining to the Trails and Parks Millage, with a specific focus on addressing requests from communities seeking reimbursements exceeding approved contractual terms; and

WHEREAS, historical practices have revealed instances where communities sought supplemental funding after the completion of a project under the Trails and Parks Millage, highlighting the need for a structured policy to address such post-project funding requests; and

WHEREAS, the intention of this policy is to provide a clear framework for municipalities to follow when seeking additional funding; and

WHEREAS, recognition is given to the substantial impact of supplementary funds on the overall cost of the Millage, emphasizing the essential need for timely notification to Ingham County in the event of changes in funding costs; and

WHEREAS, the implementation of this policy does not incur a direct financial impact on the Ingham County Parks, but rather emphasizes a notable financial impact on the Trails & Parks Millage when communities do not communicate in a timely manner; and

WHEREAS, to be considered for supplemental funding, communities must notify Parks Department staff by submitting a request for additional funds within 15 days of a proposed contract change and less than 30 days to Ingham County Committee meetings for approval depending on meeting schedule; and

WHEREAS, any supplemental requests concerning project work that has already been completed without timely notice to the Parks Department may not be eligible for additional Trails and Parks millage funding; and

WHEREAS, if the original project has less than a 10% local match, a minimum local match of 10% of the supplemental amount must be provided by the local community for any request for additional funding, or credit may be given for the existing local match; and

WHEREAS, this local match requirement is subject to a waiver by the Ingham County Board of Commissioners, upon request.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached proposed Policy for Supplemental Funding Requests for Trails & Parks Millage.

Policy for Supplemental Requests for Trails and Parks Millage Projects

A. Purpose and Applicability

The purpose of this policy is to address supplemental Trails and Parks Millage requests from communities for reimbursements exceeding approved contractual terms.

B. Definitions

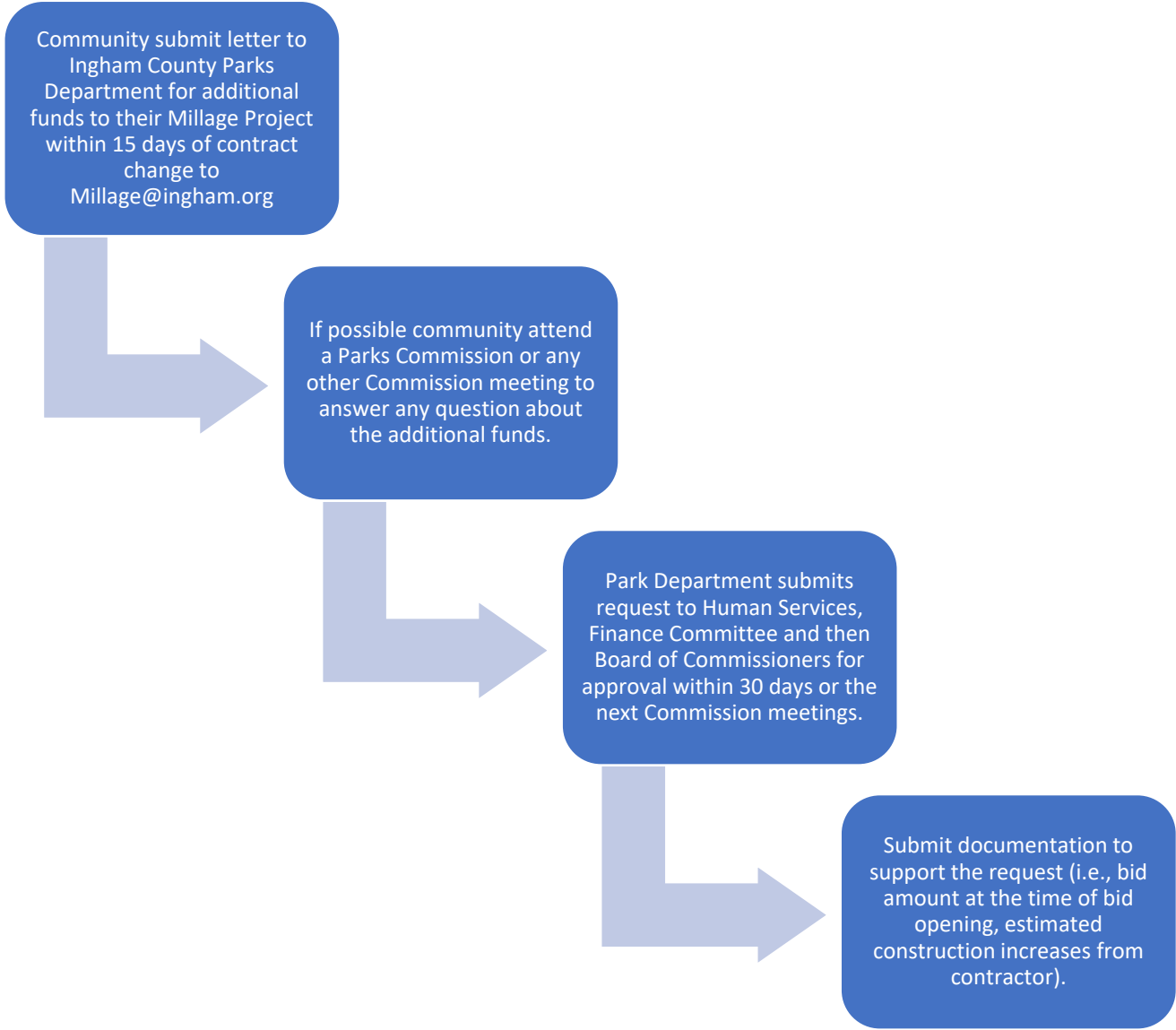
Supplemental request – Any additional request for funding not included in the original contract.

Bid Award – The time at which the advertised project is awarded to the lowest responsible bidder.

Completed – Project construction finished, ribbon cutting event or reimbursement request submitted to county.

C. Procedure

1. Any project expenses that exceed the approved contract budget are not the responsibility of the Ingham County Trails & Parks millage.
2. To be considered for supplemental funding, you must notify Parks Department staff by submitting a request for additional funds within **15 days** of a proposed contract change **and less than 30 days to Ingham County Committee meetings for approval depending on meeting schedule**.
3. Supplemental requests concerning project work that has already been completed without timely notice to the Parks Department are not eligible for the Trails and Park millage funding.
4. A supplemental request must include:
 - a. Contract amendment request.
 - b. Complete Ingham County Trails & Parks Millage Amendment Form submitted to Millage@ingham.org.
 - c. **Have a community representative attend commission meeting to answer any questions about additional funds.**
 - d. Documentation to support the request. (i.e., bid amount at the time of bid opening, estimated construction increases from contractor).
5. If the original project has less than a 10% local match. A minimum local match of 10% of the supplemental amount must be provided by the local community of any request for additional funding or credit maybe given for existing local match. This local match requirement is subject to waiver by the Ingham County Board of Commissioners, upon request.



Flowchart to show the process when submitting letter for additional funds.

Agenda Item 1c

TO: Board of Commissioners Human Services and Finance Committees
FROM: Tim Morgan, Parks Director & Cynthia Wagner, Zoo Director
DATE: February 20, 2024
SUBJECT: Resolution authorizing a 2-year renewal agreement with Vermont Systems, Inc. (Point of Sale System)

For the meeting agenda of March 4, 2024 Human Services and March 6, 2024 Finance

BACKGROUND

The current contract with Vermont Systems, Inc. which provides point of sales services for the Ingham County Parks and Ingham County Zoo will expire on April 9, 2024. A decision was made by the Ingham County Parks and Potter Park Zoo to renew the contract for an additional 2-year period as stated as an option in the current contract.

ALTERNATIVES

The alternative is to seek proposals for a new point of sale vendor.

FINANCIAL IMPACT

Funding for years 6-7 have been included into the yearly budget process as listed below:

Parks

Year	Annual Maintenance & Support Paid to Vermont Systems	Card Connect Lease fees Paid to Vermont Systems	Cradle Point Service Fee Paid to Verizon	Total
Year 6	\$8,758	\$6,600	\$6,239	\$21,597
Year 7	\$9,196	\$6,600	\$6,239	\$22,035

Zoo

Year	Annual Maintenance & Support Paid to Vermont Systems	Card Connect Lease fees Paid to Vermont Systems	Cradle Point Service Fee Paid to Verizon	Total
Year 6	\$8,163	\$6,900	\$480	\$15,543
Year 7	\$8,571	\$6,900	\$480	\$15,951

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of developing a performance-based measurement system for monitoring and reporting County service delivery and outcomes, specifically Section A. 3 (f) of the Action Plan - by developing a performance measurement system to track the success of County services.

This resolution supports the overarching long-term objective of ensuring employees provide complete and courteous responses to resident questions and inquiries, specifically Section A. 4 (b) of the Action Plan - Provide responsive customer service and public engagement.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their February 12, 2024 meeting. The Zoo Advisory Board supported this resolution at their February 14, 2024 meeting.

RECOMMENDATION

Based on the information presented, we respectfully recommend approval of the attached resolution to implement a 2-year renewal agreement with Vermont Systems, Inc.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A 2-YEAR RENEWAL AGREEMENT WITH VERMONT SYSTEMS, INC.

WHEREAS, the current 5-year contract with Vermont Systems Inc. which provides point of sale services for the Ingham County Parks and the Potter Park Zoo will expire on April 29, 2024; and

WHEREAS, the Ingham County Parks and Potter Park Zoo wish to renew the contract for an additional 2-year period as stated as an option in the current contract.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a two-year renewal contract with Vermont Systems, Inc. as listed below:

Parks

Year	Annual Maintenance & Support Paid to Vermont Systems	Card Connect Lease fees Paid to Vermont Systems	Cradle Point Service Fee Paid to Verizon	Total
Year 6	\$8,758	\$6,600	\$6,239	\$21,597
Year 7	\$9,196	\$6,600	\$6,239	\$22,035

Zoo

Year	Annual Maintenance & Support Paid to Vermont Systems	Card Connect Lease fees Paid to Vermont Systems	Cradle Point Service Fee Paid to Verizon	Total
Year 6	\$8,163	\$6,900	\$480	\$15,543
Year 7	\$8,571	\$6,900	\$480	\$15,951

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

TO: Board of Commissioners Human Services and Finance Committees

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

DATE: February 13, 2024

SUBJECT: Authorization to Accept the Michigan Public Health Institute Accreditation Readiness Mini-Grant
For the meeting agendas of March 4, and March 6, 2024

BACKGROUND

Ingham County Health Department (ICHHD) wishes to accept funding from the Michigan Public Health Institute (MPHI) for an Accreditation Readiness Mini-Grant, effective March 1, 2024 through August 30, 2024 in an amount not to exceed \$10,000. This funding will support the hiring of a consultant to provide guidance in Public Health Accreditation Board (PHAB) reaccreditation activities, including the reinstallation of ICHHD’s Performance Management systems. The reaccreditation process involves seven steps including Preparation, Application, Documentation Selection and Submission, Review, Accreditation Decision, Additional Reporting and Annual Reports, and finally Reaccreditation. A Reaccreditation Consultant will provide management and staff expert advice and tools to assess, meet, and sustain requirements for continuous quality and performance improvement, and ultimately will guide ICHHD through the seven steps of reaccreditation.

ALTERNATIVES

Choosing not to accept this funding would hinder ICHHD’s ability to successfully pursue PHAB reaccreditation.

FINANCIAL IMPACT

The funding will be awarded by MPHI for a total amount not to exceed \$10,000.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to accept funding from MPHI for the Accreditation Readiness Mini-Grant in an amount not to exceed \$10,000, effective March 1, 2024 through August 30, 2024.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT THE MICHIGAN PUBLIC HEALTH INSTITUTE
ACCREDITATION READINESS MINI-GRANT**

WHEREAS, Ingham County Health Department (IChD) wishes to accept funding from the Michigan Public Health Institute (MPHI) for an Accreditation Readiness Mini-Grant effective March 1, 2024 through August 30, 2024 in an amount not to exceed \$10,000; and

WHEREAS, this funding will support the hiring of a consultant to provide guidance in Public Health Accreditation Board (PHAB) reaccreditation activities, including the reinstallation of IChD's Performance Management systems; and

WHEREAS, reaccreditation involves seven steps including Preparation, Application, Documentation Selection and Submission, Review, Accreditation Decision, Additional Reporting and Annual Reports, and finally Reaccreditation; and

WHEREAS, a Reaccreditation Consultant will provide management and staff expert advice and tools to assess, meet, and sustain requirements for continuous quality and performance improvement, and ultimately reaccreditation; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize accepting funding from MPHI for an Accreditation Readiness Mini-Grant, effective March 1, 2024 through August 30, 2024 in an amount not to exceed \$10,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting funding from MPHI for an Accreditation Readiness Mini-Grant, effective March 1, 2024 through August 30, 2024 in an amount not to exceed \$10,000.

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

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

TO: Board of Commissioner’s Human Services and Finance Committees

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

DATE: February 8, 2024

SUBJECT: Authorization to Amend Resolution #23-301 for an agreement with Medical Home Network Health Alliance II, LLC to participate in a Medicare Shared Savings Program Accountable Care Organization.

For the meeting agendas of March 4, and March 6, 2024

BACKGROUND

Ingham County Health Department’s (ICHD’s) Community Health Centers (CHCs) wish to amend the agreement with Michigan Primary Care Association (MPCA) and Michigan Community Health Network (MCHN) authorized by Resolution #23-301, to enter into an agreement with the Medical Home Network (MHN) Health Alliance II, LLC to participate in a Medicare Shared Savings Program (MSSP) Accountable Care Organization (ACO), effective upon approval. The MSSP ACO is a group of medical providers who collaborate to give coordinated high-quality care to people with Medicare. MSSP ACO focuses on delivering the right care at the right time while avoiding unnecessary services and medical errors. When an ACO succeeds in both delivering high-quality care and spending health care dollars more wisely, the ACO may be eligible to share in the savings it achieves for the Medicare program.

ALTERNATIVES

If we do not enter this agreement, ICHD’s CHCs will not be able to capitalize on savings used to care for existing and future Medicare patients.

FINANCIAL IMPACT

ICHD’s CHCs provide care for 1,000 Medicare beneficiaries. The MSSP ACO would provide a per-member, per month (PMPM) payment of between \$6 to \$10, which will amount to annual revenues between \$60,000 and \$100,000.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize amending the agreement with MPCA and MCHN authorized by Resolution #23-301, to enter into an agreement with MHN Health Alliance II, LLC, to participate in an MSSP ACO, effective upon approval.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #23-301 FOR AN AGREEMENT WITH MEDICAL HOME NETWORK HEALTH ALLIANCE II, LLC FOR PARTICIPATION IN A MEDICARE SHARED SAVINGS PROGRAM ACCOUNTABLE CARE ORGANIZATION

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to amend the agreement with Michigan Primary Care Association (MPCA) and Michigan Community Health Network (MCHN) authorized by Resolution #23-301, to enter into an agreement with the Medical Home Network (MHN) Health Alliance II, LLC to participate in a Medicare Shared Savings Program (MSSP) Accountable Care Organization (ACO) effective upon approval; and

WHEREAS, the MSSP ACO is a group of medical providers who collaborate to give coordinated, high-quality care to people with Medicare; and

WHEREAS, the MSSP ACO focuses on delivering the right care at the right time while avoiding unnecessary services and medical errors; and

WHEREAS, when an ACO succeeds in both delivering high-quality care and spending health care dollars more wisely, the ACO may be eligible to share in the savings it achieves for the Medicare program; and

WHEREAS, ICHD'S CHCs provide care for 1,000 Medicare beneficiaries; and

WHEREAS, the MSSP ACO will provide a per member, per month (PMPM) payment of between \$6 to \$10, which will amount to annual revenues of between \$60,000 and \$100,000; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize amending the agreement with MPCA and MCHN authorized by Resolution #23-301, to enter into an agreement with MHN Health Alliance II, LLC, to participate in an MSSP ACO, effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the agreement with MPCA and MCHN authorized by Resolution #23-301, to enter into an agreement with MHN Health Alliance II, LLC, to participate in an MSSP ACO, effective upon approval.

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

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

TO: Board of Commissioner’s Human Services and Finance Committees

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

DATE: February 13, 2024

SUBJECT: Authorization for an Agreement with Project Management Institute
For the meeting agendas of March 4, and March 6, 2024

BACKGROUND

Ingham County Health Department’s (ICHD’s) AmeriCorps VISTA Program wishes to enter into an agreement with Project Management Institute (PMI) for the professional development of its members to enhance their project management capabilities and support the successful implementation of service projects, effective upon approval through September 30, 2024 in an amount not to exceed \$8,700. ICHD’s AmeriCorps VISTA Program acknowledges the critical role of effective project management in achieving its mission to address poverty and build capacity within communities. The adoption of standardized project management methodologies and best practices are essential for maximizing the impact of AmeriCorps VISTA projects, and for ensuring efficient resource allocation and enhanced community outcomes. PMI offers comprehensive training programs and certifications, including the globally recognized Project Management Professional (PMP) certification designed to equip professionals with the skills, knowledge, and credentials necessary to excel in project management roles. All costs for this agreement will be covered by funds already received and budgeted for within the AmeriCorps VISTA Budget.

ALTERNATIVES

All costs for this agreement are accounted for with County general funds, America Rescue Plan (ARP) funds, or other local sources and have been received and budgeted for within the AmeriCorps VISTA Budget.

FINANCIAL IMPACT

The total costs for this agreement will be \$8,700. PMI was the most cost effective option for these services.

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 authorizing an agreement with PMI, effective upon approval through September 30, 2024 an amount not to exceed \$8,700.

Introduced by the Human Services and Finance Committees:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH PROJECT MANAGEMENT INSTITUTE

WHEREAS, Ingham County Health Department's (ICHD's) AmeriCorps VISTA Program wishes to enter into an agreement with Project Management Institute (PMI) for the professional development of its members to enhance their project management capabilities and support the successful implementation of service projects, effective upon approval through September 30, 2024 in an amount not to exceed \$8,700; and

WHEREAS, ICHD's AmeriCorps VISTA Program acknowledges the critical role of effective project management in achieving its mission to address poverty and build capacity within communities; and

WHEREAS, the adoption of standardized project management methodologies and best practices are essential for maximizing the impact of AmeriCorps VISTA projects, and for ensuring efficient resource allocation and enhanced community outcomes; and

WHEREAS, PMI offers comprehensive training programs and certifications, including the globally recognized Project Management Professional (PMP) certification designed to equip professionals with the skills, knowledge, and credentials necessary to excel in project management roles; and

WHEREAS, all costs for this agreement are accounted for with County general funds, America Rescue Plan (ARP) funds, or other local sources and have been received and budgeted for within the AmeriCorps VISTA Budget; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize entering into an agreement with PMI for the professional development of its members to enhance their project management capabilities and support the implementation of service projects, effective upon approval through September 30, 2024 in an amount not to exceed \$8,700.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with PMI for the professional development of its members to enhance their project management capabilities and support the implementation of service projects, effective upon approval through September 30, 2024 an amount not to exceed \$8,700.

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

Agenda Item 3a

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

FROM: Deb Fett, CIO

DATE: February 20, 2024

SUBJECT: Renewal of the ImageSoft Annual Support
For the meeting agendas of March 5th, 6th, and 12th, 2024

BACKGROUND

OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments. It is key to our document management and streamlining of our processes. These workflows we rely on were developed and are supported by ImageSoft. We have just recently received our corrected invoice although our support contract for ImageSoft expired on December 31st, 2023. Our ImageSoft maintenance invoice saw an increase of \$16,410.41 from the previous year due to additional support items added from projects in 2023.

ALTERNATIVES

We could stop using the ImageSoft systems within OnBase or look for alternative systems, but these would take time. We could choose not to continue support but that would open us up to risk if there were an issue that our internal team could not solve.

FINANCIAL IMPACT

The funding for the \$116,822.13 invoice for ImageSoft is budgeted and will come from the County's Innovation and Technology Department Network Maintenance – Imaging Fund #636-25870 932050.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

ImageSoft has a new name, I3-ImageSoft, LLC.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for the ImageSoft support renewal from I3 in the amount not to exceed \$116,822.13.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE RENEWAL OF THE
IMAGESOFT AND ONBASE ANNUAL SUPPORT**

WHEREAS, OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments; and

WHEREAS, utilization of the OnBase application by the County is key to our document management and several new projects will increase its streamlining of our processes; and

WHEREAS, OnBase is supported by ImageSoft, which recently changes its name to I3-ImageSoft, LLC; and

WHEREAS, the current support agreement with I3-ImageSoft expired on December 31st, 2023; and

WHEREAS, the annual contract amount is in the approved 2024 budget.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of the ImageSoft annual support from I3-ImageSoft by paying the invoice in the amount not to exceed \$116,822.13.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Imaging Fund (636-25870-932050).

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

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

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

FROM: Deb Fett, CIO

DATE: February 20, 2024

SUBJECT: Increase Redundancy for Phone System
For the meeting agendas of March 5th, 6th, and 12th, 2024

BACKGROUND

Ingham County currently has a communication system in place that has a primary location and a backup location and radiates out to the other buildings in our network. This system not only provides us the ability to make phone calls and messaging, but also sends out location information for any 9-1-1 calls that are made from our buildings. To remove the lag time that we have in switching from one primary communication system location to the other which affects departments that serve our citizens, Innovation and Technology Department (ITD) would like to add additional licensing to make these connections concurrent which will spread out usage across the sites during normal times and will also make the switch over from one primary site to the other automatic, should it experience an outage.

Our team has researched our options and determined based on previous experience and recent performance reports that Sentinel Technologies will provide the best service most quickly for the options required. This solution will be co-termed (expire) at the same time as our other licensing in order to make renewals simpler.

ALTERNATIVES

We could continue on with the lag time it takes to switch from the primary to the secondary location and rely on our team to make the switch as quickly as possible.

FINANCIAL IMPACT

The funding for the not to exceed \$5,263.36 cost for up to three years is budgeted and will come from the County's Network Fund.

OTHER CONSIDERATIONS

In accordance with our purchasing requirements, this solution was put together from the cooperative contract NASPO NVP#AR3227 Participating Addendum #210000001333 contract with Sentinel Technologies.

STRATEGIC PLANNING IMPACT

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

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for Redundancy in Phone System provided by Sentinel Technologies in the amount of not to exceed \$5,263.36.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE BETTER REDUNDANCY IN THE PHONE SYSTEM BY
SENTINEL TECHNOLOGIES**

WHEREAS, Ingham County relies heavily on our phone systems - be it voice services or location information provided for emergency calls; and

WHEREAS, to lessen the impact that outages can have on our departments that serve our citizens, Innovation and Technology (ITD) would like to add the ability to automate the switchover to the secondary phone system location, should there be an outage; and

WHEREAS, the requested amount is in the 2024 budget; and

WHEREAS, ITD has reviewed the potential alternatives and deems Sentinel Technologies as the most expedient and cost-effective option.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize purchasing licensing from Sentinel Technologies in an amount not to exceed \$5,263.36 for a 29-month period.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Network Fund.

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 4

TO: Board of Commissioners, County Services & Finance Committees

FROM: Glenn Canning, Facilities Director

DATE: February 20, 2024

RE: Resolution to Authorize an Amendment to the Agreement with Studio Intrigue Architects, LLC., for Additional Demolition Services

For the meeting agendas of: March 5 & 6

BACKGROUND

The agreement with Studio Intrigue Architects, LLC., needs to be amended to include the additional services for demolition of the Annex Building and a building at the Road Department.

The additional services will increase the agreement by \$6,980 that will include but is not limited to: drawings with specifications, attend pre-bid, site visit, and availability for answering bidding questions.

ALTERNATIVES

The alternative would be to not approve, which will not allow the buildings to be demolished costing the County more to upkeep the buildings from being a hazard.

FINANCIAL IMPACT

Funds are available in the bond project line item #453-90153-975000.

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 amendment with Studio Intrigue Architects, LLC., for the additional demolition services.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE AGREEMENT WITH
STUDIO INTRIGUE ARCHITECTS, LLC FOR ADDITIONAL DEMOLITION SERVICES**

WHEREAS, the agreement with Studio Intrigue Architects, LLC., needs to be amended for additional services for demolition; and

WHEREAS, the Annex Building and a building at the Road Department need to be demolished as those buildings are a hazard; and

WHEREAS, the increase will be \$6,980, which includes but is not limited to: drawings with specifications, attending the demolition pre-bid meeting, a site visit, and availability for answering bidding questions; and

WHEREAS, the Facilities Department recommends amending the agreement with Studio Intrigue Architects, LLC., for the additional demolition services; and

WHEREAS, funds are available in the bond project line item #453-90153-975000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement amendment with Studio Intrigue Architects, LLC, 1114 S. Washington Ave, Suite 100, Lansing, Michigan 48910, for the demolition services of the Annex Building and a building at the Road Department for the amount of \$6,980.

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 5

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: February 20, 2024

SUBJECT: Proposed Resolution to Authorize Agreements with Aurelius, Delhi, Lansing, Locke, Onondaga and Williamstown Townships for the 2024 Local Road Program

For the Meeting Agendas of March 5, 6 and 12

BACKGROUND

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

Each year, a portion of the Road Department's budget is allocated toward the shared 50% match with each township for road work occurring on local roads within their boundaries. The annual allocation of funding from the Road Department to each of the 16 townships is called the "Local Road Program" and is based on the local road miles and population within each township. The Road Department coordinates with each township to determine the priority of road projects included in the annual program. Project costs exceeding the annually allocated 50% capped funding match by the Road Department becomes the full financial responsibility of the township.

Most of the projects included in the Local Road Program can be performed by the Road Department. As the Road Department only charges for materials and vendor expenses, this further increases the value of the Local Road Program funding. However, certain projects require a higher level of service than what the Road Department is able to provide, necessitating the use of outside contractors.

Aurelius Township, Delhi Township, Lansing Township, Locke Township, Onondaga Township, and Williamstown Township have coordinated with the Road Department to schedule work for the 2024 construction season. The attached table provides details regarding the 2024 funding allocations available from the Road Department, the project scope, the estimated project cost, the funding responsibility for the township, and the funding responsibility of the Road Department.

Several other discussions are in progress with the remaining townships, so additional resolutions will be requested in the future as priorities and budgets are determined.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department match contribution for the Local Road Program in the amount of \$612,897.99 for these six townships is included in the adopted 2024 Road Fund Budget. The work listed in the attached table is proposed to be done by the Road Department for Aurelius Township, Delhi Township, Lansing Township, Locke Township, Onondaga Township, and Williamstown Township. Any project costs exceeding the capped match amounts from the Road Department will be each township's financial responsibility.

OTHER CONSIDERATIONS

This is the second group of Local Road Program agreements. Others will be forthcoming as townships continue discussions with the Road Department.

RECOMMENDATION

Based on the information provided, the Road Department respectfully requests the following resolution be approved to authorize Local Road Program Agreements with Aurelius, Delhi, Lansing, Locke, Onondaga, and Williamstown Townships.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AGREEMENTS WITH AURELIUS, DELHI, LANSING, LOCKE, ONONDAGA, AND WILLIAMSTOWN TOWNSHIPS FOR THE 2024 LOCAL ROAD PROGRAM

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

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

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

WHEREAS, Aurelius Township, Delhi Township, Lansing Township, Locke Township, Onondaga Township, and Williamstown Township have coordinated with the Road Department to schedule work for the 2024 construction season, as detailed in the attached table; and

WHEREAS, the Road Department is willing to perform the road improvements for the 2024 construction season; and

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

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

WHEREAS, the Road Department's capped match contribution in the total amount of \$612,897.99 combined for these six townships is included in the adopted 2024 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into agreements with Aurelius Township, Delhi Township, Lansing Township, Locke Township, Onondaga Township, and Williamstown Township for the 2024 Local Road Program.

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

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

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

2024 Local Road Program (LRP)

Township	Match Balance Thru 2023	2024 ICRD Match Allocation	Total 2024 Match Available	Proposed 2024 Local Road Projects	Estimated Total LRP Cost	Estimated Township Cost	ICRD LRP Contribution
Aurelius	\$0.00	\$50,000.00	\$50,000.00	HMA overlays on Plains Rd (Onondaga Rd to Aurelius Rd in coordination with Onondaga Township) and Thurlby Rd (Eifert Rd to Aurelius Rd).	\$220,220.00	\$170,220.00	\$50,000.00
Delhi	\$706,059.84	\$210,000.00	\$916,059.84	Cold milling operations and asphalt overlay on Spahr Ave (Phillips Ave to Aurelius Rd) and HMA overlays on Harper Rd (Onondaga Rd to Edgar Rd), Gunn Rd (McCue Rd to Holt Rd), and Howell Rd (Edgar Rd to College Rd).	\$637,716.67	\$318,858.34	\$318,858.34
Lansing	\$100,440.20	\$60,000.00	\$160,440.20	Cold milling operations and asphalt overlay on Macon Ave (Waverly Rd To Morris Ave), Homer St (Howard Ave to 158' N of Woodruff Ave), Woodruff Ave. (Homer St to Chester Rd), and Chester Rd (Grand River Ave to 155' N or Hopkins Ave).	\$202,914.30	\$101,457.15	\$101,457.15
Locke	\$0.00	\$45,000.00	\$45,000.00	HMA overlay on Milton Rd (Township Line to Locke Rd).	\$55,055.00	\$27,527.50	\$27,527.50
Onondaga	\$147,875.31	\$45,000.00	\$192,875.31	HMA overlay on Plains Rd (Onondaga Rd to Aurelius Rd in coordination with Aurelius Township)	\$110,110.00	\$55,055.00	\$55,055.00
Williamstown	\$0.00	\$60,000.00	\$60,000.00	HMA overlay on Zimmer Rd (Haslett Rd to County Line).	\$242,242.00	\$182,242.00	\$60,000.00

Agenda Item 6

TO: Board of Commissioners County Services & Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: February 20, 2024
SUBJECT: Resolution to Approve an OPEIU Technical/Clerical Unit Reclassification Request
For the meeting agendas of March 5 and March 6

BACKGROUND

The OPEIU Technical/Clerical Unit collective bargaining agreement is effective January 1, 2022 through December 31, 2024. These agreements each include a process for employee submission of reclassification requests. The Human Resources Department has executed the approved process for a reclassification request for an employee in this group. Accordingly, it is proposed that the Ingham County Board of Commissioners approve the change as set forth in the attached resolution.

ALTERNATIVES

None.

FINANCIAL IMPACT

The financial impact associated with the proposed reclassification 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 AN OPEIU TECHNICAL/CLERICAL RECLASSIFICATION REQUEST

WHEREAS, the OPEIU Technical/Clerical collective bargaining agreement is effective January 1, 2022 through December 31, 2024; and

WHEREAS, this agreement includes a process for employee submission of reclassification requests; and

WHEREAS, the Human Resources Department has executed the approved process for a reclassification request for an employee in this group.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the following change:

<u>Position Title</u>	<u>Action</u>
Surveyor	Move from OPEIU TCU 5 to OPEIU TCU 6

	2024	2024	
<u>Position Title</u>	<u>Current Grade, Step 7</u>	<u>Proposed Grade, Step 7</u>	<u>Difference</u>
Surveyor	OPEIU TCU 5: 72,349.46	OPEIU TCU 6: 81,384.38	9,034.92

TOTAL: \$9,034.92

BE IT FURTHER RESOLVED, that this reclassification is effective the first full pay period following the date of its submission to the Human Resources Department.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ESTABLISHING THE BUDGET CALENDAR FOR 2025

WHEREAS, Public Act 621 of 1978 provides that the Board of Commissioners establishes an appropriate time schedule for preparing the budget; and

WHEREAS, this Act requires that each elected official, department head, administrative office or employer of a budgetary center shall comply with the time schedule and requests for information from the Controller.

THEREFORE BE IT RESOLVED, that the attached budget calendar for the 2025 budget process be adopted.

BE IT FURTHER RESOLVED, that the County Clerk shall be directed to provide written notification of the attached budget calendar to all elected officials and department heads.

2025 BUDGET CALENDAR

March 6	Finance Committee recommends 2025 budget calendar.
March 12	Board of Commissioners approves 2025 budget calendar.
April 18 - 24	Committees review fees for various county services to make recommendations for any appropriate increases to be effective January 1, 2025.
May 2 – May 8	Committees may make recommendations for increases to fees for various county services to be effective January 1, 2025.
May 14	Board of Commissioners considers updates to fees for various county services to be effective January 1, 2025.
May 20	Department heads, elected officials and agencies, submit operating and capital budgets.
June 10 - 27	Controller holds budget meetings with departments.
July 31 (tentative)	Community agencies submit applications for 2025 funding.
August 12	Controller's Recommended Budget distributed to the Board of Commissioners.
August 22 – 28	Liaison Committees hold hearings on operating and capital budget recommendations.
September 11	Finance Committee holds hearing and makes operating and capital improvement budget recommendations.
October 22	Board holds public hearing on the General Fund Budget. Board adopts operating and capital budgets and mileages.

TO: Human Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

DATE: February 22, 2024

SUBJECT: Resolution to Authorize a Contract with RIP Medical Debt

BACKGROUND

This resolution authorizes a contract with RIP Medical Debt to provide medical debt relief to qualified Ingham County residents. Residents must be below 400% poverty level or have medical debt.

- RIP Medical Debt:
 - Contracts with government agency
 - Recruits hospitals/other providers on a confidential basis
 - Requests data files and identifies patients/guarantors who meet program eligibility criteria.
 - Acquires qualified medical debt.
 - Notifies program recipients that medical debts have been acquired and “canceled as a gift.”
 - Invoices program costs
 - Supports policy opportunities to achieve systemic change.

ALTERNATIVES

The alternative is to not authorize the contract, but that would mean a negative economic impact on affected households in Ingham County.

FINANCIAL IMPACT

The contract will not exceed \$500,000 which includes up to \$250,000 from the fund balance of the General Fund and \$250,000 matching state funds.

OTHER CONSIDERATIONS

There are state matching funds available, totaling \$4.5 million. These funds are available on a formulaic basis, considering population and participation of eligible local governments.

RECOMMENDATION

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH RIP MEDICAL DEBT TO PROVIDE MEDICAL DEBT RELIEF FOR QUALIFIED INGHAM COUNTY RESIDENTS

WHEREAS, RIP Medical Debt is a 501(c)(3) national charity that acquires and abolishes medical debt for people burdened by financial hardship; and

WHEREAS, Medical debt is more prevalent in communities of color, a contributor to poor physical and mental health, harmful to credit scores, a drag on economic recovery from COVID-19 pandemic, the leading cause of bankruptcy in the U.S., and recognized as a social determinant of health; and

WHEREAS, for every \$1 appropriated, approximately \$100 in medical debt can be canceled; and

WHEREAS, it is estimated that about 44,000 people in the County could have their medical debt acquired and canceled through the program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with RIP Medical Debt in an amount not to exceed \$500,000 to provide medical debt relief for qualified Ingham County Residents.

BE IT FURTHER RESOLVED, that an appropriation of an amount not to exceed \$250,000 is authorized from the fund balance of the General Fund, as Ingham County's local contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of up to \$250,000 additional matching funds from the State of Michigan for this purpose.

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

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