

CHAIRPERSON
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VICE-CHAIRPERSON
CAROL KOENIG

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

COUNTY SERVICES COMMITTEE
RYAN SEBOLT, CHAIR
VICTOR CELENTINO
MARK GREBNER
CAROL KOENIG
EMILY STIVERS
RANDY MAIVILLE
ROBIN NAEYAERT

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, MAY 5, 2020 AT 6:30 P.M., THE MEETING WILL BE HELD VIRTUALLY. <https://ingham.zoom.us/j/91273410630>.

Agenda

Call to Order

Approval of the [March 3, 2020](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Drain Commissioner
 - a. Resolution to Approve Agreement for Work in County Road [Right of Way](#) by Nemoka Drain Drainage District
 - b. Resolution Pledging [Full Faith and Credit to Nemoka Drain](#) Drainage District Bonds
2. 9-1-1 Dispatch Center – Notice of [Emergency Purchase](#) Order for Monitors for CAD Workstations
3. Innovation & Technology Department – Resolution to Approve the Support Purchase of Video Server Hardware through [Avalon Technologies](#)
4. Purchasing Department
 - a. Resolution to Approve the Disposal of [County-Owned Surplus Property](#)
 - b. Resolution Amending the [Purchasing Policy](#) to Include Labor, Employment, and Environmental Criteria in Evaluating Bids and Proposals
5. Public Defender's Office – Resolution to Convert a [Senior Assistant Public Defender](#) to a Deputy Chief Public Defender
6. Health Department
 - a. Notice of Emergency Purchase Order for Conduct Fit Testing of [N-95 Masks](#) for Health Department Staff Who May Come in Contact with COVID-19 patients
 - b. Notice of Emergency Purchase Order to Contract with [RedHead Design](#) to Develop Messaging and Deliverables (Video, Audio, and Graphics) Related to COVID-19
 - c. Notice of Emergency Purchase Order for [PSA Spots](#) Related to COVID-19 Information
7. Road Department
 - a. Resolution Authorizing the Purchase of [2020 Seasonal Requirement](#) of Hot Mix Asphalt (HMA) Mixtures for the Ingham County Road Department
 - b. Resolution to Approve Agreements Between Ingham County and the City of Leslie, City of Mason, City of Williamston and the [Village of Webberville](#) for the 2020 Pavement Marking Program

- c. Resolution to Approve a First Party Agreement Between Ingham County and Hoffman Bros., Inc. and a Second Party Agreement Between Ingham County and Michigan State University for [Bid Packet #54-20](#) Meridian Road from Howell Road to Linn Road
Beaumont Road from Bennett Road to Mt Hope Road Forest Road from Farm Lane to Beaumont Road
- d. Resolution to Authorize an [Engineering Design Services](#) Contract for the Okemos Road Bridge Project with Fishbeck

8. Controller's Office

- a. Resolution to Amend the Economic Development [Service Contract](#) with Lansing Economic Area Partnership (LEAP)
- b. Resolution Authorizing Adjustments to the [2020 Ingham County](#) Budget
- c. Resolution Updating [Various Fees](#) for County Services

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.

COUNTY SERVICES COMMITTEE

March 3, 2020

Draft Minutes

Members Present: Sebolt, Celentino, Grebner, Stivers (arrived at 6:01 p.m.), Maiville, and Naeyaert.

Members Absent: Koenig.

Others Present: Sue Graham, Deb Fett, Bill Fowler, Rick Terrill, Kristin Keiswetter Clark, Rhiannon Klein, Courtney Louis, Stacy Byers, Becky Bennett, Teri Morton, and Michelle Wright.

The meeting was called to order by Chairperson Sebolt at 6:30 p.m. in Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the February 18, 2020 Minutes

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE FEBRUARY 18, 2020 COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Stivers.

Additions to the Agenda

None.

Limited Public Comment

None.

Commissioner Stivers arrived at 6:01 p.m.

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

2. Farmland and Open Space Preservation Board
 - b. Resolution to Approve Proceeding to Close Permanent Conservation Easement Deeds on Vandermeer, Rogers, Launstein and Arend Trust
 - c. Resolution to Authorize a Contract with Cinnaire Title Services
 - d. Resolution Approving the Farmland and Open Space Preservation Board's Recommended Selection Criteria (Scoring System) for the 2020 Farmland and Open Space Application Cycles and Approve the FOSP Board to Host a 2020 Application Cycle
3. Equalization Department
 - b. Request for FMLA Extension

4. Facilities Department
 - a. Resolution to Authorize a Two Year Contract Extension with Capitol Walk Parking LLC. for the Parking Spaces Located at Lenawee and Chestnut in Lansing
 - b. Resolution to Authorize an Agreement with Trane US Inc to Replace Roof Top Unit #3 at the Forrest Community Health Center
 - c. Resolution to Authorize Amending the Contract with Superior Electric of Lansing Inc. for the Mason Courthouse Uninterrupted Power Supply System
 - d. Resolution to Authorize a Contract Amendment with Safety Systems, Inc. for Upgrades to Intrusion and Fire Monitoring Alarm System at the 55th District Court
5. Innovation & Technology Department – Resolution to Approve Purchase of Courtview Training from Equivant
6. Road Department
 - a. Resolution to Retain As-Needed Material Testing and Fabrication Inspection Services
 - b. Resolution to Amend a Second Party Agreement between the Michigan Department of Transportation and the Ingham County Road Department in Relation to State Funded Bridge Projects Located at Howell Road Bridge over Doan Creek Olds Road Bridge over Perry Creek Olds Road Bridge over Huntton Lake Extension Drain
7. Board of Commissioners – Resolution in Honor of the 2020 State Arbor Day Celebration

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

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

1. Women's Commission – Interviews

Kristin Keiswetter Clark interviewed for the Ingham County Women's Commission.

Rhiannon Klein interviewed for the Ingham County Women's Commission.

Courtney Louis interviewed for the Ingham County Women's Commission.

2. Farmland and Open Space Preservation Board

- a. Resolution to Approve the Ranking of the 2019 Farmland and Open Space Preservation Programs Application Cycle Ranking and Recommendation to Purchase Permanent Conservation Easement Deeds on the Top Ranked Properties

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

Commissioner Maiville stated that he wanted to disclose that he knew several people on the list. He further stated that, in particular, the number two choice was a parcel that adjoined his in-law's property, but he was confident that the ranking system removed any bias or influence.

Commissioner Naeyaert stated that she wanted to disclose that she knew every family on the list, but she had not benefitted in anyway by having known them nor believed that having known them would have influenced the rankings.

Chairperson Sebolt stated that he believed the County's ranking system helped to avoid bias.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

3. Equalization Department

- a. Resolution to Approve a Revised Ingham County Remonumentation Plan for Submission to the State of Michigan Office of Land Survey and Remonumentation

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

Commissioner Grebner stated that the resolution was the annual chance to ask what had been going on with the remonumentation program.

Chairperson Sebolt asked Bill Fowler, Equalization Director, to come before the County Services Committee.

Commissioner Grebner stated he wanted to talk to Mr. Fowler about the intention of allocating work among surveyors.

Mr. Fowler stated that there was a provision within the County plan that still recognized a State of Michigan resolution that addressed quality-based selection. He further stated that the Equalization Department had had discussions with the Michigan Department of Licensing and Regulatory Affairs (LARA) regarding the selection of vendors.

Mr. Fowler stated that the Michigan Office of the Auditor General had cautioned LARA in 15 counties where LARA had used a sole vendor of possible impropriety. He further stated that the Equalization Department had retained their language, but had also recognized Commissioner Grebner's past concern, and the direction that had been provided by the Board of Commissioners in 2019.

Mr. Fowler stated that the Request for Proposals (RFP) that had gone out for 2020 included the opportunity for vendors to identify themselves as a sole proprietor or to be a member of a multiple unit. He further stated that in Ingham County, quality-based selection had been used since 1992, and the Equalization Department's plan had been to have it revised to be brought up to current terminology and technology.

Mr. Fowler stated that, if the Equalization Department had gone with a sole proprietor this year, the cost per unit would have exceeded the blended rate that the Equalization Department would have used under quality-based selection. He further stated that one vendor's rates went for \$439.00 per hour, while the other vendor's rates went for \$559.00.

Mr. Fowler stated that the blended rate, which the County had used in the past, the vendor that had participated with the blended rate would have been \$412.00 per hour. He further stated that the grant this year had been reduced by the State of Michigan, which was what he anticipated

Mr. Fowler stated that the total number of survey corners that needed to be looked at for 2020 had decreased from 78 to 66. He further stated that the Equalization Department had approximately 92 percent of the project completed before they went into maintenance mode, and at that point, funding decreased another 30 to 40 percent.

Discussion.

Mr. Fowler stated that he had spared the County Services Commissioners the thirty-two pages of maps, which identified each survey corner that had been completed to-date. He further stated that, if the plan was approved by the Board of Commissioners, it would be forwarded to the State of Michigan in its entirety.

Chairperson Sebolt stated that, if any Commissioners wanted the thirty-two pages of maps, they could email Mr. Fowler, and he would provide them with the maps in their entirety.

Mr. Fowler stated that, in order to meet the State of Michigan's deadline of March 1, 2020, the Equalization Department had submitted a draft of the plan without the thirty-two pages of maps. He further stated that, at this point, they had received an acceptable response from the State of Michigan on the proposed language that would be incorporated into the revised plan.

Commissioner Grebner stated that he was puzzled by the suggestion that a quality-based selection was antagonistic to having one vendor. He asked why one vendor had not been chosen on the same basis of quality.

Mr. Fowler stated that the firms that were historically utilized in the program had been able to meet the necessary contributions of the program. He further stated that the Equalization Department had increased the pool of surveyors by one over the term.

Mr. Fowler stated that he believed that, in 2013 and 2014, a single vendor had done the program and sub-contracted out, and the anticipated number of corners proposed was not met. He further stated that the two vendors that had expressed interest in being a sole proprietor, one was the vendor that had not met the allocation and the other was more of an engineering firm rather than a surveying firm.

Mr. Fowler stated that people have said that if it was not broke, do not fix it. He further stated that the program had effectively met its obligations except for the two years where a sole vendor had been used.

Commissioner Grebner asked what Mr. Fowler meant by using the phrase quality-based selection.

Mr. Fowler stated that the terminology had come from the Michigan State Legislature, which had used it in a joint resolution specific to that program.

Commissioner Grebner asked if quality-based selection was antagonistic or opposite to choosing a single vendor.

Mr. Fowler stated no.

Commissioner Grebner stated that the terminology sounded as if it meant choosing a vendor based-off of their qualifications and record. He asked if that assumption was wrong.

Mr. Fowler stated no. He further stated that the individual(s) who had participated in the program had to meet certain criteria as established by the County plan.

Commissioner Grebner asked if the reason the County had not gone with a single vendor or multiple vendors was because the County had gone with a quality-based selection process. He further stated that if it had occurred, he wanted an explanation about it.

Mr. Fowler stated that the State of Michigan had recognized with this particular program that the terminology of the quality-based selection had been that applicants were analyzed under the same criteria. He further stated that the fact multiple vendors had been used had proven effective.

Discussion.

Commissioner Grebner stated that he thought there was double-talk about how the County used quality-based selection.

Chairperson Sebolt stated that he had not heard that argument in Mr. Fowler's testimony.

Discussion.

Mr. Fowler stated that using the blended rate from the vendors provided produced a lower cost per hour than using a single vendor.

Chairperson Sebolt stated that he had heard there was a cost effectiveness based on a blended rate.

Commissioner Grebner stated that, if the County had gone with the better price, he would be fine with it. He further stated that he did not have objections if it involved price and verifications.

Discussion.

Commissioner Grebner stated that, regardless of who was the most efficient, the rate was equally-divided among all of the vendors. He further stated this was allocated accordingly and when he asked, he had been told it was because it had been what was fair.

Commissioner Grebner stated that when it had been paid equally to all survey firms, it was clear resistance choosing was best for the County. He further stated that, if funds were split up amongst the vendors was best for the County, he would be fine with that.

Discussion.

Commissioner Grebner stated that the quality-based selection was a small problem and a scandal waiting-to-happen. He further stated that it was not a sensible way to use taxpayer dollars and to have purchases services.

Chairperson Sebolt stated that he trusted Mr. Fowler to have followed state law and to act in the County's best interest while executing his duties.

Commissioner Maiville asked, with 92 percent having been completed, what the projection was and how long until the County went into maintenance mode. He further asked how the County had compared to other counties.

Mr. Fowler stated that there were approximately 10 counties, out of 83 that had participated, that were in maintenance mode. He further stated that what he had ascertained with discussions with LARA representatives was that the Upper Peninsula had a greater degree of difficulty due to swamp land and meandering corners.

Mr. Fowler stated that, at this rate, the Equalization Department had projected 3 to 4 years. He further stated that the project had started in 1992.

Mr. Fowler stated that once completed, the project would have returned back to square-one and the corners that were surveyed in 1992 would be checked.

Discussion.

Mr. Fowler stated that, if the corners surveyed were gone, the surveyors would start over and relocate them. He further stated at that point, funds would dramatically decrease.

Commissioner Celentino asked if the reason why it had been done this way was because there had been a long term contract with vendors.

Mr. Fowler stated that survey contracts were on an annual basis. He further stated the RFP was put out every year and submissions were evaluated at that time, then allocated funds based-off of the allowance.

Commissioner Celentino asked if Mr. Fowler would come back to County Services Committee, and tell the Commissioners which way had been most cost-efficient for the County, either one vendor or when it was spread out.

Mr. Fowler stated that when the County had used a sole vendor the task had not been accomplished.

Commissioner Celentino asked that if a sole vendor had not been used because they had not been with only one vendor.

Mr. Fowler stated that the unaccomplished vendor had created another layer because the sole vendor had sub-contracted. He further stated that the sub-contractor had done the work, given it to the contractor who had review the paperwork, then it was reviewed by the County representative.

Discussion.

Commissioner Grebner stated that if the surveyors had not been fighting the County on it, the surveyors would not have sub-contracted, and the County would have picked the best vendor for the job. He further stated that the surveyors had worked hard not to have an ordinary person selected.

Commissioner Grebner stated that each corner gets harder to locate. He further stated that 92 percent completeness had not meant that they were close to being done.

Discussion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

Announcements

Chairperson Sebolt stated that the Census had started and the public would start receiving the official letters around March 12, 2020. He further stated that it would be the first year the Census could be completed online.

Chairperson Sebolt stated that Ingham County could be at-risk of being under-counted. He further stated that anything helped in regards to making the public aware.

Commissioner Celentino asked if the Census could be completed online or if it could be completed the traditional way with pencil.

Chairperson Sebolt stated that the Census could be completed by-mail or door-to-door. He further stated that the link was www.michigan.gov/census2020 for more information.

Chairperson Sebolt stated that Commissioners should make sure constituents were aware.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:25 p.m.

**MAY 5, 2020 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Deputy Controller recommends approval of the following resolutions:

1a. Drain Commissioner – Resolution to Approve Agreement for Work in County Road Right of Way by Nemoka Drain Drainage District

The Drain Commissioner requests approval of an agreement to grant license and permission to conduct construction, improvement, and maintenance work in road rights-of-way within the Nemoka Drain Drainage District. This proposal has been discussed with the Road Department, and the Managing Director concurs with the proposed agreement. The project involves maintenance and improvements to the drain.

1b. Drain Commissioner – Resolution Pledging Full Faith and Credit to Nemoka Drain Drainage District Bonds

The Drain Commissioner has asked that the Board of Commissioners grant full faith and credit of Ingham County to Nemoka Drain Drainage District bonds. A pledge of full faith and credit helps to obtain a lower interest rate on the debt, resulting in lower costs for the municipalities and property owners of the drainage district who are liable to pay for the project. This drain project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the project, the Drain Commissioner intends to issue the Drainage District's bonds in an amount not to exceed \$8 million. Principal and interest payments on the Bonds will be payable from assessments to be made upon public corporations and/or benefited properties in the Special Assessment District.

2. 9-1-1 Dispatch Center – Notice of Emergency Purchase Order for Monitors for CAD Workstations

An emergency purchase order was issued to CDW for monitors for Computer Aided Dispatch (CAD) workstations needed to continue the build-out of the backup 9-1-1 center at the Road Department. The total order for was for 32 Dell 27 inch monitors at a cost of \$8,338.88. Notwithstanding the provisions of the Purchasing Procedures Policy, emergency purchase of goods, works and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, when an immediate purchase is essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property. Section 412.J requires the Purchasing Director and responsible department head to file a report with the County Services Committee which explains the nature of the emergency and necessity of the action taken pursuant to Policy.

3. Innovation and Technology Department – Resolution to Approve the Support Purchase of Video Server Hardware through Avalon Technologies

This resolution will authorize the purchase of video server hardware from Avalon Technologies in the amount not to exceed \$66,000. The current method of capturing video from County surveillance cameras collects all of the video on our main storage device in our primary data center and uses a great deal of our network's bandwidth and our central storage. This proposal moves the video to the actual locations where it is captured and reviewed freeing up that needed bandwidth and space. This project was approved in the 2020 budget in order to avoid spending additional funds for increasing storage space or bandwidth unnecessarily.

See memo for details.

4a. Purchasing Department – Resolution to Approve the Disposal of County-Owned Surplus Property

The Purchasing Department has determined that the County has a number of surplus vehicles that have exceeded their useful life and/or are no longer useful for County operations. County policy requires the Purchasing Director to create a list of surplus items for presentation to the Controller and County Services Committee for their respective approvals. The Purchasing Director recommends approval of the proposed resolution. (Please note that, per County policy, County Commissioners are prohibited from purchasing any surplus County-owned personal property.)

4b. Purchasing Department – Resolution Amending the Purchasing Policy to Include Labor, Employment, and Environmental Criteria in Evaluating Bids and Proposals

This resolution will approve amending the purchasing policy to include the following criteria in evaluating formal bids and proposals:

- The potential vendor's history of compliance with labor and employment laws and regulations, including the Workforce Opportunity Wage Act, MCL 408.411 et seq., the Fair Labor Standards Act of 1938, 29 USC 201 et seq., and the National Labor Relations Act, 29 USC 151 et seq.; and
- The potential vendor's environmental track record and sustainability practices, including the potential vendor's history of compliance with environmental laws and regulations such as the Natural Resources and Environmental Protection Act, MCL 324.101 et seq., the Clean Water Act, 33 USC 1251 et seq., and the Clean Air Act, 42 USC 7401 et seq.

There are many criteria by which competitive bids and proposals are currently evaluated: price, experience, qualifications, references, local status, and the ability of the vendor to deliver products and services in the timeframe required are some of the considerations. This resolution will add to the criteria the vendors' compliance with labor, employment, and environmental laws and regulations. This will ensure that the County is doing business with responsible vendors who place value on the importance of creating good-paying jobs and who are good stewards of the environment.

See memo for details.

5. Public Defenders Office – Resolution to Convert a Senior Assistant Public Defender to a Deputy Chief Public Defender

This resolution will authorize the conversion of a Senior Assistant Public Defender to a Deputy Chief Public Defender. This change was included in the Public Defenders Fiscal Year 2020 Michigan Indigent Defense Commission (MIDC) Compliance Plan. The position of Deputy Chief Public Defender has been classified by the Human Resources Department as MC 15 within the Manager Confidential classification (salary range \$93,550.80 to \$112,289.53) and the long term annual cost of this change will be \$22,628. Funding for this conversion is included in the grant budget authorized by Resolution 20-055.

See memo for details.

6a. Health Department – Notice of Emergency Purchase Order for Conduct Fit Testing of N-95 Masks for Health Department Staff Who May Come in Contact with COVID-19 patients

6b. Health Department – Notice of Emergency Purchase Order to Contract with RedHead Design to Develop Messaging and Deliverables (Video, Audio, and Graphics) Related to COVID-19

6c. Health Department – Notice of Emergency Purchase Order for PSA Spots Related to COVID-19 Information

Three emergency purchase orders were issued for the Health Department, as follows:

- Bio-Care for a total cost of \$20,800. This was necessary to conduct fit testing on 260 Health Department employees and contracted providers for staff to perform job duties while protecting themselves against exposure to COVID-19.
- RedHead Design for a total cost of \$19,500. This was necessary to develop tools, messaging, and graphics to support the County's urgent communication needs related to COVID-19.
- MacDonald Broadcasting for a total cost of \$9,840, Comcast for \$20,000, and Gray Television Group for \$10,000. This was necessary for the Health Department to be able to provide Public Service Announcements to the community.

Notwithstanding the provisions of the Purchasing Procedures Policy, emergency purchase of goods, works and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, when an immediate purchase is essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property. Section 412.J requires the Purchasing Director and responsible department head to file a report with the County Services Committee which explains the nature of the emergency and necessity of the action taken pursuant to Policy.

7a. Road Department – Resolution Authorizing the Purchase of 2020 Seasonal Requirement of Hot Mix Asphalt (HMA) Mixtures for the Ingham County Road Department

This resolution will authorize the purchase of Hot Mix Asphalt (HMA), with furnished trucking on an as-needed, unit price per ton and on an hourly trucking rate basis from all three respondents to bidding on this project. Purchases will be based on Road Department staff's judgment as to which supplier is most advantageous to the County for any given operation based on combination of bid unit price, supplier proximity to the work being performed at the given time and availability of required material at a quantity not to exceed \$2,700,000, which is included in the 2020 Adopted Budget. HMA will be purchased from R Reith Riley Construction, Michigan Paving & Materials and Capital Asphalt.

See memo for details.

7b. Road Department – Resolution to Approve Agreements Between Ingham County and the City of Leslie, City of Mason, City of Williamston and the Village of Webberville for the 2020 Pavement Marking Program

The Road Department annually solicits bids for the purpose providing pavement markings for the countywide Waterborne Pavement Marking Program and the Cold Plastic Common Text & Symbol Pavement Marking Program. The Road Department solicited and received bids in accordance with Ingham County Purchasing policies for this project and the Board of Commissioners Resolution #20-179 to enter into an agreement with M&M Pavement Markings, Inc. for this purpose.

Annually, the Road Department invites the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville to participate in the pavement marking program, for which they pay for the work performed on the roads within their jurisdiction.

This resolution will authorize entering into individual agreements with the following municipalities should they choose to participate in the Road Department's 2020 Pavement Marking Program:

- City of Leslie for an estimated cost of \$1,644.57
- City of Mason for an estimated cost of \$3,240.92
- City of Williamston for an estimated cost of \$1,383.03
- Village of Webberville for an estimated cost of \$1,449.57

These agreements will be at no additional cost to the Road Department.

See memo for details.

7c. Road Department – *Resolution to Approve a First Party Agreement Between Ingham County and Hoffman Bros., Inc. and a Second Party Agreement Between Ingham County and Michigan State University for Bid Packet #54-20 Meridian Road from Howell Road to Linn Road Beaumont Road from Bennett Road to Mt Hope Road Forest Road from Farm Lane to Beaumont Road*

This resolution will authorize entering into a first party agreement with Hoffman Bros., Inc. for \$4,009,399.06, acknowledging funding will be provided by the Ingham County Road Department and Michigan State University. It will also authorize entering into a second party agreement with Michigan State University for \$312,268.66, acknowledging funding will be provided by the Ingham County Road Department and Michigan State University.

These agreements are being entered into in order to resurface Meridian Road from Howell Road to Linn Road, Beaumont Road from Bennett Road to Mt Hope Road, and Forest Road from Farm Lane to Beaumont Road. The projects generally involve widening for paved shoulders (Meridian Road only), asphalt stabilized base, Hot Mixed Asphalt resurfacing, culvert replacement, storm sewer replacement, aggregate shoulders, slope restoration and pavement markings.

The Road Department solicited and received bids in accordance with Ingham County Purchasing policies. The bids were reviewed by the Purchasing and Road Departments, and both Departments were in agreement that the low bidder's proposal (Hoffman Bros., Inc. of Battle Creek, MI), met all necessary qualifications, specifications and requirements. In addition, MSU has reviewed the bids and supports awarding the project to the low bid contractor.

See memo for details.

7d. Road Department – *Resolution to Authorize an Engineering Design Services Contract for the Okemos Road Bridge Project with Fishbeck*

This resolution will authorize entering into an engineering design services contract with Fishbeck for the not to exceed fee of \$234,000 from the 2020 and 2021 Road Fund budgets.

The Ingham County Road Department (ICRD) has been awarded Local Bridge Program funding to replace both of the Okemos Road Bridges over the Red Cedar River in Meridian Township. In addition, several other sources of federal, state and local funding has been identified to supplement the Local Bridge Program funding.

ICRD does not have the staff, equipment, or expertise to perform all project related data collection, design or document preparation required to meet funding deadlines. Therefore, we must rely on engineering design consultants to perform the work when needed. Resolution #19-299 approved five consultants for such services.

Pursuant to Board Resolution #19-299, the Purchasing Department issued a Request For Quote to the as-needed consultants for engineering design services on the Okemos Road Bridge Project, to which three responses were received. Upon staff review and recommendation, Fishbeck had the most detailed and thorough scope of work, utilized highly experienced staff, and provided a fee proposal of \$194,189, which is within the anticipated budget for this project, making them the most advantageous consultant for the County.

See memo for details.

8a. Controller's Office – Resolution to Amend the Economic Development Service Contract with Lansing Economic Area Partnership (LEAP)

This resolution will authorize an amendment to the economic development service agreement with the Lansing Economic Development Partnership for the time period of January 1, 2020 to December 31, 2020 from \$115,636 to \$105,000.

Resolution #17-478 authorized the approval of an economic development service agreement in the amount of \$115,636 per year with Lansing Economic Area Partnership (LEAP) for the time period January 1, 2018 through December 31, 2020. The agreement includes support for six local Economic Development Service Agreements with Ingham County municipalities. As of January 1, 2020, the City of Mason Local Development Financing Authority is no longer participating, resulting in a decreased level of service to be provided by LEAP, and therefore an amendment to the contract payment for 2020 is proposed.

The savings from the contract will be applied to the loss of the local unit payment from the City of Mason Local Development Financing Authority.

See memo for details.

8b. Controller's Office – Resolution Authorizing Adjustments to the 2020 Ingham County Budget

This resolution will authorize various budget adjustments for the first quarter of 2020. The total increase to the General Fund is \$97,189.

The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Typical adjustments result from updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$155,514.

See memo for details.

DISCUSSION ITEM:

8c. Controller's Office – Resolution Updating Various Fees for County Services

Attached is a draft resolution and materials to provide the annual update of county fees as directed by the Board of Commissioners. It is anticipated that a final resolution will be presented at the next round of meetings to recommend increases to certain fees.

The attached spreadsheets provide details of recommended fee adjustments to be effective for the Health Department and the Friend of the Court on October 1, 2020, Park annual and Zoo winter seasonal fees on October 1, 2020, and for all other departments on January 1, 2021. As noted in the fee schedule, seasonal fees will continue through March 31, 2021.

Fee increases as recommended by the Controller's Office would generate approximately \$70,000 in additional revenue in 2021.

See memo and attachments for detail.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AGREEMENT FOR WORK IN COUNTY ROAD RIGHT
OF WAY BY NEMOKA DRAIN DRAINAGE DISTRICT**

RESOLUTION # _____

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the Ingham County Courthouse, Mason, Michigan, on _____ 2020, at ____:____ a.m./ p.m., local _____ time.

PRESENT:

ABSENT:

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

WHEREAS, as a result drainage problems and flooding in the Nemoka Drain Drainage District (“Drainage District”), a Petition dated June 30, 2009, requesting improvements, including the cleaning out, relocating, widening, deepening, straightening, tiling, extending, improving, providing structures, adding lands, adding branches and relief drains (the “Maintenance and Improvements”) to the Nemoka Drain (the “Drain”) was filed with the Drain Commissioner; and

WHEREAS, an Order of Necessity was entered on October 19, 2009, determining that the Maintenance and Improvements petitioned therefore are necessary and conducive to the public health, convenience or welfare, and that the Drain should be improved and that the Maintenance and Improvements to the Drain are necessary for the protection of the public health in Meridian Charter Township; and

WHEREAS, the Drainage District is developing plans and specifications for the Maintenance and Improvements to the Drain within the Drainage District, and has secured easements necessary therefore; and

WHEREAS, the Maintenance and Improvements are intended to relieve drainage problems and flooding, providing cause for the Petition previously filed, in a manner consistent with now-existing federal and state statutes and regulations, and local ordinances; and

WHEREAS, said Maintenance and Improvements entail work to be performed in the public road rights-of-way under the control and jurisdiction of the Ingham County Road Department (“ICRD”), for which permission must be obtained from the ICRD pursuant to Section 321 of the Michigan Drain Code of 1956, MCL 280.321; and

WHEREAS, the Drain Commissioner has requested that the ICRD grant such permission to construct the Drain in road rights-of-way under the jurisdiction of the ICRD; and

WHEREAS, the ICRD and the Drain Commissioner agree to cooperate to assure that drainage from properties and roads is unobstructed and that the roads are left in equal, or better, condition once construction is completed in accordance with the terms of this Agreement to be executed.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, on behalf of the ICRD approves entering into an agreement with the Ingham County Drain Commissioner, on behalf of the Nemoka Drain Drainage District, to grant license and permission to said Drainage District, its assigns and successors in interest, for purposes of constructing, improving and maintaining the Drain, and to allow said Drain to be constructed in and occupy any and all granted road rights-of-way held by the ICRD necessary for the construction, improvement and maintenance of the Drain, subject to and conditioned upon construction to be performed and constructed in the roads rights-of-way as permitted by the ICRD.

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.

YEAS:

NAYS:

ABSTAIN:

ABSENT:

COUNTY SERVICES: Yeas:

Nays:

Absent:

Approved _____, 2020

RESOLUTION DECLARED ADOPTED.

Barb Byrum, Clerk
County of Ingham

[Clerk Certification Next page]

STATE OF MICHIGAN)
)SS
COUNTY OF INGHAM)

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 _____ 2020, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267 of the Public Acts of Michigan of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my signature this _____ day of _____, 2020.

Barb Byrum, Clerk
County of Ingham

**AGREEMENT FOR WORK IN ROAD RIGHT OF WAY BY
NEMOKA DRAIN DRAINAGE DISTRICT**

This Agreement is made and entered into on this ____ day of _____ 2020 by and between the Nemoka Drain Drainage District (the “Drainage District”), a public body corporate, administered by the Ingham County Drain Commissioner (the “Drain Commissioner”) of 707 Buhl St, Mason, MI 48854-0220, and the County of Ingham on behalf of the Ingham County Road Department (hereinafter, the “ICRD”) of 301 Bush Street,
P.O. Box 38, Mason, Michigan 48854.

WITNESSETH:

WHEREAS, as a result drainage problems and flooding experienced in the Nemoka Drain (the “Drain”), a Petition dated June 30, 2009, requesting improvements, including the cleaning out, relocating, widening, deepening, straightening, tiling, extending, providing structures, adding lands, adding branches and a relief drain to the drain known as the Nemoka Drain, to improve flow and add pumping equipment necessary to assist or relieve flow (the “Improvements”) to the Drain was filed with the Drain Commissioner; and

WHEREAS, an Order of Necessity was entered on October 19, 2009, determining that the Improvements petitioned therefore are necessary and conducive to the public health, convenience or welfare, and that the Drain should be improved and that the Improvements to the Drain are necessary for the protection of the public health in Aurelius Township and Delhi Charter Township; and

WHEREAS, the Drainage District is developing plans and specifications for the Improvements to the Drain within the Drainage District, and has secured easements necessary therefore; and

WHEREAS, the Improvements are intended to relieve flooding drainage problems and flooding providing cause for the Petition previously filed, in a manner consistent with now-existing federal and state statutes and regulations, and local ordinances; and

WHEREAS, said Improvements entail work to be performed in the public road rights-of-way under the control and jurisdiction of the ICRD, for which permission must be obtained from the ICRD pursuant to Section 321 of the Drain Code of 1956, MCL 280.321; and

WHEREAS, the Drain Commissioner has requested that the ICRD grant such permission to construct the Drain in road rights-of-way under the jurisdiction of the ICRD; and,

WHEREAS, the ICRD and the Drain Commissioner agree to cooperate to assure that drainage from properties and roads is unobstructed and that the roads are left in equal, or better, condition once construction is completed in accordance with the terms of this Agreement.

NOW THEREFORE, it is agreed by and between the parties as follows:

1. The ICRD does hereby grant license and permission to the Drainage District, its assigns and successors in interest, for purposes of constructing, improving and maintaining the Drain, and to allow said Drain to be constructed in and occupy any and all granted road rights-of-way held by the ICRD necessary for the construction, improvement and maintenance of the Drain, subject to and conditioned upon construction to be performed and constructed in the road rights-of-way as permitted by the ICRD and as marked on the map attached hereto as **Exhibit A**.

2. The Drainage District is solely responsible for, and shall maintain, all Drainage Structures installed within the road right-of-way for storm water drainage purposes, as depicted in the attached **Exhibit A**.

3. The term "Drainage Structures" as used herein shall mean all storm sewer pipes, open ditches, tiles, culverts, trench drains, planting material, manholes, catch basins, vegetation and bio-retention areas residing within the Drainage District for drainage and storm water management purposes.

4. The ICRD shall not be obligated in the future to repair and maintain any Drainage Structures that are within the road right-of-way that are also within the drainage route and course that have been installed, improved and/or maintained, arising out of or as a result of this Agreement.

5. The Drainage District shall be responsible, without cost to the ICRD, for repairing any portion of a road or ICRD property located within the road rights-of-way, as depicted on the attached **Exhibit A**, that is damaged during or as a result of construction, repair or maintenance work on the Drain performed by the Drainage District under this Agreement. Such repair shall reasonably restore any damaged portion to the same general condition as it was prior to such damage.

6. Except as specifically set forth herein, this Agreement does not otherwise alter the ICRD's obligations, or rights to governmental immunity as may be provided by law, for road administration, repair and maintenance of roads and road rights-of-way under its control and jurisdiction as provided by law.

7. Except as specifically set forth herein, this Agreement does not otherwise alter the Drainage District's obligations for maintenance and repair of the Drain as provided by law.

8. This Agreement shall not be construed as obligating the ICRD or the Drain Commissioner to expend funds in excess of appropriations or assessments authorized by law or otherwise commit the Drain Commissioner or the ICRD to actions for which they lack statutory authority.

9. For the Improvements to be performed pursuant to this Agreement, and for any future maintenance and/or repair work, the Drain Commissioner, on behalf of the Drainage District, shall obtain any and all necessary permits from the ICRD required to perform said construction, maintenance and/or repair work. Any subsequent changes in the Plans and Specifications during construction for work under the roads or within the road rights-of-way

must first receive a permit amendment. Subsequent to completion of construction, the Drainage District shall provide the ICRD with construction record drawings illustrating all Improvements and their details constructed under the roads and within the public road rights-of-way and identifying the Drainage Structures to be maintained by the Drainage District.

10. This Agreement is entered specific to the construction, improvements and maintenance of the Drain set forth in the above-referenced Plans and Specifications and shall not otherwise be applicable beyond said Drain and Drainage District, and does not otherwise modify existing Drain Commissioner and ICRD authorities or transfer any authority, on to the other. The ICRD and the Drain Commissioner do not waive any claims, positions and/or interpretations that may have with respect to the applicability and/or enforceability of any law, regulation or ordinance.

11. This Agreement incorporate by reference the ICRD Right-of-Way Permit Rules and Regulations as revised on June 8, 2006.

12. This Agreement does not confer or grant an easement or other rights or interests in the roads or road right-of-way to the Drain Commissioner or Drainage District other than as necessary for the construction, maintenance and repair of the Drain, unless otherwise stated herein.

13. This Agreement is not intended to create, nor does it create, any third-party rights, but has been entered into for the sole benefit of the parties hereto.

14. The parties signing this Agreement on behalf of each party are, by said signatures, affirming that they are authorized to enter into this Agreement for and on behalf of the respective parties to this Agreement.

[Signatures and Acknowledgments on following pages]

By: _____
Patrick E. Lindemann
Ingham County Drain Commissioner

The foregoing was acknowledged by me on this ____ day of _____, 2020 by Patrick E Lindemann, Ingham County Drain Commissioner on behalf of the Nemoka Drain Drainage District.

**COUNTY OF INGHAM FOR
INGHAM COUNTY ROAD DEPARTMENT**

The foregoing was acknowledged by me on this ____ day of _____, 2020 by Brian Crenshaw, Chairperson, County Board of Commissioners, on the behalf of the Ingham County Road Department.

Notary Public
State of Michigan, County of Ingham
My Commission Expires: _____
Acting in the County of: _____

By: _____
Robert D. Townsend

Prepared by and Return to:

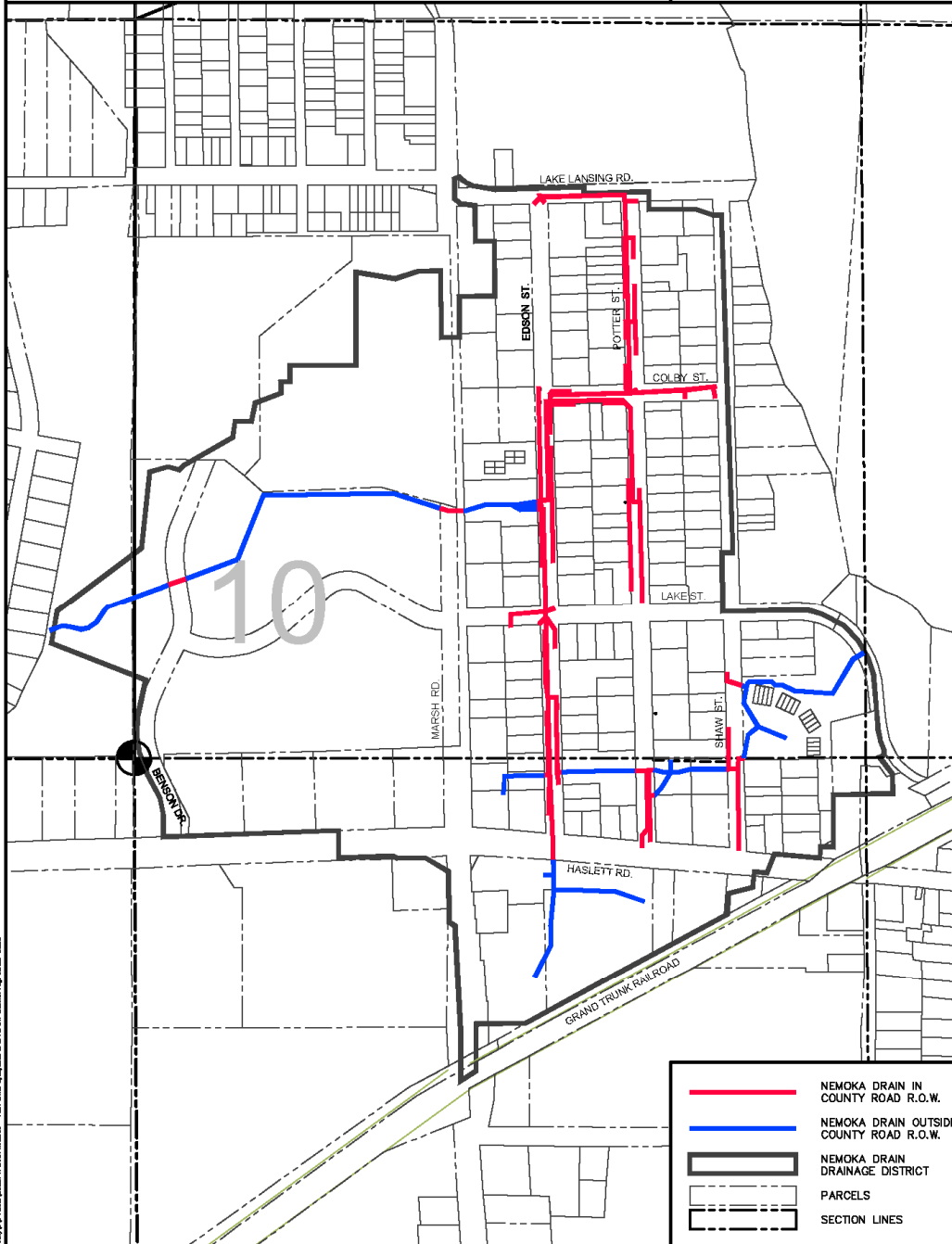
Patrick E. Lindemann
Ingham County Drain Commissioner
707 Buhl Avenue
Mason, MI 48854-0220

EXHIBIT A

OWNER:
INGHAM COUNTY DRAIN COMMISSIONER
707 BUHL AVE., P.O. BOX 220
MASON, MI 48854

EXHIBIT A

LSG Engineers
& Surveyors
exceptional service
3135 PINE TREE ROAD, SUITE D • LANSING, MI 48911
PH. (313) 363-2922 • FAX (313) 363-2928 • www.lsg-es.com



SCALE: 1" = 150'

DRAWN BY: SEP
CHECKED BY: ADB

DATE: 3/23/2020
SHEET 1 OF 1

JOB#: 1070
DWG: EXHIBIT A DRAIN ROW.DWG

To: County Services Committee and Finance Committee

From: Patrick E. Lindemann, Ingham County Drain Commissioner

Date: March 23, 2020

Re: Resolution Authorizing County's Full Faith and Credit for Nemoka Drain 2020 Bonds for meeting agendas of April 7th and April 8th

I am requesting that the Board of Commissioners grant full faith and credit of the County for the bonds that will finance the Nemoka Drain Maintenance and Improvement Project ("Project"). Such action is customary because it provides the bond holder an important level of security for the bonds. The municipalities with benefit at-large for the Project include the Charter Township of Meridian, and the County of Ingham. There are 196 properties and 119 acres within the Nemoka Drain Drainage District (please see the attached map for the location of the Nemoka Drain and Drainage District).

The Nemoka Drain Maintenance and Improvement Project results from a June 30, 2009 petition submitted by landowners within the drainage district. Petitioners wanted the drainage improved to alleviate the repeated flooding of properties and homes. On October 19, 2009, the petition was found necessary by a statutory Board of Determination. The proposed Project includes the construction of 250 feet of open channel, installation of 12,602 feet (over 2.3 miles) of enclosed storm drain pipe ranging in size from 12" to 36", 4 detention areas, over 40 bioretention swales for stormwater infiltration and treatment, grading improvements, removal and replacement of road surfaces impacted by construction and as requested by the Township and County Road Department, and final restoration within the Charter Township of Meridian. The Project also includes the purchase and demolition of nine houses that were subjected to frequent flooding and water damage. The parcels these houses occupied are being converted to stormwater detention. Additional detention area is proposed for the commercial area south of Haslett Road (please see the attached map of Project work).

Project construction is expected to commence in Spring/Summer, 2020 and be completed in Summer, 2021. The Project will contain contract requirements for nondiscrimination and prevailing wage, pursuant to my adopted policies and consistent with the Board of Commissioners' resolutions.

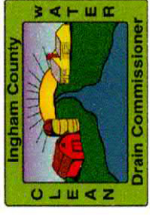
Project bids will not be opened until sometime in April, 2020, so the total Project computation of cost will not be completed by the time of the Committee meetings. As a result, the attached Full Faith and Credit Resolution includes a "not-to-exceed" amount instead of an exact amount.

In connection with this request for full faith and credit, the Drain Office has performed certain due diligence for the Project. Attached is additional material that includes an explanation of Drain Code provisions that provide powers and safeguards with respect to Chapter 8 drain bonds in general and an explanation of the financial due diligence performed for the Project in particular.

Based on the attached analysis, it is my opinion that there is significant property value in the drainage district to support the payment of the assessments 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 Bonds.

I will be in attendance at your Committee meetings on May 5th and 6th to answer any questions you might have regarding this important Project. Thank you so very much for consideration of my request. It is an honor and a

privilege to serve the citizens, municipalities, and businesses of Ingham County.



Patrick E. Lindemann

NEMOKA DRAIN PROJECT MAP

Meridian Township

LEGEND

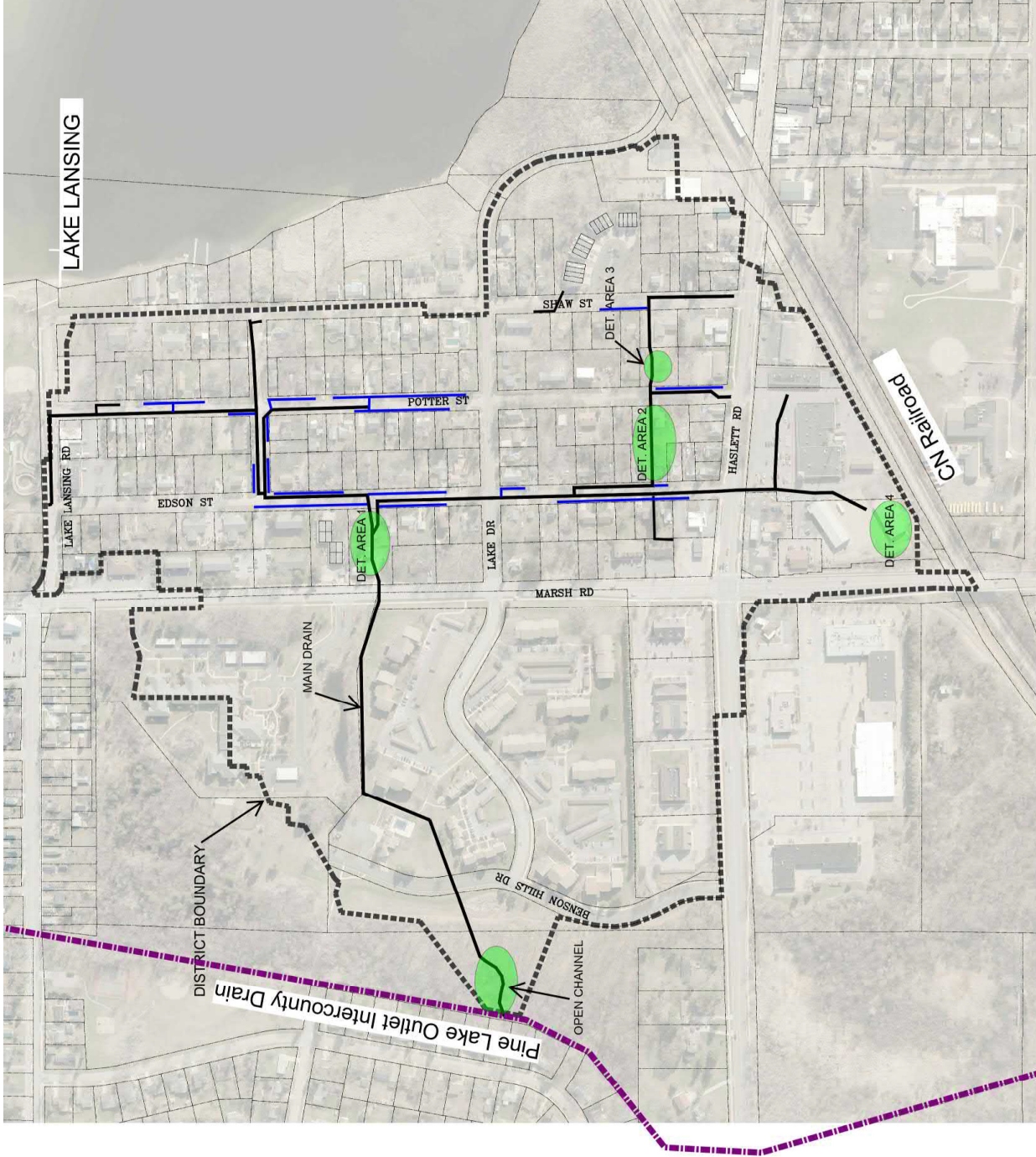
- DRAINAGE DISTRICT BOUNDARY
- NEMOKA DRAIN MAIN LINE
- NEMOKA DRAIN INFILTRATION SWALES
- DETENTION AREAS

PROJECT DATA

NO. OF PARCELS 196
ACRES 119

L&S Engineers
& Surveyors
exceptional service

Sheet 1 of 1



MEMORANDUM

To: Ingham County Board of Commissioners
From: Patrick E. Lindemann, Ingham County Drain Commissioner
Re: Full Faith and Credit Resolutions in Support of County Drain Projects
Date: March 23, 2020

The Ingham County Drain Office performs certain due diligence for each drain project it undertakes for which the County will be asked to pledge its full faith and credit. The project for the Nemoka Drain Drainage District is a project that has been petitioned under Chapter 8 of the Drain Code. The purpose of this memo is to summarize the due diligence my office has performed for this Chapter 8 drain project and to provide some background on the general Drain Code provisions that provide safeguards to a county when it pledges its full faith and credit.

Based on the following analysis, it is my opinion that there is significant property value in the drainage district to support the payment of the assessments 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 Bonds.

DRAIN CODE POWERS AND SAFEGUARDS REGARDING PAYMENT OF DRAIN BONDS

In considering the risk that there would be insufficient funds to pay drain bonds (which could lead to an advance by a county on its full faith and credit pledge), the Michigan Drain Code and Michigan law in general build in many safeguards to protect the vital public interest in being able to finance drain projects:

- 1) The debt service on drain bonds under Chapter 8 of the Drain Code is primarily paid from assessments levied against public corporations and benefitted properties in the drainage district.
 - a) The assessments against benefitted properties are a strong source of revenue since they have the same priority for payment as taxes, having a first priority superior to mortgages and other forms of debt that might encumber a property.
 - b) If a property owner is delinquent in paying the property owner's assessment, the assessment is turned over to the County to be collected with the delinquent taxes. The County has significant powers to collect delinquent taxes which would ultimately end up with the property being sold at tax sale if the property owner does not pay the delinquent taxes and assessments. At that point, there would only be a shortfall in revenues to pay the drain assessment if the property is sold for less than the amount of outstanding delinquent taxes and assessments and the interest and penalties on them. The balance of the assessment that has not yet become due would continue to be a lien against the property payable by the new property owner after it is sold.
 - c) During the time the delinquent assessments are being collected, the amount of the delinquent assessment would be paid to the drainage district from the County's delinquent tax revolving fund (so long as the County continues this program) and would be used to pay the debt service on the drain bonds.

d) Assessments against the municipalities are a general obligation of those municipalities and as such a legally binding obligation of the general fund of the municipalities.

2) By adopting a resolution pledging full faith and credit, the County is agreeing to be a backup source of payment for the bonds if there is a shortfall in the primary source of payment and the County would only make payments in the event there is ever a shortfall in the assessment collections.

a) For assessments against benefitted property owners, a shortfall would only come into play after the property was sold at tax foreclosure (again assuming the continuation of the delinquent tax revolving fund), if the sale price was less than the amount of delinquent taxes, assessments, and interest and penalties on them.

b) Such amounts will normally be relatively small since on most assessment rolls any one assessment against a benefitted property is only a small part of the whole, and the delinquency would most often only be for a few years of a multiyear assessment.

3) Payments by counties pursuant to a full faith and credit resolution are rare, and if they are required would normally be small and only for a short time.

a) County payments are usually short term since under the Drain Code the drainage district is required to levy a deficiency assessment against the district for the amount of any shortfall within two years and when that assessment is levied and collected, the County would be paid back.

b) In addition to deficiency assessments, the drainage district has the ability to levy an administrative fee in the way of an interest rate on the assessments that is 1 percent over the interest rate of the bonds issued in anticipation of the assessments. This small additional amount of interest is allowed to the drainage district to cover costs, including costs that could lead to a shortfall, thus further mitigating risk to the County.

c) The County has never made a payment pursuant to a resolution pledging full faith and credit for drainage district bonds issued by a drainage district during my almost 27-year tenure as drain commissioner.

DUE DILIGENCE PERFORMED FOR THE NEMOKA PROJECT

The Drain Office has performed specific due diligence for the Nemoka Drain Drainage District project which is undertaken under Chapter 8 of the Drain Code.

1) As stated above, the main chance of a special assessment against a property becoming delinquent and not being able to ultimately satisfy the assessment levied against it would result from an assessed property being sold at tax sale for an amount that is less than the amount of delinquent taxes, assessments, interest and penalties currently due with respect to the property. Therefore, the due diligence evaluates the total amount of the assessment against the drainage district for a project compared to the total assessed value (the “SEV”) of the properties in the district in order to ascertain that there is enough assessed value in the district to support the payment of the special assessment, making the risk of a long term default very unlikely.

2) The analysis performed for this project compares the total amount of the assessment that will be levied in the drainage district to the total SEV of the drainage district (the “SEV percentage”). Since the SEV is an amount that is required to be 50% of the true cash value of property, the total property value in the district is an amount that is two times the SEV. Therefore, comparing the total amount of the assessment to a number that is two times the SEV will show the ratio of the assessment to the true cash value of the district (“Total Value

percentage”). The Total Value percentage shows the amount of value there is in the properties of the drainage district over and above the amount of the assessment. The due diligence performed contains a similar analysis with respect to the municipalities subject to an assessment.

3) The SEV analysis that was performed for this Project is attached to this memo. For the project, the analysis shows that the SEV percentage is 40.8% of the SEV of the special assessment district and the Total Value percentage is 20.4% of the true cash value of the properties in the district. In reality, since some of the assessments will be levied against the public corporations, the Total Value percentage will in fact be lower than 20.4% when looking at the amount actually assessed to the properties, providing more than 80% property value coverage. The ratio to municipal SEVs is also shown, ranging from 0.22% to 0.98%.

4) Based on this analysis, there is significant value in the Nemoka Drain Drainage District to support the payment of the assessments for the bonds that will be issued for this project.

5) It is my opinion, therefore, that there is significant property value in the drainage district to support the payment of the assessments 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 Bonds.



March 23, 2020

Mr. Patrick E. Lindemann
Ingham County Drain Commissioner
707 Buhl Ave.
Mason, MI 48854

RE: Nemoka Drain Drainage District (N03-59)
State Equalized Value (SEV) Analysis for Full Faith & Credit

Dear Mr. Lindemann:

This letter is a summary analysis of SEVs for the Nemoka Drain Drainage District. The following percentages are estimates and are based on analyses of the total SEV of Meridian Charter Township and Ingham County. The SEV value for the lands in the special assessment district is based on the individual SEVs taken from the most current 2019 property tax records found on the Ingham County web site. The SEV values for the lands in the special assessment district are based on the SEV of the entire parcel for each parcel that is a part of the special assessment district, regardless of whether the entire parcel is in the district, or just a portion.

The SEVs used for municipalities are from the published 2019 equalization report available at:

<https://eq.ingham.org/Department/Equalization/EQUALIZATION%20REPORTS/2019%20Equalization%20Report.pdf>

The requested full faith and credit amount is \$8,000,000.00. The total SEV for Meridian Charter Township is \$2,004,114,250. The estimated SEV for the lands within the special assessment district is \$19,607,200. Additionally, the total SEV for all of Ingham County is \$8,941,151,125. The Nemoka Drain Drainage District is comprised of 196 parcels, representing 0.57% of the land and 0.98% of the SEV of Meridian Charter Township. Using these numbers, the following relationships are realized:

Full Faith & Credit Amount = \$8,000,000.00			
Estimated SEV of the lands in the special assessment district	\$19,607,200	Percent of requested full faith and credit as a ratio of the total SEV of the lands in the special assessment district.	40.80%
Meridian Charter Township SEV	\$2,004,114,250	Percent of requested full faith and credit as a ratio of the total SEV of the lands in the Municipality.	0.40%
Ingham County SEV	\$8,941,151,125	Percent of requested full faith and credit as a ratio of the total SEV of the lands in the County of Ingham.	0.09%

Please contact our office at (517) 393-2902 x225 with any questions or concerns.

Sincerely

A handwritten signature in blue ink, appearing to read 'Alan D. Boyer', with a long horizontal stroke extending to the right.

Alan D. Boyer, PE
Vice President

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS
**RESOLUTION PLEDGING FULL FAITH AND CREDIT TO
NEMOKA DRAIN DRAINAGE DISTRICT BONDS**

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the Ingham County Courthouse, Mason, Michigan, on _____, 2020, 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**”), for the making of certain intra-county drain improvements referred to as the Nemoka Drain Maintenance and Improvement Project (the “**Project**”), which is being undertaken by the Nemoka Drain Drainage District (the “**Drainage District**”) in a Special Assessment District (the “**Special Assessment District**”) established by the Drainage District; and

WHEREAS, the Project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the Project, the Drain Commissioner intends to issue the Drainage District’s bonds (the “**Bonds**”) in an amount not to exceed Eight-Million Dollars (\$8,000,000) pursuant to the Act; and

WHEREAS, the principal of and interest on the Bonds will be payable from assessments to be made upon public corporations and/or benefited properties in the Special Assessment District (the “**Special Assessments**”); and

WHEREAS, the Drain Commissioner, in consultation with professionals engaged by the Drainage District, has analyzed the Special Assessments and the proposed Bonds; and informed the County that there is no other indebtedness of the Drainage District secured by the Special Assessments, and that the Special Assessments will be levied in an amount equal to or greater than the par amount of the Bonds, assuring the County that there is a sufficient amount of Special Assessments levied, which together with interest thereon is projected to be sufficient to make payments of the principal of and interest on the Bonds as they become due; and

WHEREAS, PFM Financial Advisors LLC has been engaged by the Drainage District to review such projections and to assist the Drainage District as registered municipal advisor for the issuance of the Bonds; and

WHEREAS, the Ingham County Board of Commissioners (the “**Board**”) may, by resolution adopted by a majority 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 the Bonds pursuant to Section 276 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 Bonds will reduce the interest cost of financing the Project thus reducing the interest cost of the County and the property owners in the Drainage District for the Project; and

WHEREAS, if the County has advanced funds pursuant to its full faith and credit pledge and the Drainage District does not have funds to reimburse the County, the Act requires the Drain Commissioner to levy an additional assessment in such an amount as is required to reimburse the County for its advance; 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 the Bonds; and

WHEREAS, based on the recommendation of the Drain Commissioner, the Board agrees to pledge the full faith and credit of the County to the Bonds.

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 the Bonds in a par amount not to exceed Eight-Million Dollars (\$8,000,000). 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 Bonds should the Drainage District fail to pay such amounts 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 Bonds when due.

2. Should the County advance County funds pursuant to the pledge made in this Resolution, the amounts shall be repaid to the County from assessments or reassessments made upon benefited properties in the Special Assessment District as provided in the Act.

3. The Chairperson of the Board, the County 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 ("**Authorized Officers**"), are authorized and directed to take all actions necessary or desirable for the issuance of the Bonds and to execute any documents or certificates necessary to complete the issuance of the Bonds, 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 relating to federal or state securities laws, rules, or regulations and to participate in the preparation of a preliminary official statement and a final official statement for the Bonds and to sign such documents and give any approvals necessary therefor.

4. Any one of the Authorized Officers is hereby authorized to execute a certificate of the County to comply with the continuing disclosure undertaking of the County with respect to the Bonds pursuant to paragraph (b)(5) of SEC Rule 15c2-12 issued under the Securities Exchange Act of 1934, as amended, and amendments to such certificate from time to time in accordance with the terms of such certificate (the certificate and any amendments thereto are collectively referred to herein as the "**Continuing Disclosure Certificate**"). The County hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate.

5. 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 _____, 2020, 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: _____, 2020

Barb Byrum, Clerk
County of Ingham

AGENDA ITEM 2

TO: Resolution Committee

FROM: Terri Thornberry, Director Ingham County 9-1-1 Communications

DATE: April 13, 2020

SUBJECT: Monitors for CAD Workstations

This memo is to inform you of an emergency purchase order which is needed to continue the build-out of the backup 9-1-1 center at the Roads Department. Since the nation has been affected by the COVID-19 virus there are extreme backlogs of equipment. Ingham County desperately needs the backup center fully operational to support all Public Safety Agencies while keeping the 9-1-1 staff safe if we have to vacate the current 9-1-1 center.

Attached is a quote from CDW for the CAD Monitors.

The total order for thirty-two (32) Dell 27 inch monitors are for the CAD workstations. The cost is \$260.59 each or a total of \$8338.88. Twenty six (26) monitors for the backup center CAD workstations and six (6) are for spares at the 9-1-1 Center.

Funds for this purchase are available in line item 26132500 979000 30911.

Both the Controller and Purchasing Director approved this purchase.

Respectfully,

Terri Thornberry,
Ingham County 9-1-1 Director

QUOTE CONFIRMATION



DEAR BEN EYER,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LJRF790	4/13/2020	DELL 27IN	3186151	\$260.59

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Dell P2719H - LED monitor - Full HD (1080p) - 27"	1	5850901	\$260.59	\$260.59
Mfg. Part#: DELL-P2719HE				
Contract: Michigan Master Computing-MIDEAL (071B6600110)				

PURCHASER BILLING INFO		SUBTOTAL	\$260.59
Billing Address: INGHAM COUNTY - MIS ACCOUNTS PAYABLE PO BOX 319 MASON, MI 48854-0319 Phone: (517) 676-7373 Payment Terms: Net 30 Days-Govt State/Local		SHIPPING	\$0.00
		SALES TAX	\$0.00
		GRAND TOTAL	\$260.59
DELIVER TO		Please remit payments to:	
Shipping Address: INGHAM COUNTY HILLIARD BLDG INNOVATION & TECHNOLOGY DEPT 121 E MAPLE ST 3RD FL MASON, MI 48854-1655 Shipping Method: UPS Ground (1- 2 day)		CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G SALES CONTACT INFORMATION			
	Sean Bergquist	(877) 325-3701	seanb@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
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AGENDA ITEM 3

TO: Board of Commissioners County Services & Finance Committees
FROM: Deb Fett, Chief Information Officer
DATE: 03/24/2020
SUBJECT: Video Server Hardware Purchase
For the meetings of May 5, May 6, and May 12

BACKGROUND

Our current method of capturing video from County surveillance cameras collects all of the video on our main storage device in our primary datacenter. This method utilizes a great deal of bandwidth on our network as well as a large amount of space on our central storage. This proposal moves the video to the actual locations where it is captured and reviewed freeing up that needed bandwidth and space. This project was approved in the 2020 budget in order to not spend additional funds for increasing storage space or bandwidth unnecessarily.

ALTERNATIVES

It is possible to continue on as we have been so far, but this will continue to drastically eat up our storage space and negatively impact our network with all the views from remote sites. By moving the footage closer to the actual use it is not only using less resources but also faster for the end users.

FINANCIAL IMPACT

The funding for this project is budgeted in 2020 and 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 Dell MHEC contract (#MHEC-09C0701.02).

RECOMMENDATION

Based on the information presented, I respectfully recommend approval to purchase hardware through Avalon Technologies in the amount not to exceed \$66,000.00.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE SUPPORT PURCHASE OF VIDEO SERVER HARDWARE
THROUGH AVALON TECHNOLOGIES**

WHEREAS, Ingham County stores captured video footage on our main storage device in our primary datacenter; and

WHEREAS, this method utilizes a great deal of bandwidth on our network as well as a large amount of space on our central storage; and

WHEREAS, Innovation and Technology Department (ITD) budgeted to decentralize the storage and move to a newer, more robust model.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of video server hardware from Avalon Technologies in the amount not to exceed \$66,000.00.

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 4A

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: April 21, 2020

SUBJECT: Disposal of Surplus Vehicles

This is a resolution authorizing a publically advertised auction conducted by the Purchasing Department for the disposal of certain vehicles which have been replaced or have exceeded the useful life, and therefore no longer serves the County's needs.

Online bids through GOVDEALS.COM will be solicited for the surplus items and the award will be made to the highest responsive bidder. If a bidder does not claim the item(s) awarded they are banned from bidding again and the item will be awarded to the next highest responsive bidder. Monies are received by GOVDEALS.COM and received by the Purchasing Department; which are then deposited in the General Fund or appropriate account.

Vehicles and items to be auctioned are identified in Attachment "A".

I respectfully request approval of the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE DISPOSAL OF COUNTY-OWNED SURPLUS PROPERTY

WHEREAS, the Purchasing Department has determined that the County has a number of surplus vehicles that have exceeded their useful life and/or are no longer useful for County operations; and

WHEREAS, the surplus vehicles will be auctioned off through GOVDEALS.COM a competitive, publically advertised bidding process whereby awards will be made to the highest responsive bidder; and

WHEREAS, the Director of Purchasing has reviewed the surplus items before placement on the surplus property list, and County departments will be allowed to view surplus items for usefulness before the public auction.

THEREFORE BE IT RESOLVED, that the Ingham County Purchasing Department is authorized to place in an auction those surplus vehicles in the attached listing which have no further use or value to the County of Ingham.

BE IT FURTHER RESOLVED, that any vehicle not sold at the auction may be disposed of by the Purchasing Director in the manner deemed to be in the County's best interest.

BE IT FURTHER RESOLVED, that proceeds from the sale of surplus items will be deposited in the General Fund 10130101 673000 or appropriate account.

2020 SURPLUS LISTING
Attachment "A"

MAKE / MODEL/YEAR	COLOR	VIN	DEFICIENCIES	MILES	Department
Dodge Ram 2500 / 2002	Blue	3B7KC26Z42M308080	Runs poorly / repairs costly	Unknown - Dead battery	Parks
Ford E-350 Van / 2001	Silver	1FTSS34LX1HB15829	Rust all along bottom	Unknown - Dead battery	Facilities
Jeep Liberty / 2005	Gray / Silver	1J4GL48K15W678385	Rust along bottom of doors	Unknown - Dead battery	SO
Chevy Impala / 2013	White	2G1WD5E3OD1165757	Runs poorly / repairs costly	Unknown - Dead battery	SO
Ford Taurus SE / 2005	Silver	1FAFP53U65A163079	Rust on rear passenger wheel well	Unknown - Dead battery	ITD
Chevy Impala / 2009	White	2G1WS57M891314645	Runs poorly / repairs costly	Unknown - Dead battery	ITD
Ford E-350 Van / 2008	White	1FBSS31L48DA72003	Bad suspension. Must sell grant funds	53,634.60	Family Center (Grant)
Ford E-350 Van / 2008	White	1FBSS31L58DA71636	None noted. Must sell grant funds	49,075.50	Family Center (Grant)
Dodge Charger / 2006	Black	2B3KA43RX6H479301	Some rust, will not shift	109,792	Parks
Ford F-350 / 2002	Grey	1FTSF31L42EC14772	Rear passenger wheel well rusted. Rear bumper rusted. Bed is completely rusted out in numerous	38,652.00	Facilities
Dodge Grand Caravan SXT / 2010	Silver	2D4RN5D18AR238665	None noted. Must sell grant funds	Unknown - Dead battery	Courts
Dodge Grand Caravan SXT / 2010	Silver	2D4RN5D17AR169418	Flat tire on front passenger and drivers side	Unknown - Dead battery	Family Center (No-Grant)
Ford Explorer / 2015	White	1FM5K8AR3FGC51943	Severe front end damage. Rear passenger tire flat. Not driveable	Unknown - Dead battery	SO
Dodge Ram 2500 / 2003	Blue	3D7KA26D83G792884	Rust/dents drivers side, Inoperable: heater, airbags	97,000±	Parks
Chevy Impala /2004	White	2G1WF55K449381789	Some rust, small dent in front fender. Front seat is cloth and back seat is vinyl. Tires are in good shape.	Dead battery, unknown	SO
Ford, F-Super Duty Class A Motorhome Chassis/1994	White/Multi	3FCMF53G2RJB10176	Old and unfunctional, no longer cost effective. Removed from Health Center Program Scope of Service Sites. Rust, worn treads on tears, engine replacement recommended by Dean Transporation.	27,158.80	HD

GOODS	BRAND NAME	Describe item / Color
Paddle Boat	Paddler Wheeler - DMM Industries	Green - used for parts
Paddle Boat	Paddler Wheeler - DMM Industries	Green - used for parts
Paddle Boat	Paddler Wheeler - DMM Industries	Green - used for parts
Paddle Boat	Paddler Wheeler - DMM Industries	Green - used for parts
Paddle Boat	Paddler Wheeler - DMM Industries	Green - used for parts
Paddle Boat	Paddler Wheeler - DMM Industries	Green - used for parts
Paddle Boat	Paddler Wheeler - DMM Industries	Green - used for parts
Paddle Boat	Paddler Wheeler - DMM Industries	Green - used for parts
Paddle Boat	Pedal Crusier - Kay Park Recreation Corp	Blue - used for parts
Paddle Boat	Pedal Crusier - Kay Park Recreation Corp	Blue - used for parts
Paddle Boat	Pedal Crusier - Kay Park Recreation Corp	Blue - used for parts
Paddle Boat	Pedal Crusier - Kay Park Recreation Corp	Blue - used for parts
Paddle Boat	Pedal Crusier - Kay Park Recreation Corp	Blue - used for parts
Paddle Boat	Pedal Crusier - Kay Park Recreation Corp	Blue - used for parts
Paddle Boat	Pedal Crusier - Kay Park Recreation Corp	Blue - used for parts
Kayak	Old Town	Orange/Red
Truck Box Topper	Wolverine Coach	White
Trailer	No idea, looks homemade	Very Rusty
Mower attachment for tractor	Woods	Gear box leaks, and tires shot.

TO: County Services Committee

FROM: James C. Hudgins, Jr., Director of Purchasing

DATE: March 5, 2020

SUBJECT: Amending the Purchasing Policy to Include Labor, Employment and Environmental Criteria in Evaluating Bids and Proposals

BACKGROUND

There are many criteria by which competitive bids and proposals are currently evaluated: price, experience, qualifications, references, local status, and the ability of the vendor to deliver products and services in the timeframe required are some of the considerations.

Vendors' compliance with labor, employment, and environmental laws and regulations should also be factors in the evaluation process in determining the vendor that provides the best value to the County. In doing so, the County is ensured that it is doing business with responsible vendors who place value on the importance of creating good-paying jobs and who are good stewards of the environment.

ALTERNATIVES

The Board of Commissioners may elect to not adopt this amendment to the purchasing policy, thereby continuing the current practice of evaluating formal bids and proposals.

FINANCIAL IMPACT

The financial impact in enacting this resolution should be minimal. A small amount of time and resources will be needed to update the Purchasing Department's website, forms, and boilerplates.

Additional resources for the Purchasing Department will be needed for monitoring and enforcement efforts for this new policy and will be requested in the 2021 budget process.

OTHER CONSIDERATIONS

This proposed amendment to the purchasing policy closely resembles Governor Gretchen Whitmer's Executive Directive No. 2019-15 – Putting Michigan First in State Purchasing Decisions.

STRATEGIC PLANNING IMPACT

The proposed resolution supports the Ingham County Board of Commissioners' Strategic Plan's long-term goal to provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.

RECOMMENDATION

I respectfully recommend approval of the following resolution.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AMENDING THE PURCHASING POLICY TO INCLUDE LABOR, EMPLOYMENT,
AND ENVIRONMENTAL CRITERIA IN EVALUATING BIDS AND PROPOSALS**

WHEREAS, the Ingham County Board of Commissioners (Board) purchases goods and services from a multitude of vendors; and

WHEREAS, the Board is committed to ensuring impartiality, transparency, professionalism, equal treatment, and the highest standards of conduct with respect to its relationships with all current and potential County vendors; and

WHEREAS, the Board expects that, as a condition for doing business with the County, all vendors place value on the importance of creating good-paying jobs and are good stewards of the environment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves amending the purchasing policy to include the following criteria in evaluating formal bids and proposals:

- The potential vendor's history of compliance with labor and employment laws and regulations, including the Workforce Opportunity Wage Act, MCL 408.411 et seq., the Fair Labor Standards Act of 1938, 29 USC 201 et seq., and the National Labor Relations Act, 29 USC 151 et seq.; and
- The potential vendor's environmental track record and sustainability practices, including the potential vendor's history of compliance with environmental laws and regulations such as the Natural Resources and Environmental Protection Act, MCL 324.101 et seq., the Clean Water Act, 33 USC 1251 et seq., and the Clean Air Act, 42 USC 7401 et seq.

BE IT FURTHER RESOLVED, that all vendors, as a condition for registering to do business with the County, shall self-certify to the County regarding any violations of environmental, labor, and employment laws and regulations of the State of Michigan or any other regulatory agency.

BE IT FURTHER RESOLVED, that all vendors shall notify the Purchasing Department of any subsequent violation of this Policy within ten (10) years after becoming a vendor; failure to do so may result in the vendor being barred from doing business with the County for a period of up to five (5) years.

BE IT FURTHER RESOLVED, that a local vendor claiming the local purchasing preference in accordance with the Local Purchasing Preference Policy, may not be afforded the preference if it is verifiably proven that the local vendor is found to have violated any provisions of this amended policy.

BE IT FURTHER RESOLVED, that a point ranking system may be used in the evaluation of the bids and proposals.

BE IT FURTHER RESOLVED, that if it is discovered that a vendor performing work under a contract with the County is in violation of this policy, that vendor shall be found to have committed a material breach of the contract and that vendor shall make restitution payment to the County in the amount of \$500 per day for every day that the violation occurred since signing the contract.

BE IT FURTHER RESOLVED, that upon being notified in writing by the County of violating this policy, vendors who do not agree to make such restitution shall be barred from doing business with the County for a period of not less than ten (10) years.

BE IT FURTHER RESOLVED, that the vendor may appeal any such decision to the Ingham County Board of Commissioners who shall have the final say in all matters and appeals.

BE IT FURTHER RESOLVED, that the amended policy shall be incorporated into the County's vendor registration process so that vendors are fully informed as to the County's expectations regarding vendor conduct.

BE IT FURTHER RESOLVED, that the Purchasing Department shall include in all formal solicitations and purchase orders, and legal counsel shall include in all contracts, language requiring compliance with the provisions of the amended policy.

BE IT FURTHER RESOLVED, that upon effective passage of this resolution, the Board directs the Purchasing Department to issue to all County departments and offices and legal counsel a copy of this resolution.

AGENDA ITEM 5

TO: Law & Courts, County Services and Finance Committees

FROM: Teri Morton, Deputy Controller

DATE: April 23, 2020

SUBJECT: Resolution to Convert a Senior Assistant Public Defender to a Deputy Chief Public Defender

For the meeting agendas of April 30, May 5 and 6

BACKGROUND

As part of its Fiscal Year 2020 Michigan Indigent Defense Commission (MIDC) Compliance Plan, the Ingham County Public Defenders Office requested the conversion of Senior Assistant Public Defender to a Deputy Chief Public Defender in order to designate an attorney to serve when the Chief Public Defender is unavailable and to assist with the administrative duties of the office. The request was approved. The position of Deputy Chief Public Defender has been classified by the Human Resources Department as MC 15 within the Manager Confidential classification (salary range \$93,550.80 to \$112,289.53)

FINANCIAL IMPACT

The long-term (topped out) annual cost of this position conversion including wages and fringes, would be \$22,628. Funds are included in the 2019-2020 MIDC grant budget for this change.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

This position will be posted internally. After appointment of the selected individual to the converted position, a position will be eliminated from the Public Defenders Office, for no net increase in the total number of positions.

RECOMMENDATION

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

TO: Teri Morton, Deputy Controller
Russel Church, Chief Public Defender

FROM: Joan Clous, Human Resources Specialist

DATE: April 23, 2020

RE: Memo of Analysis for the creation of a Chief Deputy Public Defender position for the Public Defender's Office

Regarding the creation of a new position, Human Resources can confirm the following information:

1. The newly created position of Chief Deputy Public Defender has been determined to fall within the scope of the MC jobs and was classified at an MCF 15 (\$93,550.80 to \$112,289.53)

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

If I can be of further assistance, please email or call me on my cellphone (517-930-2075).

INGHAM COUNTY JOB DESCRIPTION

DEPUTY CHIEF PUBLIC DEFENDER

General Summary:

Under the direction of the Chief Public Defender, manages the indigent defense delivery system in Ingham County. This includes, but is not limited to mentoring and supervising attorneys and working with the Administrator to supervise professional and clerical staff to ensure the delivery of high quality legal services to adults in Ingham County who are charged with crimes. Acts for and in the place of the Chief Public Defender in his/her absence.

Essential Functions:

An employee in this position may be called upon to do any of the following: (This list is not exhaustive of all the tasks which an attorney in this position may expected to do).

1. Assists the Chief Public Defender in supervising and mentoring staff Assistant Public Defenders. If necessary, recommends the authority to initiate disciplinary action but is authorized to provide on the spot corrections based on performance problems. Along with the Administrator, supervises and mentors the professional and clerical staff, including in the absence of the Chief Public Defender, the authority to initiate disciplinary action.
2. Along with the Chief Public Defender, addresses as necessary internal and external complaints about the performance or activities of the other staff members of the Office of the Public Defender.
3. In the absence of the Chief Public Defender, acts in his or her stead with all the authority of the Chief Public Defender.
4. Maintains a reduced case load of assigned cases, reviewing discovery, conducting investigations, conducting, pre-trial hearings, probable cause hearings, preliminary examinations and trials.
5. May be called upon to perform any duty performed by the Assistant Public Defenders.
6. May be called upon to advise and assist other members of the office on short notice.
7. May be called upon to perform weekend and holiday arraignments on the same schedule.
8. Participates in hiring decisions, personnel assignments, and long range office planning.
9. Drafts and submits BOC resolutions to the appropriate committees and attends meetings to implement the resolutions.
10. May be called upon to participate in labor relations activities for the department, including negotiations of collective bargaining agreements.
11. Attends external meetings on the behalf of the department as designated by the Chief Public Defender.
12. Aids in the training of new Assistant Public Defenders.
13. Assists in developing goals and objectives for entire department.
14. Receives and addresses complaints against the Public Defender's Office and staff.
15. Ensure compliance with outside agency requirements related to confidential data bases such as JIS, LEIN, and Secretary of State Master driving records.
16. In conjunction with the Administrator approves time records and requests for time off.
17. Assists in the development of office manuals related to policies and procedures.

Other Functions:

None listed.

Employment qualifications:

Education: Juris Doctor

Other Qualifications: Must be a member in good standing of the State Bar of Michigan.

Experience: At least 10 years practicing law with a focus on increasingly more serious and complex criminal litigation.

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

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
3. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, pushing, pulling, and pinching.
- This position's physical requirements require regular stamina in standing, walking, traversing, lifting, carrying, reaching, grasping, and handling.
- This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs sedentary work requiring a negligible amount of effort in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the resilience to be able to handle varying and sometimes high levels of stress.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

April 23, 2020
MC 15

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CONVERT A SENIOR ASSISTANT PUBLIC DEFENDER TO A DEPUTY CHIEF
PUBLIC DEFENDER**

WHEREAS, as part of its Fiscal Year 2020 Michigan Indigent Defense Commissioner (MIDC) Compliance Plan, the Ingham County Public Defenders Office requested, and was approved for, the conversion of a Senior Assistant Public Defender to a Deputy Chief Public Defender in order to designate an attorney to serve when the Chief Public Defender is unavailable and to assist with the administrative duties of the office; and

WHEREAS, the position of Deputy Chief Public Defender has been classified by the Human Resources Department as MC 15 within the Manager Confidential classification (salary range \$93,550.80 to \$112,289.53); and

WHEREAS, the long term annual cost of this change will be \$22,628; and

WHEREAS, funding for this position is included in the grant budget authorized by Resolution #20-055.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the conversion of a Senior Assistant Public Defender to a Deputy Chief Public Defender effective upon approval of this resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2020 budget and position allocation list.

AGENDA ITEM 6A

TO: Board of Commissioners County Services Committee
FROM: Linda Vail, Health Officer
DATE: March 23, 2020
SUBJECT: Emergency purchase order conduct fit testing of N-95 masks for Health Department staff who may come in contact with COVID-19 patients
For the meeting agenda of 5/5/2020 County Services Committee

This memo is to inform you of an emergency fit testing that took place prior to receiving approval from the County Services Committee.

Upon safety training of PPE (Personnel Protection Equipment) it was determined that most Health Department employees were not previously fitted. Fit testing is essential for employees to be able to use the correct PPE to minimize their exposure to various illness while completing their job duties.

There is an insufficient amount of time to go through normal purchasing policies and still have employees use properly fitted PPE during visits with Patients.

An emergency Purchase Order to conduct fit testing on 260 Health Department employees and contracted providers was necessary for staff to perform job duties while protecting themselves against exposure to COVID-19.

An emergency Purchase Order has been issued to Bio-Care for a total cost of \$20,800.

Funds for this purchase will be determined at a later date.

Both the Purchasing Director and Interim Controller approved this purchase.

AGENDA ITEM 6B

TO: Board of Commissioners County Services Committee
FROM: Linda Vail, Health Officer
DATE: March 23, 2020
SUBJECT: Emergency purchase order to contract with RedHead Design to develop messaging and deliverables (video, audio, and graphics) related to COVID-19.
For the meeting agenda of 5/5/2020 County Services Committee

This memo is to inform you of a contract for services that took place prior to receiving approval from the County Services Committee.

Due to the speed in which events and information related to the COVID-19 is changing, the Health Department needed assistance to quickly produce and distribute information in various languages to our community.

There is an insufficient amount of time to go through normal purchasing policies and still have this information available to educate the public about this virus. This material also contained information on testing for COVID-19 and measures of recovery.

An emergency Purchase Order to develop tools, messaging, and graphics to support the County's urgent communication needs related to COVID-19 has been issued to RedHead Design for a total cost of \$19,500.

Funds for this purchase will be determined at a later date.

Both the Purchasing Director and Interim Controller approved this purchase.

AGENDA ITEM 6C

TO: Board of Commissioners County Services Committee
FROM: Linda Vail, Health Officer
DATE: April 6, 2020
SUBJECT: PSA spots related to COVID-19 information
For the meeting agenda of 5/5/2020 County Services Committee

This memo is to inform you of an emergency advertising that took place prior to receiving approval from the County Services Committee.

It was decided that the Health Department needed to distribute several messages related to COVID-19. These messages discuss safety precautions and self-health instructions related to COVID-19.

There is an insufficient amount of time to go through normal purchasing policies and still provide the community with this vital information related to COVID-19.

An emergency Purchase Order to PSAs was necessary for the Health Department to be able to provide this information to the community.

An emergency Purchase Order has been issued to MacDonald Broadcasting for a total cost of \$9,840, Comcast for \$20,000, and Gray Television Group for \$10,000.

Funds for this purchase will be determined at a later date.

Both the Purchasing Director and Interim Controller approved this purchase.

AGENDA ITEM 7A

TO: County Services and Finance Committees

FROM: Tom Gamez, Director of Operations ICRD

DATE: March 20, 2020

SUBJECT: ITB No.35-20: Hot Mix Asphalt (HMA) Mixtures with trucking services.

The Road Department annually purchases approximately 50,000 to 55,000 tons of various Hot Mix Asphalt (HMA) mixtures, with the option of Flowboy and Quad axle trucking furnished by the supplier with a per hour rate.

The Hot Mix Asphalt (HMA) shall meet or exceeds the specifications from the HMA Production Manual, Marshall HMA mixture according to the “Special Provision for Marshall Hot Mix Asphalt Mixtures,” the 2012 MDOT Standard Specifications for Construction, Section 501, and the Invitation to Bid (ITB) packet #35-20, Section 8 Specifications.

The purpose of this correspondence is to support the attached resolution to purchase 13A, 13A Top, 1100 T and 36A HMA for the scheduled 2020 HMA maintenance program and various other road maintenance agreements. The four different types of HMA are designed to meet the various needs for building and repairing county roads, by Road Department staff in various road maintenance operations.

The Road Department’s adopted 2020 budget included in controllable expenditures, funds for this and other maintenance material purchases.

Bids for 13A, 13A top, 1100T and 36A HMA were solicited and evaluated by the Ingham County Purchasing Department per ITB #35-20, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and purchase 13A, 13A top, 1100T, and 36A HMA on an as-needed, unit price per ton basis from all 3 vendors.

1. Reith Riley Construction,
13A @ \$42.00 per a ton,
13A Top @ \$48.75 per a ton
1100T @ \$42.00 per a ton
36A @ \$44.85 per a ton
The provided Flowboy trucking rate is \$165.00 per a hour
The provided Quad-axle trucking rate is \$130.00 per a hour
2. Michigan Paving & Materials
13A @ \$48.00 per a ton
13A Top @ \$52.00 per a ton
1100T @ \$42.00 per a ton
36A @ \$ 49.00 per a ton
The provided Flowboy trucking rate is \$160.00 per a hour
The provided Quad-axle trucking rate is \$115.00 per a hour

3. Capital Asphalt

13A @ \$46.40 per a ton

13A Top @ \$46.40 per a ton

1100T @ \$44.40 per a ton

36A @ \$46.40 per a ton

The provided Flowboy trucking rate is \$154.00 per a hour

The provided Quad-axle trucking rate is \$110.00 per a hour

Winter grade 36A asphalt @ \$140 per a ton

The decision to where the HMA will be purchased on any given operation will be based on Road Department staff's judgment as to which supplier is most advantageous for Ingham County. This decision will be based on a combination of bid unit price, supplier proximity to the work being performed at the time and availability of required material, with preference based on lowest qualifying bid unit price per ton and a quantity not to exceed \$2,900,000; and

Therefore, approval of the attached resolution is recommended to authorize the purchase of the Road Department's 2020 seasonal supply of HMA, with the option of provided Flow boy and Quad axle trucking.

TO: Tom Gamez, Director of Operations, Road Department

FROM: James Hudgins, Director of Purchasing

DATE: March 19, 2020

RE: Memorandum of Performance for ITB No. 35-20 Hot Mix Asphalt (HMA) Mixtures

Per your request, the Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing its 2020 seasonal requirement of Hot Mix Asphalt (HMA) Mixtures No. 13A, 13A Top, 1100T and No. 36A to the Ingham County Road Department. The County is also soliciting bids for the purpose of furnishing flow boys or quad axle trucks, if no flow boys are available, including driver, trucking services to the Road Department crews on jobsites.

In accordance with Resolution #13-119, the Local Purchasing Preference Policy was not applied in this solicitation as I have determined that the application of the Local Purchasing Preference Policy would preclude the County from obtaining a sufficient number of competitive proposals.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	51	11
Vendors responding	3	1

A summary of the vendors' costs:

VENDOR NAME	Total
Capital Asphalt LLC	\$2,792,000.00
Michigan Paving	\$2,940,000.00
Rieth Riley	\$2,622,500.00

You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the ITB; 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.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE OF
2020 SEASONAL REQUIREMENT OF HOT MIX ASPHALT (HMA) MIXTURES
FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, the Road Department annually purchases approximately 50,000 to 55,000 tons of various Hot Mix Asphalt (HMA) mixtures 13A, 13A Top, 1100T, 36A, with assistants by the supplier with furnished Flowboy and Quad axle trucking, for placement by Road Department crews in various road maintenance operations and in the Local Road Program; and

WHEREAS, the Road Department's adopted 2020 budget included in controllable expenditures, funds for this and other maintenance material purchases; and

WHEREAS, bids for maintenance HMA and related trucking by the asphalt suppliers were solicited and evaluated by the Ingham County Purchasing Department per ITB #35-20, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and purchase HMA on an as-needed, unit price per ton basis from all three responding bidders; Michigan Paving & Materials, Reith Riley, and Capital Asphalt with trucking provided at a cost when requested by ICRD staff and to award bid and purchase on an as-needed, unit price per ton and per an hourly basis; and

WHEREAS, a blanket PO shall be processed with HMA purchases from the 3 vendors, based on availability of required material, trucks and location, with preference based on lowest qualifying bid unit price per ton and a quantity not to exceed \$2,700,000; and

WHEREAS, this decision will be based on Road Department staff's judgment as to which supplier is most advantageous to the County for any given operation based on combination of bid unit price, supplier proximity to the work being performed at the time and availability of required material and trucks.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the bids, and authorizes the purchase of HMA, with furnished trucking on an as-needed, unit price per ton and on an hourly trucking rate basis from all three respondents to ITB #35-20.

BE IT FURTHER RESOLVED, that purchases will be based on Road Department staff's judgment as to which supplier is most advantageous to the County for any given operation based on combination of bid unit price, supplier proximity to the work being performed at the given time and availability of required material.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders with all three listed suppliers and purchase HMA as needed and budgeted.

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

FROM: Kelly R. Jones, County Highway Engineer & Director of Engineering
Road Department

DATE: April 22, 2020

SUBJECT: Proposed Resolution to Approve Agreements with the City of Leslie, City of Mason, City of Williamston and the Village of Webberville for the 2020 Pavement Marking Program

BACKGROUND

This memo contains a recommendation for the Board of Commissioners to approve individual agreements with the City of Leslie, City of Mason, City of Williamston and the Village of Webberville for the 2020 Waterborne Pavement Marking Program.

The Road Department annually solicits bids from experienced and qualified vendors for the purpose of entering into a contract to provide pavement markings for the countywide Waterborne Pavement Marking Program and the Cold Plastic Common Text & Symbol Pavement Marking Program. The scope of work for the Waterborne Pavement Marking Program consists of installing retro-reflective white and yellow longitudinal pavement markings to define roadway lane lines. The scope of work for the Cold Plastic Pavement Marking Program consists of installing retro-reflective white cold plastic pavement markings such as text, arrows, school symbols, crosswalks and stop bars.

The Road Department solicited and received bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #19-20. The bids were reviewed by the Purchasing and Road Departments, and both Departments were in agreement that the bidders' proposals met all necessary qualifications, specifications and requirements. The Board of Commissioners adopted the resolution to enter into an agreement with M&M Pavement Markings, Inc. on April 21, 2020 (Resolution #20-179).

Annually, the Road Department invites the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville to participate in the pavement marking program, for which they pay for the work performed on the roads within their jurisdiction. The estimated 2020 pavement marking costs for the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville are as follows, based on actual bid prices obtained from Bid Packet #19-20:

City of Leslie:	\$1,644.57
City of Mason:	\$3,240.92
City of Williamston:	\$1,383.03
Village of Webberville:	\$1,449.57

ALTERNATIVES

The cities and villages can enter individual agreements with their own pavement marking contractors, but their unit prices would be much higher than those received through the Road Department contract. Historically, the

Road Department has offered this option to all of the cities and villages within Ingham County, but only Leslie, Mason, Williamston and Webberville have participated in the program.

FINANCIAL IMPACT

There is no financial impact to the Road Department, as each of the agencies are invoiced actual costs for work performed within their jurisdiction through the countywide Pavement Marking Program.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to enter into agreements with the City of Leslie, City of Mason, City of Williamston and the Village of Webberville for the 2020 Pavement Marking Program.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AGREEMENTS
BETWEEN INGHAM COUNTY AND THE CITY OF LESLIE, CITY OF MASON,
CITY OF WILLIAMSTON AND THE VILLAGE OF WEBBERVILLE
FOR THE 2020 PAVEMENT MARKING PROGRAM**

WHEREAS, the Road Department solicited and received bids in accordance with Ingham County Purchasing policies for the 2020 Pavement Marking Program per Bid Packet #19-20; and

WHEREAS, both the Purchasing and Road Departments were in agreement that the low bidder's proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, the Board of Commissioners adopted a resolution to enter into an agreement with M&M Pavement Markings, Inc. on April 21, 2020 (Resolution #20-179) for the 2020 Pavement Marking Program; and

WHEREAS, the Road Department annually invites the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville to participate in the Pavement Marking Program as an economical solution to place pavement markings on roads within their jurisdiction; and

WHEREAS, the estimated 2020 pavement marking costs for the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville are as follows, based on actual bid prices obtained from Bid Packet #19-20:

City of Leslie:	\$1,644.57
City of Mason:	\$3,240.92
City of Williamston:	\$1,383.03
Village of Webberville:	\$1,449.57; and

WHEREAS, the Road Department will invoice the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville for all costs for work performed on the roads within their jurisdictions, at no additional cost to the Road Department budget; and

WHEREAS, the County on behalf of the Road Department, will enter into individual agreements with the City of Leslie, City of Mason, City of Williamston and the Village of Webberville if they choose to participate in the 2020 Pavement Marking Program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into individual agreements with the City of Leslie for an estimated cost of \$1,644.57, the City of Mason for an estimated cost of \$3,240.92, the City of Williamston for an estimated cost of \$1,383.03, and the Village of Webberville for an estimated cost of \$1,449.57 if they choose to participate in the Road Department's 2020 Pavement Marking Program and at no additional cost to the Road Department.

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

AGENDA ITEM 7C

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

FROM: Kelly R. Jones, County Highway Engineer & Director of Engineering
Road Department

DATE: April 20, 2020

SUBJECT: Proposed Resolution to Enter into a 1st Party Agreement with Hoffman Bros., Inc. and a 2nd Party Agreement with Michigan State University for Bid Packet #54-20 for Various Resurfacing Projects

BACKGROUND

The Road Department has determined that pavement recycling, asphalt resurfacing and other repairs are needed on various county primary and local roads due to normal deterioration over time. As such, the Road Department has programmed the resurfacing of Meridian Road from Howell Road to Linn Road, Beaumont Road from Bennett Road to Mt Hope Road, and Forest Road from Farm Lane to Beaumont Road. The projects generally involve widening for paved shoulders (Meridian Road only), asphalt stabilized base, HMA resurfacing, culvert replacement, storm sewer replacement, aggregate shoulders, slope restoration and pavement markings. These projects are funded by the Ingham County Road Department and Michigan State University (MSU).

The contractual responsibilities are as follows: Ingham County on behalf of the Road Department will enter into a first party agreement with the contractor, which basically ensures that all the construction requirements and responsibilities are defined. A second party agreement between Ingham County and MSU is required to transfer a portion of the funding responsibilities for the work associated on Beaumont Road and Forest Road.

The Road Department solicited and received bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #54-20. The bids were reviewed by the Purchasing and Road Departments, and both Departments were in agreement that the low bidders' proposal met all necessary qualifications, specifications and requirements. In addition, MSU has reviewed the bids and supports awarding the project to the low bid contractor.

Hoffman Bros., Inc. of Battle Creek, MI, submitted the lowest responsive and responsible bid of \$3,644,908.24 total for the three locations listed above. With a requested 10% construction contingency, the contract total with Hoffman Bros., Inc. would be \$4,009,399.06.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The low bid prices provided by Hoffman Bros., Inc. are as follows:

All Projects Combined:

Hoffman Bros., Inc. (As-Bid):	\$ 3,644,908.24
Hoffman Bros., Inc. (10% Contingency):	\$ 364,490.82
All Projects Combined Total:	\$ 4,009,399.06

The low bid prices provided by Hoffman Bros., Inc. PER PROJECT are as follows:

Meridian Road from Howell Road to Linn Road:

Hoffman Bros., Inc. (As-Bid):	\$ 3,129,337.14
Hoffman Bros., Inc. (10% Contingency):	<u>\$ 312,933.71</u>
Meridian Road Subtotal:	\$ 3,442,270.85

Beaumont Road (Bennett Rd to Mt Hope Rd) and Forest Road (Farm Lane to Beaumont Rd):

Hoffman Bros., Inc. (As-Bid):	\$ 515,571.10
Hoffman Bros., Inc. (10% Contingency):	<u>\$ 51,557.11</u>
Beaumont Road and Forest Road Total:	\$ 567,128.21

Grand Total of Combined Projects: \$ 4,009,399.06

The funding distributions PER PROJECT are as follows:

Meridian Road from Howell Road to Linn Road:

Ingham County Road Department (As-Bid):	\$ 3,129,337.14
Ingham County Road Department (10% Contingency):	<u>\$ 312,933.71</u>
Ingham County Road Department Total:	\$ 3,442,270.85

Meridian Road Project Grand Total: \$ 3,442,270.85

The Ingham County Road Department has included \$3,442,270.85 for the Meridian Road project in their 2020 Road Fund Budget.

Beaumont Road (Bennett Rd to Mt Hope Rd) and Forest Road (Farm Lane to Beaumont Rd):

Ingham County Road Department (As-Bid Road Work, split 50/50):	\$ 231,690.50
Ingham County Road Department (Road work, 10% Contingency):	<u>\$ 23,169.05</u>
Ingham County Road Department Subtotal:	\$ 254,859.55

Michigan State University (As-Bid Road Work, split 50/50):	\$ 231,690.50
Michigan State University (Road Work, 10% Contingency):	\$ 23,169.05
Michigan State University (As-Bid Drain Work, 100% Responsibility):	\$ 52,190.10
Michigan State University (Drain Work, 10% Contingency):	<u>\$ 5,219.01</u>
Michigan State University Subtotal:	\$ 312,268.66

Beaumont Road and Forest Road Project Grand Total: \$ 567,128.21

The Ingham County Road Department has included \$254,859.55 for the Beaumont Road and Forest Road project in their 2020 Road Fund Budget. Michigan State University has included \$312,268.65 for the Beaumont Road and Forest Road project in their 2020 Budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to enter into a first party agreement with Hoffman Bros., Inc for \$4,009,399.06 and a second party agreement with MSU for \$312,268.66, both of which include a 10% construction contingency.

TO: Kelly Jones, Director of Engineering

FROM: James Hudgins, Director of Purchasing

DATE: March 20, 2020

RE: Memorandum of Performance for RFP No. 54-20 Meridian Road Asphalt Stabilized Base and HMA Resurfacing – Howell Road to Jolly Road

Per your request, the Purchasing Department sought proposals from Michigan Department of Transportation pre-qualified contractors for the purpose of entering into a contract for 5.74 miles of HMA base crushing and shaping, asphalt base stabilization, HMA paving, aggregate shoulders, pavement markings, slope restoration, culvert and storm sewer replacement and ditch grading for Meridian road from Howell to Jolly roads, as well as, resurfacing Beaumont & Forest Roads.

The scope of work includes, but is not limited to, providing all necessary machinery, tools, labor, apparatus and other means of construction, do all work and furnish all the materials for the work described in the plans and specifications for each project. The contractor is to complete the work described in strict accordance with the proposal and in strict conformity with the requirements of the 2012 edition of the Michigan Department of Transportation (MDOT) Standard Specifications for Construction, the current edition of applicable MDOT Standard Plans, and the other general or special provisions, and supplemental specifications.

In accordance with Resolution #13–119, the Local Purchasing Preference Policy was not applied in this solicitation as I have determined that the application of the Local Purchasing Preference Policy would preclude the County from obtaining a sufficient number of competitive proposals.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors
Vendors invited to propose	15
Vendors responding	4

A summary of the vendors' costs:

Vendor Name	Project Total
Wadel Stabilization Inc.	\$3,998,652.29
Hoffman Bros. Inc.	\$3,644,908.24
J & N Construction	\$3,947,862.73
Michigan Paving & Materials	\$3,992,262.45

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.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A FIRST PARTY AGREEMENT
BETWEEN INGHAM COUNTY AND HOFFMAN BROS., INC.
AND
A SECOND PARTY AGREEMENT
BETWEEN INGHAM COUNTY AND MICHIGAN STATE UNIVERSITY
FOR
BID PACKET #54-20
MERIDIAN ROAD FROM HOWELL ROAD TO LINN ROAD
BEAUMONT ROAD FROM BENNETT ROAD TO MT HOPE ROAD
FOREST ROAD FROM FARM LANE TO BEAUMONT ROAD**

WHEREAS, the Ingham County Road Department has determined that pavement recycling, asphalt resurfacing and other repairs are needed on various county primary and local roads due to normal deterioration over time; and

WHEREAS, the Road Department has programmed the resurfacing of Meridian Road from Howell Road to Linn Road, Beaumont Road from Bennett Road to Mt Hope Road, and Forest Road from Farm Lane to Beaumont Road; and

WHEREAS, these projects are funded by the Ingham County Road Department and Michigan State University; and

WHEREAS, the County on behalf of the Road Department, will enter into a first party agreement with the contractor, which ensures construction requirements and responsibilities are defined; and

WHEREAS, the County, on behalf of the Road Department, will enter into a second party agreement with Michigan State University to define funding responsibilities for the work performed on Beaumont Road and Forest Road; and

WHEREAS, the Ingham County Purchasing Department solicited and received bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #54-20; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing Department, Ingham County Road Department and Michigan State University, and all parties were in agreement the low bidders' proposals met all necessary qualifications, specifications and requirements; and

WHEREAS, Hoffman Bros., Inc. of Battle Creek, MI, submitted the lowest responsive and responsible bid; and

WHEREAS, a contingency is being requested in the amount of 10% of the low bid costs for each project location, as may be needed for any additional work deemed necessary by Road Department staff; and

WHEREAS, the estimated project costs are as follows:

Meridian Road from Howell Road to Linn Road:

Hoffman Bros., Inc. (As-Bid):	\$ 3,129,337.14
Hoffman Bros., Inc. (10% Contingency):	<u>\$ 312,933.71</u>
Meridian Road Subtotal:	\$ 3,442,270.85

Beaumont Road (Bennett Rd to Mt Hope Rd) and Forest Road (Farm Lane to Beaumont Rd):

Hoffman Bros., Inc. (As-Bid):	\$ 515,571.10
Hoffman Bros., Inc. (10% Contingency):	<u>\$ 51,557.11</u>
Beaumont Road and Forest Road Total:	\$ 567,128.21

Grand Total of Combined Projects (With 10% Contingency): \$ 4,009,399.06; and

WHEREAS, the funding responsibility for the Meridian Road Project is distributed as follows:

Meridian Road from Howell Road to Linn Road:

Ingham County Road Department (As-Bid):	\$ 3,129,337.14
Ingham County Road Department (10% Contingency):	<u>\$ 312,933.71</u>
Ingham County Road Department Total:	\$ 3,442,270.85

Meridian Road Project Grand Total: \$ 3,442,270.85

The Ingham County Road Department has included \$3,442,270.85 for the Meridian Road project in their 2020 Road Fund Budget; and

WHEREAS, the funding responsibility for the Beaumont Road and Forest Road Project is distributed as follows:

Beaumont Road (Bennett Rd to Mt Hope Rd) and Forest Road (Farm Lane to Beaumont Rd):

Ingham County Road Department (As-Bid Road Work, split 50/50):	\$ 231,690.50
Ingham County Road Department (Road Work, 10% Contingency):	<u>\$ 23,169.05</u>
Ingham County Road Department Subtotal:	\$ 254,859.55

Michigan State University (As-Bid Road Work, split 50/50):	\$ 231,690.50
Michigan State University (Road Work, 10% Contingency):	\$ 23,169.05
Michigan State University (As-Bid Drain Work, 100% Responsibility):	\$ 52,190.10
Michigan State University (Drain Work, 10% Contingency):	<u>\$ 5,219.01</u>
Michigan State University Subtotal:	\$ 312,268.66

Beaumont Road and Forest Road Project Grand Total: \$ 567,128.21

The Ingham County Road Department has included \$254,859.55 for the Beaumont Road and Forest Road project in their 2020 Road Fund Budget. Michigan State University has included \$312,268.65 for the Beaumont Road and Forest Road project in their 2020 Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a first party agreement with Hoffman Bros., Inc. for \$4,009,399.06, which includes a 10% construction contingency, acknowledging funding will be provided by the Ingham County Road Department and Michigan State University.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a second party agreement with Michigan State University for \$312,268.66, which includes a 10% construction

contingency, acknowledging funding will be provided by the Ingham County Road Department and Michigan State University.

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, County Highway Engineer & Director of Engineering
Road Department

DATE: April 7, 2020

RE: Proposed Resolution to Award the Okemos Road Bridge Project, as part of the 2019-2021 As-Needed Engineering Design Services Contract

BACKGROUND

The Ingham County Road Department (ICRD) has been awarded Local Bridge Program funding to replace both of the Okemos Road Bridges over the Red Cedar River in Section 21 of Meridian Township. In addition, several other sources of federal, state and local funding has been identified to supplement the Local Bridge Program funding. Unfortunately, ICRD staffing is such that many times during the engineering design phase of projects, we don't have the staff, equipment, or expertise to perform all project related data collection, design or document preparation required to meet funding deadlines. Therefore, we must rely on engineering design consultants to perform the work when needed.

In 2019, the Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced engineering design firms to provide services on an as-needed basis. ICRD staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed labor rates and overall value to the county. Five (5) consultants were selected and approved by the County Board of Commissioners (Resolution #19-299).

Pursuant to Board Resolution #19-299, the Purchasing Department issued a Request for Quote (RFQ 55-20) to the as-needed consultants for engineering design services on the Okemos Road Bridge Project. Three of the five consultants provided service proposals, with the fees as detailed below:

Williams & Works	\$91,650
DLZ	\$399,514
Fishbeck	\$194,189

While Williams & Works provided the lowest fee proposal of \$91,650, their Project Manager/Lead Bridge Engineer earned nearly all of his experience in precast concrete fabrication in Oregon. He doesn't have any experience with the design of bridge replacement projects, plan preparation or with MDOT standards, all of which are necessary for this type of project.

DLZ performed the Environmental Assessment Phase of the Okemos Road Bridge Project and are therefore very familiar with this project, but their fee proposal of \$399,514 was 206% and 436% higher than the other two consultants. While they are qualified to perform this work, the Road Department is unable to justify the significantly higher engineering fees for this project.

Upon staff review and recommendation, Fishbeck had the most detailed and thorough scope of work, utilized highly experienced staff, and provided a fee proposal of \$194,189, which is within the anticipated budget for this project, making them the most advantageous consultant for the County.

ALTERNATIVES

N/A

FINANCIAL IMPACT

Fishbeck provided a fee proposal of \$194,189 to perform engineering design services for the Okemos Road Bridge. In addition to this fee, the Road Department requests an additional 20% contingency for unidentified costs, such as additional stakeholder meetings that may become necessary throughout the design process to achieve a successful design project. The total contract cost with the contingency included is \$234,000. This design fee equates to 3% of the estimated construction costs for the Okemos Road Bridge Project, which is within the anticipated budget range for these types of services. The cost for these services are included in the 2020 and 2021 Road Fund Budgets.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I respectfully recommend that the Board of Commissioners adopt the attached resolution and accept the service proposal from Fishbeck with an added 20% contingency for the Okemos Road Bridge Project.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN ENGINEERING DESIGN SERVICES CONTRACT FOR THE OKEMOS ROAD BRIDGE PROJECT WITH FISHBECK

WHEREAS, the Ingham County Road Department (ICRD) received state and federal funding to replace both of the Okemos Road Bridges over the Red Cedar River in Section 21 of Meridian Township; and

WHEREAS, these programs are funded by the Ingham County Road Department and are included in the 2020 and 2021 Road Fund Budgets; and

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

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

WHEREAS, pursuant to Board Resolution #19-299, the Purchasing Department solicited detailed scope of services proposals from the as-needed consultants for the Okemos Road Bridge Project; and

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

WHEREAS, the Road Department recommends that the Board of Commissioners authorize an engineering design services contract with Fishbeck to provide professional engineering services on the Okemos Road Bridge Project; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize a 20% contingency for currently unidentified costs, such as additional stakeholder meetings that may become necessary throughout the design process to achieve a successful design project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an engineering design services contract with Fishbeck, 5913 Executive Drive, Suite 100, Lansing, MI 48911, for the not to exceed fee of \$234,000, which includes a 20% contingency from the 2020 and 2021 Road Fund budgets.

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

AGENDA ITEM 8A

TO: Board of Commissioners, County Services and Finance Committees

FROM: Teri Morton, Deputy Controller

DATE: April 22, 2020

SUBJECT: Resolution to Amend the Economic Development Service Contract with Lansing Economic Area Partnership (LEAP)

For the meeting agendas of May 5 and 6, 2020

BACKGROUND

Resolution #17-478 authorized the approval of an economic development service agreement in the amount of \$115,636 per year with Lansing Economic Area Partnership (LEAP) for the time period January 1, 2018 through December 31, 2020. The agreement includes support for six local Economic Development Service Agreements with Ingham County municipalities.

As of January 1, 2020, the City of Mason Local Development Financing Authority is no longer participating, resulting in a decreased level of service to be provided by LEAP, and therefore an amendment to the contract payment for 2020 is proposed.

FINANCIAL IMPACT

The 2020 contract amount will be decreased by \$10,636, from \$115,636 to \$105,000. The savings from the contract will be applied to the loss of the local unit payment from the City of Mason Local Development Financing Authority.

OTHER CONSIDERATIONS

LEAP will continue to provide services to the five remaining Economic Development Services Agreements with Ingham County municipalities. Funding for these programs comes directly from the State through tax increment finance (TIF) captures.

RECOMMENDATION

Approval of the resolution is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND THE ECONOMIC DEVELOPMENT SERVICE CONTRACT WITH
LANSING ECONOMIC AREA PARTNERSHIP (LEAP)**

WHEREAS, as authorized by Resolution #17-478, the Board of Commissioners approved an economic development service agreement in the amount of \$115,636 per year with Lansing Economic Area Partnership (LEAP) for the time period January 1, 2018 through December 31, 2020; and

WHEREAS, this agreement includes support for six local Economic Development Services Agreements with Ingham County municipalities; and

WHEREAS, as of January 1, 2020, the City of Mason Local Development Financing Authority is no longer participating; and

WHEREAS, LEAP and Ingham County wish to decrease the amount of the contract by \$10,636 for the time period of January 1, 2020 to December 31, 2020 to reflect the decrease in service.

THEREFORE BE IT RESOLVED, that the Board of Commissioners does hereby authorize an amendment to the economic development service agreement with the Lansing Economic Development Partnership for the time period of January 1, 2020 to December 31, 2020 from \$115,636 to \$105,000.

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

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

AGENDA ITEM 8B

TO: Finance and Liaison Committees

FROM: Michael A. Townsend, Budget Director

RE: First Quarter 2020 Budget Adjustments, Contingency Fund Update

DATE: April 21, 2020

Enclosed please find the recommended adjustments to the Ingham County budget for the first quarter of fiscal year 2020. The total increase to the General Fund is \$97,189.

The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Usually, adjustments are made as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

The majority of adjustments this quarter are reappropriations of funds budgeted but not spent in 2019. Some of the larger projects carried over from the 2017, 2018 and 2019 budgets include \$164,105 for the Steam Repairs VMC, and \$238,774 for jail chiller replacement and \$168,714 Clock Tower, \$249,417 for Circuit Court's courtroom technology replacements with ongoing major imaging/scanning projects \$331,025 for Circuit Court, \$121,268 Probate Court, and \$236,432 for the Clerk. DHHS Carpet Replacement \$240,000 and \$124,200 for Parking Lot Repairs at HSB are also from 2019. The IT department had a number of unfinished projects including \$150,000 for network redesign, and \$190,400 for Microsoft Licensing, and others that total \$77,075. Also re-appropriated are the majority of the Trails and Parks millage projects approved by Resolutions #16-257, #16-328, #17-109, #18-110, #18-186, #18-533, #19-047, #19-215, #19-284 and #19-504. The balance of these projects totals \$9,272,041.

In the General Fund, a \$50,000 increase to transfer to the DHHS Foster Care Fund is being requested to cover cost not covered by State of Michigan funds. The Animal Control is requesting \$20,626 and the Sheriff requesting \$16,268 be re-appropriated for vehicles not purchased in 2019. The Prosecuting Attorney is requesting an additional \$5,000 to fund the Crime Victim Rights Grant that was reduced. \$5,000 is also being requested to fund the CAPCOG Membership that was not included in the 2020 budget. The Cultural Diversity Unity Committee request \$295 be re-appropriated for luncheon fund not spent in 2019. The use of fund balance uncommitted will be increased to balance these changes.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$155,514. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$350,000.

Should you require any additional information or have questions regarding this process, please don't hesitate to contact me.

2020 CONTINGENCY

Adopted Contingency Amount	\$350,000
R18-467: Additional Cultural Diversity Committee Funding	(1,500)
R19-502: Additional Community Agency Funding	(17,300)
R20-016: Funding Tri County Region Aerial Imagery	(27,500)
R20-019: Funding for HR COM Program	(47,200)
R20-088: Funding Transport Van Containment System	(21,049)
R20-062: Funding Trillium Staffing Solutions	(25,000)
R20-111: Funding Departments – COVID-19	(50,000)
R20-166: Funding Probate – Court Guardian Case Manager COVID-19	(4,937)
Current Contingency Amount	\$155,514

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2020 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2020 Budget on October 22, 2019 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

WHEREAS, the Liaison Committees and the Finance Committee have reviewed the proposed budget adjustments prepared by the Controller's staff and have made adjustments where necessary; and

WHEREAS, Public Act 621 of 1978 requires that local units of government maintain a balanced budget and periodically adjust the budget to reflect revised revenue and expenditure levels.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller to make the necessary transfers to adjust revenues and expenditures in the following funds, according to the attached schedules:

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2020 BUDGET</u> <u>04/22/20</u>	<u>PROPOSED</u> <u>CHANGES</u>	<u>PROPOSED</u> <u>BUDGET</u>
101	General Fund	\$88,058,500	97,189	\$88,155,689
208	Parks	\$2,683,455	3,368	\$2,686,823
215	Friend of Court	\$6,044,680	32,730	\$6,077,410
221	Health	\$22,622,825	22,500	\$22,645,325
228	Trails & Parks Millage	\$8,627,007	9,409,062	\$18,036,069
230	Hotel/Motel	\$3,264,000	210,000	\$3,474,000
245	Public Improvements	\$708,200	1,245,841	\$1,954,041
261	911 Emergency Phone	\$9,340,108	90,000	\$9,430,108
511	Community Health Center	\$28,036,875	13,500	\$28,050,375
561	Fair	\$1,082,995	210,000	\$1,292,995
595	Jail Commissary Fund	\$734,959	38,640	\$773,599
631	Building Authority Operating	\$2,643,969	596,203	\$3,240,172
636	Innovation & Technology	\$5,632,833	775,175	\$6,408,008
664	Mach. & Equip. Revolving	\$889,766	1,203,026	\$2,092,792

GENERAL FUND REVENUES

	<u>2020 Budget – 04/22/20</u>	<u>Proposed Changes</u>	<u>2020 Proposed Budget</u>
Tax Revenues			
County Property Tax	54,299,126	0	54,299,126
Property Tax Adjustments	(50,000)	0	(50,000)
Delinquent Real Property Tax	0	0	0
Unpaid Personally Property Tax	15,000	0	15,000
IFT/CFT	275,000	0	275,000
Trailer Fee Tax	15,000	0	15,000
Intergovernmental Transfers			
State Revenue Sharing	6,410,047	0	6,410,047
Convention/Tourism Tax – Liquor	1,361,714	0	1,361,714
Court Equity Funding	1,544,000	0	1,544,000
Personal Property Tax Replacement	750,000	0	750,000
Use of Fund Balance – Committed	0	0	0
Use of Fund Balance – Uncommitted	2,106,078	97,189	2,203,267
 Department Generated Revenue			
Animal Control	1,207,797	0	1,199,936
Circuit Court - Family Division	1,300,045	0	1,277,769
Circuit Court - Friend of the Court	597,000	0	597,000
Circuit Court - General Trial	1,570,516	0	2,148,487
Controller	3,170	0	3,170
Cooperative Extension	2,500	0	2,500
County Clerk	778,750	0	618,850
District Court	2,175,198	0	2,254,348
Drain Commissioner/Drain Tax	445,500	0	445,500
Economic Development	63,037	0	63,037
Elections	75,550	0	75,550
Homeland Security/Emergency Ops	60,135	0	60,135
Equalization /Tax Mapping	24,975	0	10,100
Facilities	6,532	0	6,532
Financial Services	39,673	0	39,673
Health Department	120,000	0	120,000
Human Resources	56,249	0	56,249
Probate Court	409,838	0	409,838
Prosecuting Attorney	792,335	0	792,335
Purchasing	0	0	0
Register of Deeds	2,127,500	0	2,127,500
Remonumentation Grant	85,000	0	85,000
Sheriff	4,725,933	0	4,725,933

Treasurer	4,179,133	0	4,179,133
Tri-County Regional Planning	60,555	0	60,555
Veteran Affairs	427,164	0	427,164
Total General Fund Revenues	88,058,500	97,189	88,155,689

GENERAL FUND EXPENDITURES

	<u>2020 Budget – 04/22/20</u>	<u>Proposed Changes</u>	<u>2020 Proposed Budget</u>
Board of Commissioners	664,904	5,000	669,904
Circuit Court - General Trial	8,127,738	0	9,167,583
District Court	3,523,770	0	3,523,770
Circuit Court - Friend of the Court	1,775,039	0	1,775,039
Jury Board	1,190	0	1,190
Probate Court	1,741,003	0	1,741,003
Circuit Court - Family Division	5,775,672	0	5,775,672
Jury Selection	165,842	0	165,842
Elections	479,013	0	479,013
Financial Services	876,915	0	876,915
County Attorney	485,968	0	485,968
County Clerk	1,137,202	0	1,137,202
Controller	1,042,162	0	1,042,162
Equalization/Tax Services	810,317	0	810,317
Human Resources	910,769	295	911,064
Prosecuting Attorney	7,601,494	5,000	7,606,494
Purchasing	272,043	0	272,043
Facilities	2,085,008	0	2,085,008
Register of Deeds	897,597	0	897,597
Remonumentation Grant	85,000	0	94,260
Treasurer	914,334	0	914,334
Drain Commissioner	1,129,221	0	1,129,221
Economic Development	129,924	0	129,924
Community Agencies	217,300	0	217,300
Ingham Conservation District Court	13,100	0	13,100
Equal Opportunity Committee	500	0	500
Women's Commission	500	0	500
Historical Commission	500	0	500
Tri-County Regional Planning	107,446	0	107,446
Jail Maintenance	221,600	0	221,600
Sheriff	21,570,282	16,268	21,586,550
Metro Squad	60,000	0	60,000
Community Corrections	167,398	0	167,398
Animal Control	2,545,895	20,626	2,566,521
Emergency Operations	255,546	0	255,546

Board of Public Works	300	0	300
Drain Tax at Large	520,000	0	520,000
Health Department	5,829,564	0	5,829,564
CHC	3,490,495	0	3,490,495
Jail Medical	2,159,862	0	2,159,862
Medical Examiner	688,747	0	688,747
Substance Abuse	684,102	0	684,102
Community Mental Health	2,112,482	50,000	2,162,482
Department of Human Services	2,032,948	0	2,032,948
Tri-County Aging	100,656	0	100,656
Veterans Affairs	633,286	0	633,286
Cooperative Extension	415,025	0	415,025
Parks and Recreation	1,785,959	0	1,785,959
Contingency Reserves	205,514	0	205,514
Legal Aid	20,000	0	20,000
2-1-1 Project	45,750	0	45,750
Community Coalition for Youth	25,000	0	25,000
Capital Improvements	1,516,618	0	1,516,618
Total General Fund Expenditures	88,058,500	97,189	88,155,689

General Fund Revenues

Use of Fund Balance-Uncommitted Increase of use of fund balance \$97,189 due to revenue and expense changes.

General Fund Expenditures

Board of Commissioners	Increase of \$5,000 for CAPCOG Membership.
Human Resources	Re-appropriate operating funds of \$295 for IC Cultural Diversity Luncheon.
Prosecuting Attorney	Additional funds of \$5,000 requested due to cut in 2020 Crime Victim Rights Grant.
Department of Human Services	Additional funds of \$50,000 requested for unlicensed relative child care which is Ingham County expense.
Sheriff	Re-appropriate operating funds of \$16,268 for purchase of vehicles not expensed in 2019.

Animal Control	Re-appropriate operating funds of \$20,626 for purchase of vehicle not expensed in 2019.
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Non-General Fund Adjustments

Parks (F208)	Re-appropriate funds for the following 2019 CIP projects: (\$5,000) LL Roofs, (\$693) ATV/Gator LL, (\$970) Roof Peregrine Hawk, (\$645) Roof Kestrel Hawk, and (\$560) Roof Sandhill LL.
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Friend of Court (F215)	Re-appropriate funds for the following CIP projects; Reinforcement of Doors (\$12,730) for CIP 2018 and Vehicle (\$20,000) from 2019.
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Health (F221)	Re-appropriate funds for the following 2019 CIP projects; Swipe Card Readers in HSB Building (\$22,500).
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Trails & Parks Millage (F228)	Re-appropriate remaining funds for Trails & Parks projects approved by Resolutions 16-257, 16-328, 17-109, 18-110, 18-186, 18-533, 19-047, 19-215, 19-284 and 19-504 (\$9,272,041). Re-appropriate funds for 2019 CIP projects, Path Replacement Hawk (\$13,694), Crack Seal LL (\$7,185), Retaining Wall LLS (\$11,500), Drinking Fountains Hawk (\$3,512), Roof Red Trail Hawk (\$4,365), Roof Boat Hawk (\$575), Roof Boat LL (\$790). Re-appropriate funds for 2019 Crannie and Johnson Contracts (\$95,400).
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Hotel/Motel (F230)	Re-appropriate funds for the transfer to Fund 561 for following 2019 CIP; Cement Placement (\$90,000), Replace Paved Surfaces (\$120,000),
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Public Improvement (F245)	Re-appropriate funds for gravel road maintenance Lake Lansing South (\$7,000) and Burchfield (\$7,000) from CIP 2016. Re-appropriate funds for the following capital improvement projects: Replace Insulation Rooftop (\$15,000) from CIP 2015, Rooftop Duct Insulation (\$14,459), and Steam Repairs VMC (\$164,105) from CIP 2017, Indoor Firearms Range (\$3,781), Lock Replacement Jail (\$7,632), and Jail Plumbing Repairs (\$8,714) from CIP 2016, Jail Plumbing Study (\$15,200), Jail Roof Repairs (\$46,148), Training Center Roof (\$21,096), all from CIP 2017, Jail Heat Pumps/Piping (\$29,292), and Replace Jail Water Softener (\$25,000) from CIP 2016, Rooftop Duct Insulation (\$23,160) from CIP 2017, Jail Chiller Replacement (\$238,774), FCHC Drain Repairs (\$12,000), YC Tuck pointing (\$29,615), and Clock Tower Repairs (\$168,714) from CIP 2018. Re-appropriate funds for 2019 CIP: VMC Parking Lot (\$61,000), ISCO General Heating (\$32,700), Work Office Station (\$29,148), Jail Shower Floor (\$55,016), Receiving Split System (\$7,000), Compressor Replacement (\$35,000), Roof Replacement (\$35,000), Concrete Replacement Mason (\$48,000), and Tuck PT Repairs
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(\$72,015). To appropriate additional funds (\$34,272) for office modifications to PA office.

911 Emergency Phone
(F261)

Re-appropriate funds for the following projects;
Office Remodel (\$90,000) from CIP 2019

Health Clinic
(F511)

Re-appropriate funds for the following project; Cabinets
in the Forest Clinic (\$13,500).

Fair
(F561)

Re-appropriate funds for the following projects; Cement
Placement (\$90,000), Replace Paved Surfaces (\$120,000),

Jail Commissary Fund
(F595)

Re-appropriate funds for the following projects for Circuit
Court; Floor Key Card Access, Court Room Gates, and Main Interior
Security Door (\$18,640) for CIP 2018. Re-appropriate funds for the
following project for Jail; Kitchen Tray Conveyor Replacement (\$20,000)
for CIP 2018.

Bldg. Authority Operating
(F631)

Re-appropriate funds for the following projects at HSB;
Replace Entrance Door (\$13,215) from CIP 2016, Concrete Repairs
(\$22,600), Parking Lot Repairs (\$91,709), Door Replacement (\$21,685),
from CIP 2018. New Blower Shaft (\$10,019), Parking Lot Repair
(\$124,200), Drinking Fountain Replacement (\$5,975), Carpet
Replacement (\$25,000), DHHS Carpet Replacement (\$240,000) and
Office Renovate (\$41,800) from 2019 CIP.

Innovation & Technology
(F636)

Re-appropriate remaining funds for the following projects:
Probate Court scanning project (\$121,268) approved by 2014 capital
budget and Resolution 11-120 and Clerk imaging project (\$236,432)
approved by the 2014 – 2017 CIP and Resolution 13-199. Re-appropriate
unspent network funds for the following projects budgeted but not
completed in 2019; Network Redesign (\$150,000), wireless project
(\$9,775), Microsoft Licensing (\$190,400), Web Site Revamp (\$15,380),
Network Security Assessment (\$48,520), and Wiring Project (\$3,400).

Mach./Equip. Revolving
(F664)

Re-appropriate Circuit Court's imaging/scanning project
(\$331,025), and E-filing software (\$10,000) from CIP 2014 and R18-190,
courtroom tech replacements (\$10,923), and phonic ear (\$750) from 2017.
Courtroom Technology Replacements (\$249,417) from 2018, Rolling File
Storage (\$243,850), Document Management System (\$50,000), Projectors
Jury Room (\$5,000) from 2019. Animal Control's bullet proof vest

(\$5,085) 2018 and 2019 CIP and New Shelter Desktops (\$4,134) from CIP 2019. Equalization's Software for Online Mapping (\$4,118) from 2018 CIP. District Court's Backup Audio System (\$7,210) from 2019. FOC Scanner (\$7,500) from 2019. Probate Court E Filing Case (\$30,000), Courtroom Updates (\$48,160) and Clerk's Electric Doc System (\$30,000) To re-appropriate (\$44,798) for scanners and Image subpoenas for PA Office R19-192. Re-appropriate Facilities' Pump Out Vacuum (\$3,000), and Truck Plow Replacement (\$8,500) from CIP 2018. Re-appropriate Sheriff's Replacement of Bullet Resistant Vest (\$13,391) from R19-192. Re-appropriate 2019 CIP Mason CH UPS Replacement (\$35,050), County Wide Fall Protection (\$25,000), Mason CH Client Room Tables (\$8,000), Delhi Office Chairs (\$11,000) and VA Trans Vehicle (\$17,115).

TO: Finance and Liaison Committees

FROM: Jill Bauer, Analyst

DATE: April 22, 2020

SUBJECT: 2021 Update of County Fees

When the Board of Commissioners adopted Resolution #02-155, setting various fees for county services, the Controller's Office was directed to annually review the fees and to recommend adjustments. We have completed our review for fiscal year 2021 consistent with this standing directive and offer a few adjustments for your consideration. This information will appear as a discussion item on the current round of committee meetings. We anticipate presentation of a resolution at the next round of meetings to recommend increases to certain fees. A draft version of the resolution is attached for your review and consideration.

Attached spreadsheets provide details of recommended fee adjustments to be effective for the Health Department and the Friend of the Court on October 1, 2020, park annual and zoo winter seasonal fees on October 1, 2020, and for all other departments on January 1, 2021. As noted in the fee schedule, seasonal fees will continue through March 31, 2021.

The first attachment (Attachment A) offers analysis of proposed fees for 2021. The annual average United States' consumer price index was used to do the calculation. This rate of 1.9% was also used by the State of Michigan for the inflation rate multiplier.

The following information is included for each fee:

1. Location of Service
2. Fee Description
3. The 2020 cost as calculated in last year's fee update process.
4. The 2021 cost, which was calculated by multiplying the 2020 cost by the consumer price index.
5. As identified by the Board of Commissioners, the target percent was determined by the percentage of cost to be recovered by the fee for service. The target percent for each fee was initially passed by Resolution #02-155. For other fees added after the passage of Resolution #02-155, in most cases, it was assumed that the fee as passed is charged at the appropriate cost with a target recovery of 100%.
6. The 2021 calculated fee is based on the 2020 cost multiplied by the target percent.
7. Although many fees were proposed to remain unchanged in 2021, the initial proposed fees were determined by rounding down the calculated fee to the full dollar amount and, in the case of some larger fees, rounded to the lower \$5 or \$10 increment. In some cases the cost multiplied by the target percent is much greater than the current fee, so only an incremental increase was proposed in anticipation of further upward adjustments over several years. Fees that are proposed to increase are presented in **bold type**.

8. Units. This variable was used to calculate anticipated revenue generated by a proposed fee. Initial information was provided in the Maximus study, and in some cases has been updated by the departments.
9. Department/Controller Recommendation. Department heads agreed with the initial proposed fees in most cases. Where there was disagreement, the department head was asked to provide supporting information such as a memorandum of explanation. In all cases, the Controller agreed with recommendations of the department head as follows:
 - a. CS: The Clerk does not recommend increasing any of her fees this year. However, a new fee Line 19 is added for Birth Written Verification (not certificates).
 - b. CS: The Zoo agrees with most fees except Lines 101-102– They would like to keep the same as 2020 since they match with Parks Department and Parks is not increasing them at this time either.
 - c. HS: The Health Department fees have been left at the 2020 rates due to the importance of Covid and staff not having the time to make this a priority currently. We can always do a separate resolution if necessary.
 - d. HS: The Parks Department agrees with some of the proposed fees with the following exceptions:
Lines 119 & 121 - Resident and Non-Resident Annual Fee in 2022 or 2023 Parks would look at those fees being increased to \$35 and \$45. This would make it easier to change signs, information pieces, brochures, etc. at one time instead of annually. The increased cost of doing these changes annually outweighs the increased revenues. Line 165 – Boat Launch – Cost to print signs is more than the increase, but will be evaluated for 2022 or 2023. Line 183 - Disc Golf (Annual Pass) - The fee would remain the same in an attempt to encourage users to purchase the annual pass as opposed to the daily pass, thus increasing overall revenue by increase in number of annual passes sold over daily passes. The daily pass is increasing. Lines 187-191 - Dog Park Regular Pass, student, senior, veteran, and owner of service animal – Printed signs, applications, website, brochures, etc. have been printed and a larger increase at one time to limit changing the above material annually would be established. Possibly look to increase the same year as the Resident/Non- Resident Annual parking. Line 202 - Moonwalk – An increase in fee of the moonwalk rental from \$300.00 to \$325.00 to be at the same price threshold as rental companies.
 - e. L&C: Animal Control agree with all proposed fees except Lines 1-6, the licensing fees as we are the highest in the area. Also, Lines 31-35 are fees that they have been charging but were never put on fee list formally. They are for Spay/Neuter vouchers. We are working with Animal Control Director, Heidi Williams, to see actual cost, target % and units at this time. We sell the vouchers currently and then we pay a vet to perform the surgery and their fees have increased as well.
 - f. L&C: The District Court does not recommend any fee increase for 2021.
 - g. L&C: The Sheriff would like to keep fees the same for 2021 due to the state of the world currently.
 - h. L&C: The Friend of the Court does not want to increase the bench warrant fee. Ingham County already has by far the highest fees in the State, and accounts for approximately half of all Bench Warrant Fees collected in Michigan. Approximately ¾ of all FOC offices do not collect a Bench Warrant Fee.

10. Additional revenue is projected from the department head/Controller recommended increase in fees multiplied by the units.

A summary of proposed fee increases for 2021 is presented in the final spreadsheet (Attachment B). The spreadsheet simply lists the 2020 fee, department head and Controller recommendations, and projected revenue for each fee where an increase was proposed.

Fee increases recommended by the Controller's Office would generate approximately \$70,000 in additional revenue in 2021.

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

Attachments

DRAFT

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES

WHEREAS, the Board of Commissioners set various fees for county services in Resolution #02-155 based on information and recommendations of the *Maximus Cost of Services Analysis* completed in 2002; and

WHEREAS, the Board of Commissioners also established the percent of the cost of providing the services which should be recovered by such fees, referred to in this process as a “target percent”; and

WHEREAS, the Board of Commissioners has directed the Controller’s Office to establish a process for the annual review of these fees and target percents; and

WHEREAS, the annual average United States’ consumer price index was used as the cost increase factor; and

WHEREAS, this cost increase factor is applied to the previous year’s calculated cost and multiplied by the target percent and in most cases rounded to the lower full dollar amount in order to arrive at a preliminary recommended fee for the upcoming year; and

WHEREAS, in cases where the calculated cost multiplied by target percent is much higher than the current fee, the fee will be recommended to increase gradually each year until the full cost multiplied by target percent is reached, in order to avoid any drastic increases in fees; and

WHEREAS, in cases where the calculated cost multiplied by target percent is lower than the current fee, no fee increase will be recommended for that year; and

WHEREAS, after initial recommendations are made by the Budget Office, these recommendations are distributed to the affected offices and departments, in order to receive their input; and

WHEREAS, after reviewing the input from the affected offices and departments, the Controller makes final recommendations to the Board of Commissioners; and

WHEREAS, the Controller’s Office has finished its annual review of these fees and recommended increases where appropriate based on increased costs of providing services supported by these fees and the percent of the cost of providing the services which should be covered by such fees as established by the Board of Commissioners; and

WHEREAS, the Board of Commissioners has reviewed the Controller’s recommendations including the target percentages, along with recommendations of the various county offices, departments, and staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee increases in the Attachments at the rates established effective January 1, 2021 with the exception of the Health Department and Friend of the Court, where new rates will be effective October 1, 2020, the Park and Zoo winter seasonal fees and the Park Annual Passes which will be effective starting November 1, 2020.

BE IT FURTHER RESOLVED, that the fees within major Health Department services are not included on the attachments and were not set by the policy above, but rather through policy established in Resolutions #05-166 and #05-242.

2021 County Fees Analysis
County Services Committee

Attachment A

FEES PROPOSED TO CHANGE ARE IN BOLD

Location of Service	Fee Description	2020 Cost	2021 Cost Increase Factor	2021 Cost	Target Percent	2020 Fee	2021 Calc. Fee	2021 Initial Prop. Fee	Units	Department Recomm.	Additional Revenue
1 Clerk	Certified Copy - 1st Copy	\$30.00	1.9%	\$30.57	100.0%	\$30.00	\$30.57	\$30.00	16,500	\$30.00	\$0
2 Clerk	Certified Copy State only recorder - 1st copy (4)	\$10.46	1.9%	\$10.65	100.0%	\$10.00	\$10.65	\$10.00	0	\$10.00	\$0
3 Clerk	Certified Copy Senior Citizen State only (4)	\$10.46	1.9%	\$10.65	100.0%	\$10.00	\$10.65	\$10.00	0	\$10.00	\$0
4 Clerk	Certified Copy - Add'l Copies	\$10.50	1.9%	\$10.70	100.0%	\$10.00	\$10.70	\$10.00	20,400	\$10.00	\$0
5 Clerk	Expedited Svc - copies of Vital Records	\$40.00	1.9%	\$40.76	100.0%	\$40.00	\$40.76	\$40.00	248	\$40.00	\$0
6 Clerk	Marriage Solemnize	\$55.43	1.9%	\$56.49	100.0%	\$50.00	\$56.49	\$51.00	200	\$50.00	\$0
7 Clerk	Notarization of Documents - County resident	\$5.59	1.9%	\$5.70	100.0%	\$5.00	\$5.70	\$5.00	0	\$5.00	\$0
8 Clerk	Notarization of Documents - non-County resident	\$11.18	1.9%	\$11.40	100.0%	\$10.00	\$11.40	\$11.00	0	\$10.00	\$0
9 Clerk	Marriage Witness Fee	\$16.78	1.9%	\$17.10	100.0%	\$15.00	\$17.10	\$16.00	0	\$15.00	\$0
10 Clerk	Veteran ID Cards (7)	\$10.55	1.9%	\$10.75	100.0%	\$10.00	\$10.75	\$10.00	0	\$10.00	\$0
11 Clerk	Copy of CPL Application (MCL 28.425b(17))	\$1.02	1.9%	\$1.04	100.0%	\$1.00	\$1.04	\$1.00	0	\$1.00	\$0
12 Clerk	Birth Written Verification (not a certificate)- NEW	\$0.00	1.9%	\$0.00	100.0%	\$0.00	\$10.00	\$10.00	12	\$10.00	\$120
13 Drain Comm.	Photography	\$300.54	1.9%	\$306.25	100.0%	\$300.00	\$306.25	\$305.00	3	\$305.00	\$15
14 Drain Comm.	Topography	\$601.09	1.9%	\$612.51	100.0%	\$585.00	\$612.51	\$595.00	3	\$595.00	\$30
15 Drain Comm.	Floodplain/wetland	\$120.22	1.9%	\$122.50	100.0%	\$120.00	\$122.50	\$120.00	0	\$120.00	\$0
16 Drain Comm.	Preliminary Comm. Site Plan Review (2)	\$1,387.98	1.9%	\$1,414.35	75.0%	\$715.00	\$1,060.76	\$725.00	20	\$725.00	\$200
17 Drain Comm.	Preliminary Plat Review (2)	\$1,783.34	1.9%	\$1,817.22	75.0%	\$715.00	\$1,362.92	\$725.00	3	\$725.00	\$30
18 Drain Comm.	Plat and Commercial Drainage Review										
19 Drain Comm.	Plat and Commercial Drainage Review - First acre	\$736.29	1.9%	\$750.28	100.0%	\$715.00	\$750.28	\$725.00	15	\$725.00	\$150
20 Drain Comm.	Additional acre	\$84.15	1.9%	\$85.75	100.0%	\$81.00	\$85.75	\$82.00	15	\$82.00	\$15
21 Drain Comm.	Re-submission Admin fee	\$240.43	1.9%	\$245.00	100.0%	\$235.00	\$245.00	\$240.00	0	\$240.00	\$0
22 Drain Comm.	Plat Drain Administration Fee	\$7,480.11	1.9%	\$7,622.23	75.0%	\$2,530.00	\$5,716.67	\$2,540.00	3	\$2,540.00	\$30
23 Drain Comm.	Drain Crossing Permits, Review (Commercial)	\$526.93	1.9%	\$536.94	100.0%	\$515.00	\$536.94	\$525.00	40	\$525.00	\$400
24 Drain Comm.	Drain Crossing Permit- (Residential)	\$138.90	1.9%	\$141.54	100.0%	\$135.00	\$141.54	\$140.00	1	\$140.00	\$5
25 Drain Comm.	Tap in Permit - Residential	\$148.26	1.9%	\$151.08	75.0%	\$110.00	\$113.31	\$110.00	1	\$110.00	\$0
26 Drain Comm.	Tap-in Permit - Commercial	\$578.77	1.9%	\$589.77	75.0%	\$430.00	\$442.33	\$440.00	10	\$440.00	\$100
27 Drain Comm.	Soil Erosion Permit - Commercial-12 mo. Duration - 1/2 acre or less	\$639.10	1.9%	\$651.25	100.0%	\$630.00	\$651.25	\$640.00	0	\$640.00	\$0
28 Drain Comm.	Soil Erosion (12 mo.) - Commercial- each additional acre (3)	\$63.91	1.9%	\$65.12	100.0%	\$63.00	\$65.12	\$64.00	0	\$64.00	\$0
29 Drain Comm.	Soil Erosion Permit - Commercial-9 mo. Duration - 1/2 acre or less (3)	\$560.62	1.9%	\$571.27	100.0%	\$550.00	\$571.27	\$560.00	0	\$560.00	\$0
30 Drain Comm.	Soil Erosion (9 mo.) - Commercial- each add'l acre (3)	\$56.06	1.9%	\$57.13	100.0%	\$55.00	\$57.13	\$56.00	0	\$56.00	\$0
31 Drain Comm.	Soil Erosion Permit - Commercial - 6 mo. Duration - 1/2 acre or less (3)	\$482.13	1.9%	\$491.29	100.0%	\$470.00	\$491.29	\$480.00	0	\$480.00	\$0
32 Drain Comm.	Soil Erosion (6 mo.) - Commercial- each add'l acre (3)	\$48.21	1.9%	\$49.13	100.0%	\$47.00	\$49.13	\$48.00	0	\$48.00	\$0
33 Drain Comm.	Soil Erosion Permit Transfer	\$102.18	1.9%	\$104.13	100.0%	\$100.00	\$104.13	\$100.00	0	\$100.00	\$0
34 Drain Comm.	Soil Erosion Permit Renewal (3)	\$51.09	1.9%	\$52.06	100.0%	\$50.00	\$52.06	\$50.00	0	\$50.00	\$0
35 Drain Comm.	Escrow account-1/2 acre or less	\$601.09	1.9%	\$612.51	100.0%	\$585.00	\$612.51	\$595.00	20	\$595.00	\$200
36 Drain Comm.	Escrow account - 1/2 to 1 acre	\$1,803.26	1.9%	\$1,837.52	100.0%	\$1,730.00	\$1,837.52	\$1,740.00	10	\$1,740.00	\$100
37 Drain Comm.	Escrow account - 1 to 5 acres	\$3,606.51	1.9%	\$3,675.04	100.0%	\$3,430.00	\$3,675.04	\$3,440.00	15	\$3,440.00	\$150
38 Drain Comm.	Escrow account - 5 to 10 acres	\$6,010.85	1.9%	\$6,125.06	100.0%	\$5,655.00	\$6,125.06	\$5,665.00	5	\$5,665.00	\$50
39 Drain Comm.	Escrow account - each add'l 10 acres	\$3,005.43	1.9%	\$3,062.53	100.0%	\$2,855.00	\$3,062.53	\$2,865.00	5	\$2,865.00	\$50
40 Drain Comm.	Soil Erosion Permit-Residential-12 mo.	\$276.50	1.9%	\$281.75	100.0%	\$275.00	\$281.75	\$275.00	2	\$275.00	\$0
41 Drain Comm.	Soil Erosion Permit - 9 month duration	\$356.90	1.9%	\$363.68	75.0%	\$265.00	\$272.76	\$265.00	5	\$265.00	\$0
42 Drain Comm.	Soil Erosion Permit - 6 month duration	\$289.37	1.9%	\$294.87	75.0%	\$210.00	\$221.15	\$220.00	40	\$220.00	\$400
43 Drain Comm.	Soil Erosion Permit - Renewal	\$144.69	1.9%	\$147.44	75.0%	\$110.00	\$110.58	\$110.00	25	\$110.00	\$0
44 Drain Comm.	Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection	\$462.28	1.9%	\$471.06	75.0%	\$340.00	\$353.30	\$350.00	15	\$350.00	\$150

	Location of Service	Fee Description	2020 Cost	2021 Cost Increase Factor	2021 Cost	Target Percent	2020 Fee	2021 Calc. Fee	2021 Initial Prop. Fee	Units	Department Recomm.	Additional Revenue
44	Drain Comm.	Residential Minor Disturbance Soil Erosion - Permit/Review/Inspection	\$67.52	1.9%	\$68.80	75.0%	\$50.00	\$51.60	\$51.00	10	\$51.00	\$10
45	Drain Comm.	Violation and Cease&Desist Order	\$315.67	1.9%	\$321.67	100.0%	\$315.00	\$321.67	\$320.00	6	\$320.00	\$30
46	Drain Comm.	Title Search - Drain Assessments	\$5.73	1.9%	\$5.84	100.0%	\$5.00	\$5.84	\$5.00	1,694	\$5.00	\$0
47	Econ. Devel.	Application Fee - Brownfield	\$1,587.12	1.9%	\$1,617.27	100.0%	\$1,530.00	\$1,617.27	\$1,540.00	0	\$1,540.00	\$0
48	Equalization	Pre-2005 Paper Maps/Aerial photos (blueprints)	\$13.63	1.9%	\$13.89	100.0%	\$13.00	\$13.89	\$13.00	100	\$13.00	\$0
49	Equalization	Digitally Produced Paper Maps- Parcel Layer										
50	Equalization	8.5" x 11"	\$6.74	1.9%	\$6.87	100.0%	\$6.00	\$6.87	\$6.00	5	\$6.00	\$0
51	Equalization	11" x 17"	\$13.48	1.9%	\$13.73	100.0%	\$13.00	\$13.73	\$13.00	5	\$13.00	\$0
52	Equalization	17" x 22"	\$20.22	1.9%	\$20.60	100.0%	\$19.00	\$20.60	\$20.00	5	\$20.00	\$5
53	Equalization	22" x 34"	\$26.96	1.9%	\$27.47	100.0%	\$26.00	\$27.47	\$27.00	5	\$27.00	\$5
54	Equalization	28" x 40"	\$33.70	1.9%	\$34.34	100.0%	\$32.00	\$34.34	\$33.00	5	\$33.00	\$5
55	Equalization	34" x 44"	\$40.44	1.9%	\$41.20	100.0%	\$39.00	\$41.20	\$40.00	5	\$40.00	\$5
56	Equalization	Digitally Produced Paper Maps - Parcel layer w/2010 Digital Photo Layer										
57	Equalization	8.5" x 11"	\$13.48	1.9%	\$13.73	100.0%	\$13.00	\$13.73	\$13.00	1,250	\$13.00	\$0
58	Equalization	11" x 17"	\$26.96	1.9%	\$27.47	100.0%	\$26.00	\$27.47	\$27.00	25	\$27.00	\$25
59	Equalization	17" x 22"	\$40.44	1.9%	\$41.20	100.0%	\$39.00	\$41.20	\$40.00	20	\$40.00	\$20
60	Equalization	22" x 34"	\$53.91	1.9%	\$54.94	100.0%	\$52.00	\$54.94	\$53.00	5	\$53.00	\$5
61	Equalization	28" x 40"	\$67.39	1.9%	\$68.67	100.0%	\$65.00	\$68.67	\$66.00	5	\$66.00	\$5
62	Equalization	34" x 44"	\$80.87	1.9%	\$82.41	100.0%	\$78.00	\$82.41	\$80.00	5	\$80.00	\$10
63	Equalization	Custom Maps	\$76.03	1.9%	\$77.47	100.0%	Varies	\$77.47	varies	50	varies	\$0
64	Equalization	BS&A Export	\$0.00	1.9%	\$0.00	100.0%	\$500.00	\$0.00	\$0.00	0	\$0.00	\$0
65	Equalization	Ingham County Plat Book	\$0.00	1.9%	\$0.00	100.0%	\$10.00	\$0.00	\$0.00	0	\$0.00	\$0
66	Equalization	Digital Parcel Data Layer (Sold by Local Unit) 0.10/parcel, minimum charge \$150.00										
	Equalization	TOWNSHIP CHARGES **										
67	Equalization	Alaiedon Twp	\$165.00	1.9%	\$168.14	100.0%	\$165.00	\$168.14	\$165.00	1,652	\$165.00	\$0
68	Equalization	Aurelius Twp	\$205.00	1.9%	\$208.90	100.0%	\$205.00	\$208.90	\$205.00	2,054	\$205.00	\$0
69	Equalization	Bunker Hill Twp	\$150.00	1.9%	\$152.85	100.0%	\$150.00	\$152.85	\$150.00	1,081	\$150.00	\$0
70	Equalization	Delhi Twp	\$1,013.00	1.9%	\$1,032.25	100.0%	\$1,013.00	\$1,032.25	\$1,013.00	10,136	\$1,013.00	\$0
71	Equalization	Ingham Twp	\$150.00	1.9%	\$152.85	100.0%	\$150.00	\$152.85	\$150.00	1,266	\$150.00	\$0
72	Equalization	Lansing Twp	\$313.00	1.9%	\$318.95	100.0%	\$313.00	\$318.95	\$313.00	3,130	\$313.00	\$0
73	Equalization	Leroy Twp	\$158.00	1.9%	\$161.00	100.0%	\$158.00	\$161.00	\$158.00	1,582	\$158.00	\$0
74	Equalization	Leslie Twp	\$150.00	1.9%	\$152.85	100.0%	\$150.00	\$152.85	\$150.00	1,371	\$150.00	\$0
75	Equalization	Locke Twp	\$150.00	1.9%	\$152.85	100.0%	\$150.00	\$152.85	\$150.00	998	\$150.00	\$0
76	Equalization	Meridian Twp	\$1,388.00	1.9%	\$1,414.37	100.0%	\$1,388.00	\$1,414.37	\$1,388.00	13,889	\$1,388.00	\$0
77	Equalization	Onondaga Twp	\$150.00	1.9%	\$152.85	100.0%	\$150.00	\$152.85	\$150.00	1,463	\$150.00	\$0
78	Equalization	Stockbridge Twp	\$197.00	1.9%	\$200.74	100.0%	\$197.00	\$200.74	\$197.00	1,970	\$197.00	\$0
79	Equalization	Vevay Twp	\$158.00	1.9%	\$161.00	100.0%	\$158.00	\$161.00	\$158.00	1,584	\$158.00	\$0
80	Equalization	Wheatfield Twp	\$150.00	1.9%	\$152.85	100.0%	\$150.00	\$152.85	\$150.00	886	\$150.00	\$0
81	Equalization	White Oak Twp	\$150.00	1.9%	\$152.85	100.0%	\$150.00	\$152.85	\$150.00	792	\$150.00	\$0
82	Equalization	Williamstown Twp	\$225.00	1.9%	\$229.28	100.0%	\$225.00	\$229.28	\$225.00	2,253	\$225.00	\$0
83	Equalization	C-East Lansing	\$708.00	1.9%	\$721.45	100.0%	\$708.00	\$721.45	\$708.00	7,086	\$708.00	\$0
84	Equalization	C-Lansing	\$3,996.00	1.9%	\$4,071.92	100.0%	\$3,996.00	\$4,071.92	\$3,996.00	39,967	\$3,996.00	\$0
85	Equalization	C-Leslie	\$150.00	1.9%	\$152.85	100.0%	\$150.00	\$152.85	\$150.00	755	\$150.00	\$0
86	Equalization	C-Mason	\$321.00	1.9%	\$327.10	100.0%	\$321.00	\$327.10	\$321.00	3,218	\$321.00	\$0
87	Equalization	C-Williamston	\$150.00	1.9%	\$152.85	100.0%	\$150.00	\$152.85	\$150.00	1,443	\$150.00	\$0
88	Equalization	Digital Photo all local units	\$850.00	1.9%	\$866.15	100.0%	\$850.00	\$866.15	\$850.00	21	\$850.00	\$0
89	Zoo	Parking Fees ****										
90	Zoo	Resident - daily (April - October)	\$5.74	1.9%	\$5.85	75.0%	\$3.00	\$4.39	\$3.00	22,376	\$3.00	\$0
91	Zoo	Non-Resident daily (April - October)	\$5.74	1.9%	\$5.85	100.0%	\$5.00	\$5.85	\$5.00	22,074	\$5.00	\$0
92	Zoo	Resident Annual	\$45.94	1.9%	\$46.82	75.0%	\$32.00	\$35.11	\$32.00	322	\$33.00	\$322
93	Zoo	Non-Resident Annual	\$45.94	1.9%	\$46.82	100.0%	\$42.00	\$46.82	\$42.00	49	\$43.00	\$49
94	Zoo	Ingham County (non-profit) School Bus	\$5.74	1.9%	\$5.85	0.0%	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0
95	Zoo											
96	Zoo	Resident Adult (April - October)	\$13.78	1.9%	\$14.05	55.0%	\$7.00	\$7.72	\$7.00	26,027	\$7.00	\$0
97	Zoo	Non-Resident Adult (April - October)	\$13.78	1.9%	\$14.05	100.0%	\$13.00	\$14.05	\$14.00	20,805	\$14.00	\$20,805

	Location of Service	Fee Description	2020 Cost	2021 Cost Increase Factor	2021 Cost	Target Percent	2020 Fee	2021 Calc. Fee	2021 Initial Prop. Fee	Units	Department Recomm.	Additional Revenue
98	Zoo	Resident Senior/Military (April - October)*	\$13.78	1.9%	\$14.05	40.0%	\$5.00	\$5.62	\$5.00	2,539	\$5.00	\$0
99	Zoo	Non-Resident Senior/Military (April - October)	\$13.78	1.9%	\$14.05	100.0%	\$11.00	\$14.05	\$12.00	2,882	\$12.00	\$2,882
100	Zoo	Children (age 3-12) (April - October)*	\$13.78	1.9%	\$14.05	35.0%	\$5.00	\$4.92	\$5.00	22,937	\$5.00	\$0
101	Zoo	Children under 3	\$13.78	1.9%	\$14.05	0.0%	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0
102	Zoo	All Adults(November-March): Res, Non-Res, or Senior	\$13.78	1.9%	\$14.05	35.0%	\$4.00	\$4.92	\$4.00	7,733	\$4.00	\$0
103	Zoo	Children (age 3-12) (November - March)	\$9.98	1.9%	\$10.17	35.0%	\$3.00	\$3.56	\$3.00	2,972	\$3.00	\$0
104	Zoo	Admission Fee for Charitable Events (5)	\$4.30	1.9%	\$4.38	100.0%	\$4.00	\$4.38	\$4.00	0	\$4.00	\$0
105	Zoo	School Groups & Charitable Organizations ANY SHELTER	\$26.88	1.9%	\$27.39	100.0%	\$25.00	\$27.39	\$26.00	0	\$26.00	\$0
106	Zoo	Shelters - 60 Person Capacity										
107	Zoo	Potter Park Penguin Cove	\$169.21	1.9%	\$172.42	100.0%	\$120.00	\$172.42	\$130.00	35	\$130.00	\$350
108	Zoo	Shelters - 80 Person Capacity										
109	Zoo	Potter Park Eagle Landing	\$169.21	1.9%	\$172.42	100.0%	\$145.00	\$172.42	\$155.00	37	\$155.00	\$370
110	Zoo	Shelters - 300 Person Capacity										
111	Zoo	Potter Park - Tiger Den	\$216.27	1.9%	\$220.38	100.0%	\$215.00	\$220.38	\$220.00	10	\$220.00	\$50
112	RoD	Plat Administration Fee (1)	\$21.16	1.9%	\$21.56	100.0%	\$20.00	\$21.56	\$20.00	10	\$20.00	\$0
113	RoD	Laredo product,0-250 minutes,chrq/month	\$57.43	1.9%	\$58.52	100.0%	\$53.00	\$58.52	\$54.00	0	\$54.00	\$0
114	RoD	Laredo Min. Overage for 0-250 min. plan	\$0.23	1.9%	\$0.23	100.0%	\$0.21	\$0.23	\$0.22	0	\$0.22	\$0
115	RoD	Laredo product, 250-1000 mins.-chrq/mo.	\$114.86	1.9%	\$117.04	100.0%	\$105.00	\$117.04	\$110.00	0	\$110.00	\$0
116	RoD	Laredo Min. Ovrq for 250-1000 min. plan	\$0.17	1.9%	\$0.18	100.0%	\$0.16	\$0.18	\$0.17	0	\$0.17	\$0
117	RoD	Laredo product,1001-3000 mins-chrq/mo	\$229.72	1.9%	\$234.09	100.0%	\$210.00	\$234.09	\$215.00	0	\$215.00	\$0
118	RoD	Laredo Min. Ovrq for 1000-3000 min. plan	\$0.14	1.9%	\$0.14	100.0%	\$0.13	\$0.14	\$0.14	0	\$0.14	\$0
119	RoD	Laredo product,Unltd mins-chrq/mo.	\$287.15	1.9%	\$292.61	100.0%	\$260.00	\$292.61	\$265.00	0	\$265.00	\$0
120	Treasurer	NSF Checks	\$34.29	1.9%	\$34.94	100.0%	\$34.00	\$34.94	\$34.00	75	\$34.00	\$0
121	Treasurer	Tax service fee	\$4.47	1.9%	\$4.56	100.0%	\$4.00	\$4.56	\$4.00	100	\$4.00	\$0

\$27,148

(1) Set per the State Guidelines

(2) These Fees must be the same as the 1st acre

(3) The fee for each additional acre is 10% of the original fee

(4) Added Per R17-021

(5) Added per Reso #14-432

(6) Added per Reso #15-221

(7) Added per Reso #16-388

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

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

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

Zoo - School Groups - \$1.00/Child (April 1st - October 31st

Zoo - On Non-Holiday Mondays from 9AM - 12PM, admission will be free for Ingham County Resident:

Mother's Day - Mothers Free Admission

Annual Passes October-September

Father's Day - Fathers Free Admission

College Day (October) - Free Admission with Valid Student ID

Veteran's Day (November) - Veterans & Families Free Admission , Fourth of July - Veterans Free Admission

Be A Tourist In Your Own Town (June) GLCVB - Free Admission and Parking with Tourist Passpor

Zoo Days (July) - \$1.00/person with Voucher

Registered Groups 20+ Zoo - \$1.00 off Admission per Person

Zoo Ingham County Residents Free Day (October) - Free Admission

Grandparent's Day - Granparents Free Admission

**2021 County Fees Analysis
County Services Committee**

Attachment B

Location of Service	Fee Description	2020 Fee	Department Recomm.	Additional Revenue
Clerk	Birth Written Verification (not a certificate)- NEW	\$0.00	\$10.00	\$120
Drain Comm.	Photography	\$300.00	\$305.00	\$15
Drain Comm.	Topography	\$585.00	\$595.00	\$30
Drain Comm.	Preliminary Comm. Site Plan Review (2)	\$715.00	\$725.00	\$200
Drain Comm.	Preliminary Plat Review (2)	\$715.00	\$725.00	\$30
Drain Comm.	Plat and Commercial Drainage Review - First acre	\$715.00	\$725.00	\$150
Drain Comm.	Additional acre	\$81.00	\$82.00	\$15
Drain Comm.	Re-submission Admin fee	\$235.00	\$240.00	\$0
Drain Comm.	Plat Drain Administration Fee	\$2,530.00	\$2,540.00	\$30
Drain Comm.	Drain Crossing Permits, Review (Commercial)	\$515.00	\$525.00	\$400
Drain Comm.	Drain Crossing Permit- (Residential)	\$135.00	\$140.00	\$5
Drain Comm.	Tap-in Permit - Commercial	\$430.00	\$440.00	\$100
Drain Comm.	Soil Erosion Permit - Commercial-12 mo. Duration - 1/2 acre or less	\$630.00	\$640.00	\$0
Drain Comm.	Soil Erosion (12 mo.) - Commercial- each additional acre (3)	\$63.00	\$64.00	\$0
Drain Comm.	Soil Erosion Permit - Commercial -9 mo. Duration - 1/2 acre or less (3)	\$550.00	\$560.00	\$0
Drain Comm.	Soil Erosion (9 mo.) - Commercial- each add'l acre (3)	\$55.00	\$56.00	\$0
Drain Comm.	Soil Erosion Permit - Commercial - 6 mo. Duration - 1/2 acre or less (3)	\$470.00	\$480.00	\$0
Drain Comm.	Soil Erosion (6 mo.) - Commercial- each add'l acre (3)	\$47.00	\$48.00	\$0
Drain Comm.	Escrow account-1/2 acre or less	\$585.00	\$595.00	\$200
Drain Comm.	Escrow account - 1/2 to 1 acre	\$1,730.00	\$1,740.00	\$100
Drain Comm.	Escrow account - 1 to 5 acres	\$3,430.00	\$3,440.00	\$150

Location of Service	Fee Description	2020 Fee	Department Recomm.	Additional Revenue
Drain Comm.	Escrow account - 5 to 10 acres	\$5,655.00	\$5,665.00	\$50
Drain Comm.	Escrow account - each add'l 10 acres	\$2,855.00	\$2,865.00	\$50
Drain Comm.	Soil Erosion Permit - 6 month duration	\$210.00	\$220.00	\$400
Drain Comm.	Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection	\$340.00	\$350.00	\$150
Drain Comm.	Residential Minor Disturbance Soil Erosion - Permit/Review/Inspection	\$50.00	\$51.00	\$10
Drain Comm.	Violation and Cease&Desist Order	\$315.00	\$320.00	\$30
Econ. Devel.	Application Fee - Brownfield	\$1,530.00	\$1,540.00	\$0
Equalization	17" x 22"	\$19.00	\$20.00	\$5
Equalization	22" x 34"	\$26.00	\$27.00	\$5
Equalization	28" x 40"	\$32.00	\$33.00	\$5
Equalization	34" x 44"	\$39.00	\$40.00	\$5
Equalization	11" x 17"	\$26.00	\$27.00	\$25
Equalization	17" x 22"	\$39.00	\$40.00	\$20
Equalization	22" x 34"	\$52.00	\$53.00	\$5
Equalization	28" x 40"	\$65.00	\$66.00	\$5
Equalization	34" x 44"	\$78.00	\$80.00	\$10
Zoo	Non-Resident Adult (April - October)	\$13.00	\$14.00	\$20,805
Zoo	Non-Resident Senior/Military (April - October)	\$11.00	\$12.00	\$2,882
Zoo	<i>School Groups & Charitable Organizations ANY SHELTER</i>	\$25.00	\$26.00	\$0
Zoo	Potter Park Penguin Cove	\$120.00	\$130.00	\$350
Zoo	Potter Park Eagle Landing	\$145.00	\$155.00	\$370
Zoo	Potter Park - Tiger Den	\$215.00	\$220.00	\$50
RoD	Laredo product,0-250 minutes,chrq/month	\$53.00	\$54.00	\$0
RoD	Laredo Min. Overage for 0-250 min. plan	\$0.21	\$0.22	\$0
RoD	Laredo product, 250-1000 mins.-chrq/mo.	\$105.00	\$110.00	\$0
RoD	Laredo Min. Ovrq for 250-1000 min. plan	\$0.16	\$0.17	\$0
RoD	Laredo product,1001-3000 mins-chrg/mo	\$210.00	\$215.00	\$0
RoD	Laredo Min. Ovrq for 1000-3000 min. plan	\$0.13	\$0.14	\$0
RoD	Laredo product,Unltd mins-chrg/mo.	\$260.00	\$265.00	\$0