

CHAIRPERSON
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VICE-CHAIRPERSON
CAROL KOENIG

VICE-CHAIRPERSON PRO-TEM
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FINANCE COMMITTEE
THOMAS MORGAN, CHAIR
TODD TENNIS
MARK GREBNER
BRYAN CRENSHAW
MARK POLSDOFER
RANDY SCHAFFER
RANDY MAIVILLE

INGHAM COUNTY BOARD OF COMMISSIONERS
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THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, MAY 6, 2020 AT 6:30 P.M.
THE MEETING WILL BE HELD VIRTUALLY. <https://ingham.zoom.us/j/97156113440>.

Agenda

Call to Order

Approval of the [March 4, 2020](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Drain Commissioner – Resolution Pledging Full Faith and Credit to [Nemoka Drain](#) Drainage District Bonds
2. Treasurer – Resolution Authorizing a Transfer from the Ingham County Delinquent Tax Revolving Fund to the Ingham County General Fund to Support the [Greater Lansing Food Bank](#)
3. Parks Department – Resolution to Authorize an Amendment to the Contract with [Johnson Sign Company](#) for Wayfinding Sign Installation
4. Veterans Affairs – Resolution to Authorize the Ingham County Department of Veteran Affairs to Accept a 2020 County [Veteran Service Grant](#) in the Amount of \$102,074.07
5. Health Department – Resolution to Authorize an Amendment to the Contract with the [Ionia County](#) Health Department for Medical Direction and Program Consultant
6. Health Services Millage – Resolution Authorizing a Contract Extension with [MaLannoye Consulting, LLC](#) to Review Member Eligibility and Expenses Relative to the Health Services Millage Contracts with Ingham Health Plan Corporation
7. Innovation & Technology Department – Resolution to Approve the Support Purchase of Video Server Hardware through [Avalon Technologies](#)
8. Purchasing Department – Resolution to Approve the Disposal of County-Owned [Surplus Property](#)
9. Public Defender's Office – Resolution to Convert a Senior Assistant Public Defender to a [Deputy Chief Public Defender](#)

10. 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](#)

11. Controller/Administrator'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 (*Discussion*)
- d. Discussion Item – Update on 2020 and 2021 Budget Projections

Announcements

Public Comment

Adjournment

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

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

FINANCE COMMITTEE

March 4, 2020

Draft Minutes

Members Present: Morgan, Grebner (arrived at 6:31 p.m.), Crenshaw, Polsdofer, Schafer, and Maiville.

Members Absent: Tennis.

Others Present: Rick Terrill, Patrick E. Lindemann, Paul C. Pratt, Roger Swets, Michael Townsend, Michael Tanis, and others.

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

Approval of February 19, 2020 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE FEBRUARY 19, 2020 FINANCE COMMITTEE MEETING.

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

Commissioner Grebner arrived at 6:31 p.m.

Additions to the Agenda

None.

Limited Public Comment

None.

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

3. Parks Department – Resolution to Authorize a Contract with Brock & Associates Inc. for a New Dock at Lake Lansing South Park
4. Health Department
 - a. Resolution to Authorize Amendment #2 to the 2019-2020 Comprehensive Agreement with the Michigan Department of Health and Human Services
 - b. Resolution to Authorize an Agreement with Verity Stream, Inc. to Provide Verification of Professional Credentials of Physicians and Allied Health Professionals

5. 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
6. 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
7. Innovation & Technology Department – Resolution to Approve Purchase of Courtview Training from Equivant
8. 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 Huntoon Lake Extension Drain
9. 9-1-1 Central Dispatch – Resolution to Approve Fiber Install from Western Tel-Com
10. Controller/Administrator's Office – Resolution Establishing the Budget Calendar for 2021

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

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

2. Law & Courts Committee – Resolution Submitting to a Vote of the Electorate a Special Millage for Continuing Comprehensive Emergency Telephone Services (911 Services)

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE AGENDA ITEM.

Commissioner Maiville stated that the 9-1-1 millage was a need, but not a want. He further stated that he hoped, in the future, the millage would be funded through the General Fund, not a millage.

Commissioner Grebner stated that it had been funded out of the General Fund until someone suggested to have it be paid for through separate millage funds. He further stated that, at that time, there were three or four different 9-1-1 answer points, and this millage brought the Cities of Lansing and East Lansing to work together.

Commissioner Grebner stated that the 0.85 millage brought in \$7 million, and that the surcharge on instruments was \$1.40. He asked what the cost was per instrument.

Commissioner Crenshaw asked Commissioner Grebner if he was talking about radio equipment or cellphones.

Commissioner Grebner stated that it wasn't a cellphone charge, but a charge on phone instruments, including landlines.

Michael Townsend, Budget Director, stated that he thought it was a surcharge of \$1.40.

Commissioner Grebner stated that there were a couple hundred thousand of these instruments, and because the surcharge was \$1.40, the surcharge brought an additional \$4 million a year. He further stated that the 9-1-1 millage brought a total of \$11 million a year.

Commissioner Grebner stated that part of that money is for operational costs. He further stated that he thought that the Board of Commissioners should not spend more than 80 percent of their income on operational costs because the Board of Commissioners always had capital needs.

Commissioner Schafer stated that he agreed.

Discussion.

Commissioner Grebner asked how much the Board of Commissioners was paying for operational costs, and how much was being set aside for capital needs.

Discussion.

Mr. Townsend stated that he would reach out to the Ingham County 9-1-1 Center to answer his questions, and he would send the answers to the Finance Committee.

Commissioner Maiville stated that he thought the current millage structure, as well as the device surcharge, was such that once the new 9-1-1 radio system was implemented, there would be funds available to do what Commissioner Grebner was talking about.

Discussion.

Commissioner Grebner stated that there was a feature of 9-1-1 taxing that charged instruments physically located in Ingham County, and cellphones that were sold and contracted here. He further stated that if someone bought a cellphone and moved to Peoria, Illinois, the person would pay the surcharge forever.

Commissioner Grebner stated that he thought that the surcharge was being levied on a strange collection of people. He further stated that Clinton and Eaton Counties taxed people in the Cities of Lansing and East Lansing and not provide services, and so the two counties received taxes for people they did not serve and Ingham County provided services to people they did not tax.

Discussion.

Chairperson Morgan thanked Commissioner Grebner and stated that he did not think that anyone on the Finance Committee was interested in the Michigan Legislature, but he would pass that along to anyone that was interested.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

5. 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. SCHAFER, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE AGENDA ITEM.

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.

Chairperson Morgan thanked Commissioner Maiville for his disclosure and asked the Recording Secretary to be sure that it was properly reflected in the minutes.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

1. Drain Commissioner – Montgomery Drain Update

Patrick E. Lindemann, Drain Commissioner, stated that he was requested to answer some questions about the Montgomery Drain project.

Chairperson Morgan asked him to provide the Finance Committee with a quick, elevator version of where things stood with the project.

Mr. Lindemann stated that construction had started on the project, and it was on-time and millions of dollars under-budget.

Chairperson Morgan asked if the project was under-budget.

Mr. Lindemann stated yes.

Chairperson Morgan stated that he saw on Channel 10 WILX that the Board of Commissioners had approved \$34.5 million a couple of years ago, but then he heard \$50 million two months ago. He asked Mr. Lindemann where that figure came from, and how it differed from the \$34.5 million.

Mr. Lindemann stated that the drain project was \$34.5 million. He further stated that it was not uncommon for the Cities of Lansing or East Lansing, and/or other municipalities, to have them do some additional construction work.

Mr. Lindemann stated that difference between the \$34.5 million cost, which the Drain Commission approved as an estimate, and the \$50 million cost was that the cost could increase or decrease based on the bids received. He further stated that the City of Lansing wanted sanitary sewers to be placed near Frandor Hills, and the Michigan State Highway Department wanted bike paths to be constructed along US-127.

Mr. Lindemann stated that these were called supplemental benefits, and while it was not related to the drain project, it made no sense to have construction crews tripping over each other. He further stated that, through the bidding process, they tried to combine the different crews and activities.

Mr. Lindemann stated that it saved them money on the drain side, which would bring the project under-budget. He further stated that the benefit was that it made the project move faster, and tied it all together in a timely-fashion.

Chairperson Morgan asked when Mr. Lindemann anticipated that the project would be put together for the project, during what phase.

Mr. Lindemann stated that he was bidding the project in thirteen different divisions, and they only had the prices back for two of the divisions. He further stated that he had firm numbers for Division 9 and Division 1, and those numbers were within the provided document.

Mr. Lindemann stated that Division 3 had gone out for bidding that day, and he anticipated six or seven constructors to bid on the project. He further stated that Division 3 was a typical project that was a substantial portion of the overall drain project, but he did not know the number yet.

Chairperson Morgan stated that, with the Red Cedar Development Project with Ferguson-Cass, part of the vision there was that it complemented the projects. He asked how it affected what they were doing, and if it caused inefficiencies.

Mr. Lindemann stated that it did not affect them at all as there was no competition. He further stated that, if the project did not take place, the drain project would cost more, and for example, they were required to put paths around the pond, but the development had agreed to pay for it.

Mr. Lindemann updated the Finance Committee on the Montgomery Drain project.

Chairperson Morgan asked who was paying the other 80 percent.

Mr. Lindemann stated that it was up to the City of Lansing, and that he did not know.

Roger Swets, Dickinson-Wright Bond Counsel, and Mr. Lindemann provided the Finance Committee with information related to Chapter 20 bonds.

Chairperson Morgan stated that the 20 percent of the Red Cedar Development Project would contribute toward the drain project. He asked if it ended up being 100 percent that the municipalities have to put out.

Mr. Lindemann stated no.

Chairperson Morgan asked what happened to that 20 percent.

Mr. Lindemann stated that the 20 percent was what the City of Lansing had already assessed. He further stated that if the city chose to assess that development, their percentage would be around 20 percent, but would have to see their final plans to determine run-off factors.

Mr. Lindemann stated that the City of Lansing had never charged personal properties for Chapter 20 drain assessment, so that was a first for them. He further stated that he thought it was not fair to only assess the developer and not Frandor Hills, as they would have some responsibilities to those who use to drain to pay for it.

Mr. Lindemann stated that the City of Lansing could easily assess 20 percent of the developer, as the developer had already agreed to pay that, but he would have to ask the Mayor to find out. He further stated that someone could file a lawsuit for unfairness.

Chairperson Morgan asked if there was not a developer, the City of Lansing would have to find out how to get that 20 percent.

Mr. Lindemann stated that they could also pay for the 20 percent through their sanitary sewer fund.

Chairperson Morgan stated that if the development project did occur, their costs would decrease.

Mr. Lindemann stated that there were things the developer had agreed to pay the City of Lansing, and as a pass-through, the city had agreed to pay for those things.

Mr. Lindemann further updated the Finance Committee on the Montgomery Drain project.

Chairperson Morgan asked if there was anything they thought was important at this stage.

Mr. Lindemann stated that he should look through the provided document.

Discussion.

Commissioner Grebner asked Mr. Lindemann when he thought work would be started.

Mr. Lindemann stated that it depended on the bidders because they determined when they mobilized their equipment. He further stated that they would give them a six-month window, and somewhere in that timeframe, the crew would mobilize their equipment.

Mr. Lindemann further updated the Finance Committee on the Montgomery Drain project.

Chairperson Morgan asked if the trees were related to what they were doing.

Mr. Lindemann stated yes. He further stated that some of the trees were on their property, but it was cheaper to cut them down all at once.

Commissioner Grebner asked if the project would be completed in 2020 or 2021.

Mr. Lindemann stated that it would be completed in 2021.

Discussion.

Commissioner Grebner asked if there would be substantial work completed in 2020.

Mr. Lindemann stated yes.

Mr. Lindemann further updated the Finance Committee on the Montgomery Drain project.

Chairperson Morgan asked Mr. Lindemann to periodically email the Finance Committee to update the Commissioners as the bids were received.

Mr. Lindemann stated he would email Becky Bennett, Board of Commissioners Office Director.

Discussion.

Mr. Lindemann stated that every bid had to be approved by the Board of Commissioners. He further stated that the minutes would reflect the acceptance of that bid.

Mr. Lindemann stated that, in terms of this project having problems with it, he was pleased with how the project was moving forward.

Chairperson Morgan stated that he had not heard problems, but he wanted to see the development of the Red Cedar project, and how it affected the drain project.

Mr. Lindemann stated that the developers had made an agreement with the City of Lansing to do certain things. He further stated that, if the developers paid for the maintenance path, it would be free money for them, but if they did not go ahead, they would lose and the number would increase.

Chairperson Morgan stated that it would cost more. He further stated it Mr. Lindemann stated earlier that it would not cost more than the \$34.5 million estimate.

Mr. Lindemann stated that he was correct. He further stated that the City of Lansing had the option to assess the properties at 10 percent, 20 percent, or 100 percent.

Chairperson Morgan asked if it would cost more without the development project.

Mr. Lindemann stated yes.

Commissioner Grebner asked if a couple percent of the project would be charged off as drain tax at-large.

Mr. Lindemann stated that not with the Chapter 20 bonds.

Mr. Swets provided the Finance Committee with information related to Chapter 20 bonds.

Commissioner Grebner asked if there was no assessment against the County because they were County roads.

Mr. Lindemann stated yes.

Discussion.

Commissioner Grebner stated that 4.55 percent of the project would be paid for by the County.

Mr. Lindemann stated that half would be paid for by the County and the other half would be paid for by the Ingham County Road Department general fund.

Discussion.

Commissioner Grebner stated that it was not quite true that the County was not on the hook for any funds, and it just so happened that they were lucky that Lansing Township does not have much roadway that was being benefited from this project.

Mr. Lindemann stated that he wanted to publicly thank the Michigan State Highway Department because they had a series of problems with US-127.

Mr. Lindemann further updated the Finance Committee on the Montgomery Drain project.

Discussion.

Commissioner Schafer asked Mr. Lindemann, when they published their advertisements, if they were only being published in Lansing City Pulse.

Mr. Lindemann stated no. He further stated that the advertisements were published on a website for contractors, but it made no sense to publish in fifteen newspapers when no one reads them, but they were required to publish in at least one newspaper, and Lansing City Pulse was the cheapest.

Mr. Lindemann further updated the Finance Committee on the Montgomery Drain project.

Commissioner Schafer stated that the bidders would ask for the Full Faith and Credit of the County for bond issues.

Mr. Lindemann stated that the Full Faith and Credit of the County was important because it allowed them to borrow money at a lesser interest rate. He further stated that it was always cheaper.

Mr. Swets provided the Finance Committee with information related to Full Faith and Credit.

Chairperson Morgan asked Mr. Lindemann when he anticipated bringing it forward.

Mr. Lindemann stated that he had to have a price first.

Chairperson Morgan asked Mr. Lindemann roughly when it would be brought forward.

Mr. Lindemann stated that he thought late-spring, including April, May, June or July.

Commissioner Schafer stated that this was an intriguing project. He further stated that he had a packet of information if any Commissioners wanted to read it.

Mr. Lindemann further updated the Finance Committee on the Montgomery Drain project.

Chairperson Morgan stated that the cover page of the provided document stated it was prepared in November 2018. He asked if that was included in the estimate cost.

Mr. Lindemann stated yes.

Commissioner Grebner stated that, when the resolution came before the Board of Commissioners, he hoped that included the language that they had discussed.

Discussion.

Commissioner Grebner stated that the resolution would assert to the Board of Commissioners to approve the Full Faith and Credit because the County was not on the hook for anything substantial.

Discussion.

Commissioner Grebner asked if the bonds would be tax-exempt.

Mr. Lindemann stated yes.

Discussion.

Commissioner Grebner asked if Division 2 included winter work.

Mr. Lindemann stated yes. He further stated that if there was frost on the ground, it would not stop a bulldozer from moving dirt, but if the ground was frozen, the ground moved easier than mud.

Discussion.

Chairperson Morgan asked if the hill that families used for sledding would be moved.

Mr. Lindemann stated that the hill was being taken out. He further stated that it would be moved 400 feet south.

Mr. Lindemann stated that the sun melted the snow on the current hill. He further stated that the new hill would be a third or two-thirds higher, and it would be built according to the standard of the U.S. standards on park sledding hills.

Mr. Lindemann stated that the hill would be converted into an open-air concert hall.

Mr. Lindemann further updated the Finance Committee on the Montgomery Drain project.

Paul C. Pratt, Deputy Drain Commissioner, stated that the other Deputy Drain Commissioner was in-charge of soil erosion. He further stated that there were dozens of best management practices related to soil erosion during construction projects.

Discussion.

Mr. Lindemann stated that 70 percent of all pollution in the U.S. was driven by soil erosion. He further stated that soil particles were magnets to phosphorus, and transported it faster than if it was not attached to a soil particle.

Mr. Lindemann stated that, on construction sites, the national average was 65 tons per acre per year, while farming activity produced 2.5 to 3 tons per acre per year of soil movement off the land.

Discussion.

Chairperson Morgan thanked Mr. Lindemann for the update on the Montgomery Drain project.

Discussion.

Announcements

Chairperson Morgan stated that the next Finance Committee would meet on March 19, 2020 at 6:30 p.m. instead of March 18, 2020.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:32 p.m.

MAY 6, 2020 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

1. **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. **Treasurer** - *Resolution Authorizing a Transfer from the Ingham County Delinquent Tax Revolving Fund to the Ingham County General Fund to Support the Greater Lansing Food Bank*

This resolution authorizes a transfer of \$100,000 from the delinquent tax revolving fund to the general fund for the purpose of supporting a contract with the Greater Lansing Food Bank for nutritional services to Ingham County residents. A similar resolution has been proposed and is up for discussion by the Eaton County Board of Commissioners, each county could earmark their funds for use within their counties.

3. **Parks Department** - *Resolution to Authorize an Amendment to the Contract with Johnson Sign Company for Wayfinding Sign Installation*

This resolution authorizes an amendment to the contract with Johnson Sign Company to allow payment of the project of up to the 60% of the completed project cost which is \$39,234. The resolution also authorizes an amendment to the contract with Johnson Sign Company to extend the term until September 1, 2020 because of delays due to the coronavirus crisis.

4. **Veterans Affairs** - *Resolution to Authorize the Ingham County Department of Veteran Affairs to Accept a 2020 County Veteran Service Grant in the Amount of \$102,074.07*

This resolution authorizes the acceptance of a County Veterans Service Grant from the state of Michigan in the amount of \$102,074.07 for Ingham County. Funds from this grant will be spent on enhanced technology, marketing, and other services within the Veterans Affairs office.

5. **Health Department** – *Resolution to Authorize an Amendment to the Contract with the Ionia County Health Department for Medical Direction and Program Consultant*

This resolution authorizes an agreement for Medical Direction and Consultation between ICHD and Ionia County Health Department for the term of July 1, 2020 through June 30, 2023. Under this agreement Ionia County will pay to Ingham County an annual rate of \$64,620 for services ending June 30, 2021; an increase of 2% to an annual rate of \$65,912 for services ending June 30, 2022; and an increase of 2% to an annual rate of \$67,230 for services on June 30, 2023.

6. **Health Services Millage** – *Resolution Authorizing a Contract Extension with Malannoye Consulting, LLC to Review Member Eligibility and Expenses Relative to the Health Services Millage Contracts with Ingham Health Plan Corporation*

This resolution authorizes a contract extension with MaLannoye Consulting, LLC to review IHPC invoices and determine that IHPC members that the County is billed for are millage eligible, and to determine that the services the County is billed for are within the scope of the contract. The contract will be extended through September 30, 2020 in an additional amount not exceed \$3,500 from the Health Services Millage. At a future meeting of the Human Services Committee a discussion should be had about the necessity of continuing this contract.

7. **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.

8. **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.)

9. **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.

10a. 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.

10b. 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.

10c. 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.

10d. 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.

11a. 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.

11b. 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.

PRESENTATION/DISCUSSION/OTHER ITEM:

11c Controller's Office – *Resolution Updating Various Fees for County Services (Discussion)*

11d. Controller's Office – *Discussion Item – Update on 2020 and 2021 Budget Projections*

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.



NEMOKA DRAIN PROJECT MAP

Meridian Township

LEGEND

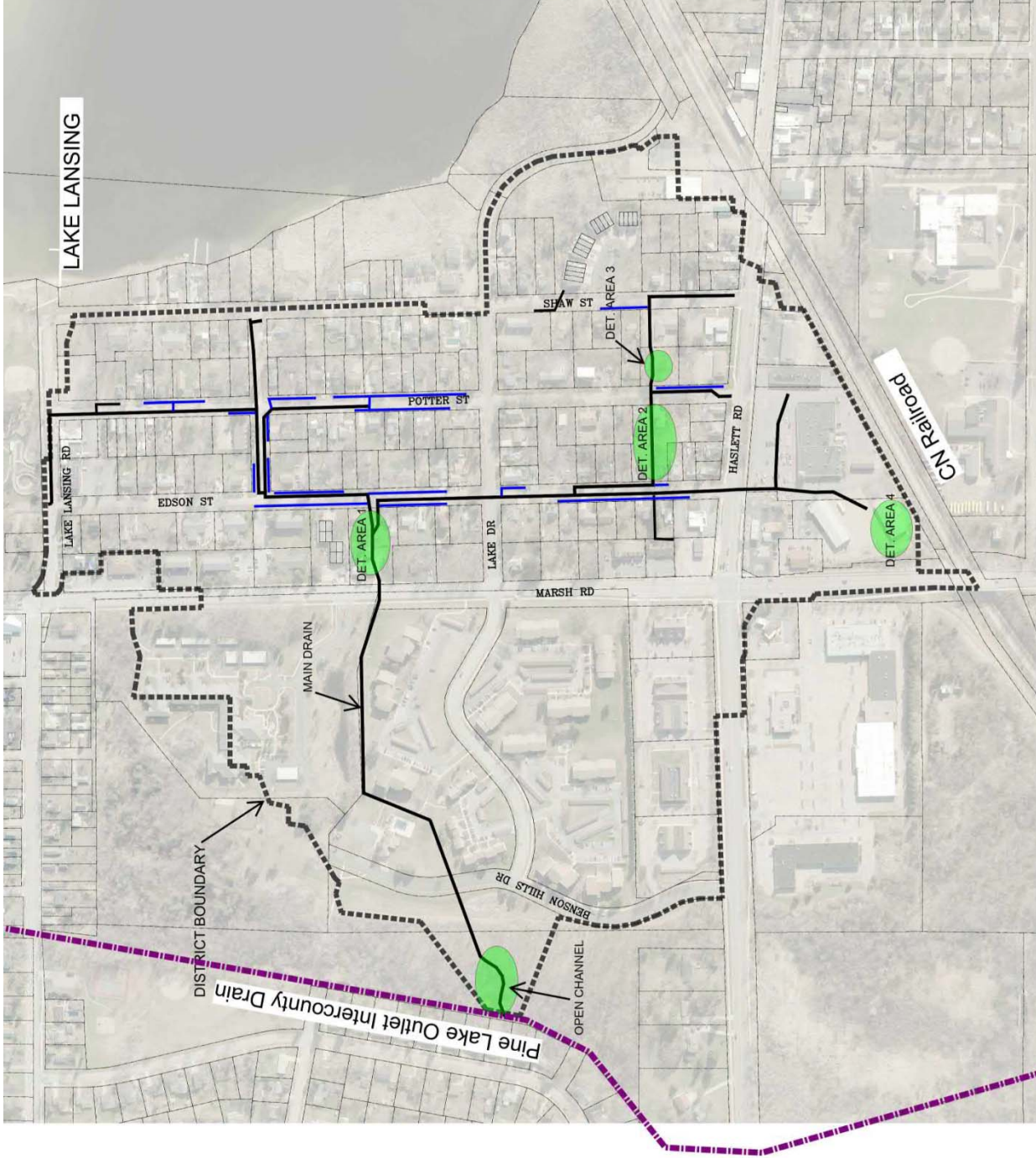
- DRAINAGE DISTRICT BOUNDARY
- NEMOKA DRAIN MAIN LINE
- NEMOKA DRAIN INFILTRATION SWALES
- DETENTION AREAS

PROJECT DATA

NO. OF PARCELS 196
ACRES 119

LSG 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, featuring a stylized 'A' and 'B' that are connected by a horizontal line 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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A TRANSFER FROM THE INGHAM COUNTY DELINQUENT
TAX REVOLVING FUND TO THE INGHAM COUNTY GENERAL FUND TO SUPPORT THE
GREATER LANSING FOOD BANK**

WHEREAS, the COVID-19 pandemic has caused historic levels of unemployment and emergency food needs that will persist throughout 2020; and

WHEREAS, the Greater Lansing Food Bank (the “GLFB”) provides food to our citizens and supports broad local food security efforts in Ingham County; and

WHEREAS, Section 87b(7) of Act No. 206, Michigan Public Acts of 1893, as amended (“Act 206”) authorizes the Ingham County Board of Commissioners to transfer to the County General Fund any surplus in the Delinquent Tax Revolving Fund (the “DTRF”) by appropriate action of the Board; and

WHEREAS, the Ingham County Treasurer has reviewed the amounts which are currently available in the DTRF and has determined that \$100,000 may be transferred to the General Fund as of April 30, 2020; and

WHEREAS, Ingham County Treasurer hereby declares that a surplus of at least \$100,000 exists in the DTRF.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a transfer not to exceed \$100,000 from the DTRF to the General Fund for support of the GLFB.

BE IT FURTHER RESOLVED, that the purpose of this transfer is to help ensure resources at the GLFB for nutritional programs within the County, for the benefit of Ingham County residents including seniors and children.

BE IT FURTHER RESOLVED, that a contract is authorized with GLFB, in an amount not to exceed \$100,000 effective upon the date of execution through December 31, 2020.

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

Agenda Item 3

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: April 21, 2020
SUBJECT: Amendment to the Contract with Johnson Sign Company
For the meeting agenda of 5/4/20 Human Services and 5/6/20 Finance

BACKGROUND

Board of Commissioners Resolution 19-123 authorized a contract with Signs by Crannie for designing and fabricating custom wayfinding signs for the Trail Wayfinding Signage project. Board of Commissioners Resolution #19-283 authorized a contract with Johnson Sign Company to install 307 custom wayfinding signs. This resolution authorized a total payment for the amount of \$65,390.00 with an additional 10% contingency of \$6,539 for a total of \$71,929.00. The total amount of project cost was contracted to be paid at the completion of the project.

Initially Johnson Sign Company did not request the normal 50% up front of the total project cost due to the projected short timeline of the project. Due to weather and now the COVID-19 pandemic the project was delayed and now halted. Johnson Sign Company has requested to receive the percentage of the project cost, not including the contingency amount, that has been completed which is 60% or approximately \$39,234.

The contract needs to be extended to complete the project due to a delay in the project due to COVID-19. We are asking the contract be extended to September 1, 2020.

ALTERNATIVES

N/A

FINANCIAL IMPACT

Funding has already been authorized in previous resolutions. This resolution only allows payment to occur for the percentage of the complete project as opposed to full payment at completion of the project.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

N/A.

RECOMMENDATION

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE CONTRACT WITH
JOHNSON SIGN COMPANY FOR WAYFINDING SIGN INSTALLATION**

WHEREAS, Board of Commissioners Resolution 20-283 authorized a contract with Johnson Sign Company in the amount of \$65,390 plus a contingency of \$6,539 (10%) for a total construction cost not to exceed \$71,929 to enter into a contract for the purpose of installing 307 custom wayfinding signs across the County; and

WHEREAS, the original contract states that payment be received upon completion of the project; and

WHEREAS, the contract end date needs to be extended to complete the project due to COVID-19.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an Amendment to the contract with Johnson Sign Company to allow payment of the project of up to the 60% of the completed project cost which is \$39,234.00.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an Amendment to the contract with Johnson Sign Company to extend the term until September 1, 2020.

BE IT FURTHER RESOLVED, that all other terms and conditions contract shall remain unchanged.

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

TO: Board of Commissioners Human Services & Finance Committees
FROM: Ingham County Department of Veteran Affairs (Director of Veterans' Affairs)
DATE: 04/06/2020
SUBJECT: Authorization to accept grant funding
For the meeting agendas 04/20/2020

BACKGROUND:

House Bill 5536 has amended Public Act 192 of 1953, which allows a county board of commissioners to create a county department of veterans' affairs, to do the following:

-- Establish the "County Veteran Service Fund". -Require the Michigan Veterans Affairs Agency to create and operate a grant program to provide grants to counties for county veteran service operations. -- Prescribe the formula for determining the total disbursement for each grant. -- Prescribe the conditions a county department of veterans' affairs would have to satisfy to receive a grant, such as maintaining a minimum level of county funding for veteran service operations and establishing remote access to the United States Department of Veterans Affairs computing systems.

ALTERNATIVES:

N/A

FINANCIAL IMPACT:

The grant award will be funded for up to \$102,074.07 of approved costs during the grant period, effective the date the CVSF Grant Agreement is signed by both Ingham County and the State of Michigan. The County will receive a direct payment of \$50,000 and the remaining \$52,074.07 will be paid on a reimbursement basis.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

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

Agenda Item 4

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE INGHAM COUNTY DEPARTMENT OF VETERAN AFFAIRS TO ACCEPT 2020 COUNTY VETERAN SERVICE GRANT IN THE AMOUNT OF \$102,074.07

WHEREAS, House Bill 5536 has passed and The Michigan Veterans Affairs Agency has accepted the Ingham County Application for the 2019 County Veteran Service Fund Grant for the project title “Empowerment Initiative”; and

WHEREAS, grant award will be funded for up to \$102,074.07 of approved costs during the grant period; and

WHEREAS, Ingham county will receive a direct payment of \$50,000 and the remaining \$52,074.07 will be paid on a reimbursement basis.

THEREFORE BE IT RESOLVED, that Ingham County accepts the 2020 County Veteran Service Fund Grant in the amount of \$102,074.07.

BE IT FURTHER RESOLVED, that Ingham County Department of Veteran Affairs’ 2020 budget is increased by \$102,074.07.

BE IT FURTHER RESOLVED, that the 2019 County Veteran Service Fund Grant will be used for the purpose of increased veteran service operations, technological advantages and marketing.

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

Agenda Item 5

TO: Board of Commissioners Finance and Human Services Committee
FROM: Linda S. Vail, MPA, Health Officer
DATE: April 20th, 2020
SUBJECT: Authorization to Amend Medical Direction and Consultation Agreement for Ionia County for the meeting agendas of May 4th, 2020 & May 6th, 2020

BACKGROUND

Ingham County Health Department (ICHHD) wishes to amend the agreement with Ionia County Health Department for providing medical directions and consultation for Ionia effective July 1, 2020 through June 20, 2023. Since the mid-1980's, ICHHD has provided Medical Direction and Consultation to the Ionia County Health Department. The current agreement will expire on June 30, 2020. This is a recommendation to authorize an amendment to extend that relationship through June 20, 2023 with annual increases in compensation.

ALTERNATIVES

Not provide medical direction and consultation services for Ionia County

FINANCIAL IMPACT

Through the current agreement ending June 30, 2020, Ionia County is paying ICHHD \$57,416 on an annualized basis, for services provided. This compensation represents about 20% of the cost of supporting one full time physician. With the new agreement the annual rate will be \$64,620 for services ending June 30, 2021; an increase of 2% to an annual rate of \$65,912 for services ending June 30, 2022; and an increase of 2 % to an annual rate of \$67,230 for services on June 30, 2023

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

Under this agreement ICHHD agrees to provide approximately 20% of the Medical Director's time to the Ionia County Health Department, including a commitment to being on site at least 16 hours during each month. This commitment will be fulfilled primarily by Dr. Adenike Shoyinka. Additionally, the agreement provides that the administrative staff of ICHHD occasionally consults with the staff of Ionia County.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support an amendment for Medical Direction and Consultation between ICHHD and Ionia County Health Department for the term of July 1, 2020 through June 30, 2023.

Agenda Item 5

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE CONTRACT WITH THE IONIA COUNTY HEALTH DEPARTMENT FOR MEDICAL DIRECTION AND PROGRAM CONSULTATION

WHEREAS, Ingham County Health Department (ICHD) wishes to amend the agreement with Ionia County Health Department for providing medical direction and consultation effective July 1, 2020 through June 20, 2023; and

WHEREAS, since the mid-1980's, ICHD has provided Medical Direction and Consultation to the Ionia County Health Department; and

WHEREAS, through the current agreement ending June 30, 2020, Ionia County is paying ICHD \$57,416 on an annualized basis for services provided; and

WHEREAS, with the new agreement the recommendation includes an annual rate of 64,620 for services ending June 30, 2021; an increase of 2% to an annual rate of \$65,912 for services ending on June 30, 2022; and an increase of 2 % to an annual rate of \$67,230 for services ending on June 30, 2023; and

WHEREAS, under this agreement ICHD agrees to provide approximately 20% of the Medical Director's time to the Ionia County Health Department, including a commitment to being on site at least 16 hours during each month; and

WHEREAS, additionally, the agreement provides that the administrative staff of ICHD occasionally consults with the staff of Ionia County; and

WHEREAS, the Health Officer recommends authorizing an amendment to the contract for Medical Direction between ICHD and Ionia County Health Department effective July 1, 2020 through June 30, 2023.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize an amendment to the contract for Medical Direction between ICHD and Ionia County Health Department effective July 1, 2020 through June 30, 2023.

BE IT FURTHER RESOLVED, that the new agreement recommendation includes an annual rate of \$64,620 for service ending June 30, 2021; an increase of 2% to an annual rate of \$65,912 for services ending June 30, 2022; and an increase of 2 % to an annual rate of \$67,230 for services ending June 30, 2023.

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

Agenda Item 6

To: Human Services and Finance Committees

From: Jared Cypher, Interim Controller/Administrator

Date: April 22, 2020

Subject: Contract with MaLannoye Consulting to Review Member Eligibility and Expenses Relative to the Health Services Millage Contracts with the Ingham Health Plan Corporation
For the meeting agendas of May 4 and May 6

BACKGROUND

In resolution #19-550 the Ingham County Board of Commissioners authorized contracts with the Ingham Health Plan Corporation (IHPC) through December 31, 2020. Resolution #19-550 contained the following clause:

BE IT FURTHER RESOLVED, the Ingham Health Plan Corporation shall be subject to regular review of member eligibility and expenses relative to this contract to ensure compliance with the contract and with the Health Services Millage ballot language.

MaLannoye Consulting, LLC has been under contract since 2016 to act as an outside reviewer to review IHPC invoices and determine that IHPC members that the County is billed for are millage eligible, and to determine that the services the County is billed for are within the scope of the contract. The contract expired on March 31, 2020. This resolution is necessary to approve an extension of that contract.

ALTERNATIVES

The most viable alternative at this time is to not monitor the IHPC contract in this way. The time will come in the near future when such monitoring is no longer necessary. A discussion will be needed with the Human Services Committee first.

FINANCIAL IMPACT

The contract with MaLannoye Consulting LLC, will be extended through September 30, 2020 for review of IHPC invoices from the 2020 Health Services Millage contract. The amount will not exceed \$3,500 from the Health Services Millage for monthly review of invoices and random sampling as to millage eligibility.

STRATEGIC PLANNING IMPACT

This resolution supports 5-year strategic plan, action plan Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County - Strategy 3. Develop a performance-based measurement system for monitoring and reporting County service delivery and outcomes.

OTHER CONSIDERATIONS

In the near future, a discussion at the Human Services Committee may be necessary to determine if it is necessary to continue monitoring the IHPC contract in this way.

RECOMMENDATION

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT EXTENSION WITH MALANNOYE CONSULTING, LLC TO REVIEW MEMBER ELIGIBILITY AND EXPENSES RELATIVE TO THE HEALTH SERVICES MILLAGE CONTRACTS WITH INGHAM HEALTH PLAN CORPORATION

WHEREAS, Resolution #19-550 of the Ingham County Board of Commissioners authorized a contract with the Ingham Health Plan Corporation (IHPC) through December 31, 2020; and

WHEREAS, Resolution #19-550 stated that the Ingham Health Plan Corporation shall be subject to regular review of member eligibility and expenses relative to this contract to ensure compliance with the contract and with the Health Services Millage ballot language; and

WHEREAS, it is necessary to contract with an outside reviewer to review IHPC invoices and determine that IHPC members that the County is billed for are millage eligible, and to determine that the services the County is billed for are within the scope of the contract.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a contract extension with MaLannoye Consulting, LLC to review IHPC invoices and determine that IHPC members that the County is billed for are millage eligible, and to determine that the services the County is billed for are within the scope of the contract.

BE IT FURTHER RESOLVED, that the contract shall be extended through September 30, 2020 in an additional amount not exceed \$3,500 from the Health Services Millage.

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

TO: Board of Commissioners 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 8

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.

Agenda Item 8

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
Dodge Ram 2500 / 2002	Blue	3B7KC26Z42M308080	Runs poorly / repairs costly	Unknown - De battery
Ford E-350 Van / 2001	Silver	1FTSS34LX1HB15829	Rust all along bottom	Unknown - De battery
Jeep Liberty / 2005	Gray / Silver	1J4GL48K15W678385	Rust along bottom of doors	Unknown - De battery
Chevy Impala / 2013	White	2G1WD5E3OD1165757	Runs poorly / repairs costly	Unknown - De battery
Ford Taurus SE / 2005	Silver	1FAFP53U65A163079	Rust on rear passenger wheel well	Unknown - De battery
Chevy Impala / 2009	White	2G1WS57M891314645	Runs poorly / repairs costly	Unknown - De battery
Ford E-350 Van / 2008	White	1FBSS31L48DA72003	Bad suspension. Must sell grant funds	53,634.60
Ford E-350 Van / 2008	White	1FBSS31L58DA71636	None noted. Must sell grant funds	49,075.50
Dodge Charger / 2006	Black	2B3KA43RX6H479301	Some rust, will not shift	109,792
Ford F-350 / 2002	Grey	1FTSF31L42EC14772	Rear passenger wheel well rusted. Rear bumper rusted. Bed is completely rusted out in numerous	38,652.00
Dodge Grand Caravan SXT / 2010	Silver	2D4RN5D18AR238665	None noted. Must sell grant funds	Unknown - De battery
Dodge Grand Caravan SXT / 2010	Silver	2D4RN5D17AR169418	Flat tire on front passenger and drivers side	Unknown - De battery
Ford Explorer / 2015	White	1FM5K8AR3FGC51943	Severe front end damage. Rear passenger tire flat. Not driveable	Unknown - De battery
Dodge Ram 2500 / 2003	Blue	3D7KA26D83G792884	Rust/dents drivers side, Inoperable: heater, airbags	97,000±
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, unk
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 tires, engine replacement recommended by Dean Transporation.	27,158.80

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.

Agenda Item 9

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.

Agenda Item 9

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 be 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**

Agenda Item 9

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 10a

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.

Agenda Item 10a

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.

Agenda Item 10b

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 10c

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.

Agenda Item 10c

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.

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 11b

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

Ingham County
General Fund - Budget v. Actual Report
Year to Date as of March 31, 2020

	Amended Budget (Unaudited)	Actual	Percentage
Revenues			
Taxes	\$ 54,786,626	\$ 46,464	0.08
State Revenue	10,935,465	3,782,845	34.59
Register of Deeds Revenue	1,950,000	466,743	23.94
Police Contract	3,833,979	3,099,138	80.83
Indirect Costs	1,345,000	241,656	17.97
Investment earning/(loss)	500,000	126,895	25.38
Transfer In from Other Funds	3,636,649	128,612	3.54
Other	8,936,703	1,631,160	18.25
Total Revenues	\$ 85,924,422	\$ 9,523,513	11.08
Expenditures			
Wages & Fringes	49,180,235	10,120,257	20.58
Supplies & Postage	2,298,937	365,996	15.92
Contractual Services	8,195,001	1,423,707	17.37
Building & Equip Maintenance	1,874,175	250,731	13.38
Drain Assessment	520,000	597,316	114.87
Utilities and Telephone	1,161,719	234,176	20.16
IT Services	2,511,983	848,690	33.79
Other Expenditures	724,890	246,078	33.95
Transfers Out to Other Funds	20,956,206	7,874,143	37.57
Contingency	235,451	-	-
Capital Outlay	371,903	210,399	56.57
Total Expenditures	\$ 88,030,500	\$ 22,171,492	25.19
Revenues less expenditures	\$ (2,106,078)	\$ (12,647,979)	

Notes and/or conclusions:

1. Largest source of revenue, tax revenue, will be recorded July 1, when levied.
2. Expenditures at 25.19% appear proper for one-quarter of fiscal year.

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 04/22/20</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED 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 –</u> <u>04/22/20</u>	<u>Proposed</u> <u>Changes</u>	<u>2020 Proposed</u> <u>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
Law and Courts Committee

FEES PROPOSED TO CHANGE ARE IN BOLD

Attachment A

	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	Controller/ Department Recommend.	Additional Revenue
1	Animal Control	Enforcement/Dog License Fees										
2	Animal Control	Sterilized	\$64.32	1.9%	\$65.54	25.0%	\$15.00	\$16.39	\$16.00	15,000	\$15.00	\$0
3	Animal Control	Sterilized - Delinquent	\$207.46	1.9%	\$211.41	25.0%	\$30.00	\$52.85	\$31.00	3,916	\$30.00	\$0
4	Animal Control	Sterilized - 3 year License	\$146.70	1.9%	\$149.49	25.0%	\$35.00	\$37.37	\$36.00	3,000	\$35.00	\$0
5	Animal Control	Un-Sterilized	\$203.11	1.9%	\$206.97	75.0%	\$45.00	\$155.23	\$46.00	6,311	\$45.00	\$0
6	Animal Control	Un-Sterilized - Delinquent	\$406.23	1.9%	\$413.95	75.0%	\$90.00	\$310.46	\$91.00	805	\$90.00	\$0
7	Animal Control	Un-Sterilized - 3 year License	\$489.00	1.9%	\$498.29	75.0%	\$125.00	\$373.72	\$130.00	320	\$130.00	\$1,600
8	Animal Control	Boarding Fee-Dangerous Animals	\$99.30	1.9%	\$101.19	100.0%	\$77.00	\$101.19	\$78.00	300	\$78.00	\$300
9	Animal Control	Boarding Fee per day-others	\$48.90	1.9%	\$49.83	75.0%	\$35.00	\$37.37	\$36.00	1,900	\$36.00	\$1,900
10	Animal Control	Adoption Fee										
11	Animal Control	Dogs(under six years of age)	\$104.79	1.9%	\$106.78	75.0%	\$75.00	\$80.09	\$76.00	550	\$76.00	\$550
12	Animal Control	Dogs(six years or older)	\$27.08	1.9%	\$27.60	75.0%	\$19.00	\$20.70	\$20.00	100	\$20.00	\$100
13	Animal Control	Puppies(age-four months or less)	\$157.19	1.9%	\$160.17	75.0%	\$110.00	\$120.13	\$115.00	190	\$115.00	\$950
14	Animal Control	Cats(under six years of age)	\$90.27	1.9%	\$91.99	75.0%	\$64.00	\$68.99	\$65.00	450	\$65.00	\$450
15	Animal Control	Cats(six years or older)	\$36.11	1.9%	\$36.80	75.0%	\$25.00	\$27.60	\$26.00	50	\$26.00	\$50
16	Animal Control	Animal Redemption										
17	Animal Control	Animal Redemption - 1st offense	\$45.06	1.9%	\$45.91	60.0%	\$26.00	\$27.55	\$27.00	350	\$27.00	\$350
18	Animal Control	Animal Redemption - 2nd offense	\$54.16	1.9%	\$55.19	100.0%	\$52.00	\$55.19	\$53.00	50	\$53.00	\$50
19	Animal Control	Animal Redemption - 3rd offense	\$103.73	1.9%	\$105.70	100.0%	\$100.00	\$105.70	\$105.00	20	\$105.00	\$100
20	Animal Control	Animal Redemption - after 3rd offense	\$162.49	1.9%	\$165.58	100.0%	\$160.00	\$165.58	\$165.00	3	\$165.00	\$15
21	Animal Control	Euthanasia Fee	\$193.09	1.9%	\$196.76	100.0%	\$135.00	\$196.76	\$145.00	50	\$145.00	\$500
22	Animal Control	Ten Dog Kennel Inspection Fee	\$165.51	1.9%	\$168.65	100.0%	\$155.00	\$168.65	\$165.00	10	\$165.00	\$100
23	Animal Control	Over Ten Dog Kennel Inspection Fee	\$193.09	1.9%	\$196.76	100.0%	\$190.00	\$196.76	\$195.00	10	\$195.00	\$50
24	Animal Control	Owner Surrender	\$48.90	1.9%	\$49.83	100.0%	\$46.00	\$49.83	\$47.00	1,100	\$47.00	\$1,100
25	Animal Control	Owner Pick-up Fee	\$48.90	1.9%	\$49.83	100.0%	\$47.00	\$49.83	\$48.00	40	\$48.00	\$40
26	Animal Control	Rabies Decap	\$49.93	1.9%	\$50.88	100.0%	\$50.00	\$50.88	\$50.00	20	\$50.00	\$0
27	Animal Control	Tranq. At-Large Fee	\$48.90	1.9%	\$49.83	100.0%	\$47.00	\$49.83	\$48.00	40	\$48.00	\$40
28	Animal Control	Rabies vaccination on redeemed dogs	\$22.07	1.9%	\$22.49	100.0%	\$22.00	\$22.49	\$22.00	350	\$22.00	\$0
29	Animal Control	Bordatella Vaccination-redeemed dogs	\$20.85	1.9%	\$21.24	100.0%	\$20.00	\$21.24	\$21.00	490	\$21.00	\$490
30	Animal Control	Spay/neuter deposit-Owners redeeming pet	\$86.15	1.9%	\$87.78	100.0%	\$82.00	\$87.78	\$83.00	212	\$83.00	\$212
31	Animal Control	Spay & Neuter Program Fees - Vouchers										
32	Animal Control	Dogs-Male		1.9%		100.0%	\$45.00		\$0.00	0	\$55.00	\$0
33	Animal Control	Dogs-Female		1.9%		100.0%	\$50.00		\$0.00	0	\$60.00	\$0
34	Animal Control	Cats-Male		1.9%		100.0%	\$20.00		\$0.00	0	\$30.00	\$0
35	Animal Control	Cats-Female		1.9%		100.0%	\$30.00		\$0.00	0	\$40.00	\$0
36	Pros Atty	Diversion - Initial Interview	\$75.36	1.9%	\$76.80	50.0%	\$37.00	\$38.40	\$38.00	450	\$38.00	\$450
37	Pros Atty	Diversion - Misdemeanor Offender	\$984.68	1.9%	\$1,003.39	50.0%	\$480.00	\$501.70	\$485.00	488	\$485.00	\$2,440
38	Pros Atty	Diversion - Felony Offender	\$1,772.43	1.9%	\$1,806.11	50.0%	\$830.00	\$903.05	\$840.00	112	\$840.00	\$1,120
39	Pros Atty	Costs-eligible convictions - Guilty Plea	\$155.79	1.9%	\$158.75	75.0%	\$115.00	\$119.06	\$115.00	600	\$115.00	\$0
40	Pros Atty	Costs for eligible convictions - Trial	\$2,492.88	1.9%	\$2,540.24	10.0%	\$245.00	\$254.02	\$250.00	11	\$250.00	\$55
41	Jail	Day Rate (1)	\$57.68	1.9%	\$58.78	100.0%	\$8.00	\$58.78	\$9.00	22,448	\$8.00	\$0
42	Sheriff	Accident/Incident Report *	\$5.40	1.9%	\$5.51	100.0%	\$5.00	\$5.51	\$5.00	2,384	\$5.00	\$0
43	Sheriff	OWI arrest resulting in conviction	\$266.76	1.9%	\$271.82	100.0%	varies by arrest	\$271.82	varies by arrest	329	varies by arrest	\$0
44	Sheriff	Fingerprinting and/or Palm Printing	\$16.92	1.9%	\$17.24	100.0%	\$16.00	\$17.24	\$17.00	621	\$16.00	\$0
45	Sheriff	Public Notary Fee for gun permits (2)	\$10.62	1.9%	\$10.82	100.0%	\$10.00	\$10.82	\$10.00	1,354	\$10.00	\$0
46	Sheriff	Costs for Command per hour	\$68.58	1.9%	\$69.89	100.0%	\$68.58	\$69.89	\$69.89	0	\$68.58	\$0

	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	Controller/ Department Recommend.	Additional Revenue
47	Sheriff	Costs for Deputy per hour	\$61.51	1.9%	\$62.68	100.0%	\$61.51	\$62.68	\$62.68	0	\$61.51	\$0
48	Sheriff	Pistol Entry database verification (3)	\$1.07	1.9%	\$1.09	100.0%	\$1.00	\$1.09	\$1.00	0	\$1.00	\$0
49	Sheriff	Cert. of Reg for Precious Metal/Gem Dealer License (5)	\$57.43	1.9%	\$58.52	100.0%	\$50.00	\$58.52	\$50.00	0	\$50.00	\$0
50	Sheriff	Road Bonds per Warrant	\$10.24	1.9%	\$10.43	100.0%	\$10.00	\$10.43	\$10.00	0	\$10.00	\$0
51	Sheriff	False Alarm Fee- third offense	\$45.94	1.9%	\$46.82	100.0%	\$45.00	\$46.82	\$46.00	0	\$45.00	\$0
52	Sheriff/Em Mgt.	Cost Recovery Fee flat rate per indiv.	\$32.77	1.9%	\$33.39	100.0%	\$32.00	\$33.39	\$33.00	0	\$32.00	\$0
53	Sheriff/Em Mgt.	Cost Recov. Fee flat rate per/hr per vehicle	\$302.08	1.9%	\$307.82	100.0%	\$300.00	\$307.82	\$305.00	0	\$300.00	\$0
54	Sheriff	False Alarm Fee-fourth offense & subsequent/each yr	\$114.86	1.9%	\$117.04	100.0%	\$110.00	\$117.04	\$115.00	0	\$110.00	\$0
55	All Courts	Work Release (4)	\$55.66	1.9%	\$56.72	50.0%	\$25.00	\$28.36	\$25.00	5,250	\$25.00	\$0
56	District Court	Civil **	\$122.92	1.9%	\$125.26	50.0%	varies	\$62.63	varies	4,264	varies	\$0
57	District Court	Pre-Sentence Reports	\$238.35	1.9%	\$242.87	100.0%	\$100.00	\$242.87	\$110.00	75	\$110.00	\$750
58	District Court	Probation Oversight (per month)	\$125.51	1.9%	\$127.90	100.0%	\$35.00	\$127.90	\$36.00	5,220	\$36.00	\$5,220
59	District Court	Criminal ***	\$290.10	1.9%	\$295.61	100.0%	\$275.00	\$295.61	\$275.00	1,579	\$275.00	\$0
60	District Court	Traffic ****	\$279.14	1.9%	\$284.45	50.0%	Varies	\$142.22	Varies	17,861	Varies	\$0
61	Circuit Court	Copies	\$4.06	1.9%	\$4.14	25.0%	\$1.50	\$1.03	\$1.50	25,000	\$1.50	\$0
62	Circuit Court	Felony Case Costs	\$792.83	1.9%	\$807.89	100.0%	\$1,470.00	\$807.89	\$1,470.00	650	\$1,470.00	\$0
63	Circuit Court	Show Cause - Probation	\$499.91	1.9%	\$509.41	100.0%	\$200.00	\$509.41	\$200.00	130	\$200.00	\$0
64	Circuit Court	GTD Bench Warrants	\$158.71	1.9%	\$161.73	100.0%	\$155.00	\$161.73	\$160.00	50	\$160.00	\$250
65	Family Division	Delinquency Court Costs	\$436.16	1.9%	\$444.45	100.0%	\$300.00	\$444.45	\$310.00	1,725	\$310.00	\$17,250
66	Family Division	Truancy Court Cost	\$102.40	1.9%	\$104.35	0.0%	\$100.00	\$0.00	\$100.00	79	\$100.00	\$0
67	Family Division	Residential Placement (7)	\$0.00	1.9%	\$0.00	0.0%	sliding scale	\$0.00	sliding scale	6,092	sliding scale	\$0
68	Family Division	Youth Center (7)	\$0.00	1.9%	\$0.00	0.0%	sliding scale	\$0.00	sliding scale	9,192	sliding scale	\$0
69	Family Division	In-Home Detention (7)	\$42.64	1.9%	\$43.45	0.0%	sliding scale	\$0.00	sliding scale	17,657	sliding scale	\$0
70	Family Division	Intensive Probation	\$1,008.45	1.9%	\$1,027.62	0.0%	\$0.00	\$0.00	\$0.00	970	\$0.00	\$0
71	Family Division	Regular Probation	\$167.07	1.9%	\$170.24	0.0%	\$0.00	\$0.00	\$0.00	5,292	\$0.00	\$0
72	Family Division	Tether (7)	\$0.00	1.9%	\$0.00	0.0%	sliding scale	\$0.00	sliding scale	2,625	sliding scale	\$0
73	Family Division	Traffic	\$238.96	1.9%	\$243.50	50.0%	Ticket fee schedule	\$121.75	Ticket fee schedule	1,775	Ticket fee schedule	\$0
74	Family Division	Traffic - Fail to Appear	\$112.38	1.9%	\$114.52	25.0%	\$28.00	\$28.63	\$28.00	355	\$28.00	\$0
75	FOC	FOC Bench Warrants	\$721.66	1.9%	\$735.37	100.0%	\$275.00	\$735.37	\$285.00	1,000	\$275.00	\$0
	TOTALS											\$36,482

* - Part of FOIA varies - \$5.00 per page for first two pages, \$1.00 per additional page after the first two pages (this includes Accident & Incident Reports, Proof of Incarceration, and Background Checks)

** Civil Fees are set by various State statutes

*** Criminal Court costs set at \$275/case (MCL 769.1k; for authority to assess court costs)

**** Traffic Court costs cannot exceed \$100 (MCL 257.907)

(1) The Prisoner Reimbursement to the County Act was increased from a maximum of \$30 per day, to \$60 per day, as currently set forth in MCL 801.83. The reimbursement rate for the contracted beds with the Michigan Department of Corrections is currently set at \$36.00.

(2) As stated in MCL 55.285, the fee charged for performing a notarial act shall not be more than \$10.00 for an individual transaction or notarial act.

(3) As stated in MCL 28.422a, a local police or sheriff may charge up to \$1.00 for the cost of providing, to the owner, a copy of information that was entered in the pistol entry database.

(4) Courts ordering work release are encouraged to recognize that the cost of administering work release at the jail has been calculated at \$50.00 per day, but is charged at 50% of that amount, \$25/day, if paid in certain time. Sometimes, the Judge will order a different amount.

(5) As stated in MCL 445.483 (4) the fee cannot exceed \$50.00

(7) Cost based on US Dept of Health and Human Services Federal Poverty Guidelines for 2015

2021 County Fees Analysis
Law and Courts Committee

Attachment B

Location of Service	Fee Description	2020 Fee	Controller/ Department Recommend.	Additional Revenue
Animal Control	Un-Sterilized - 3 year License	\$125.00	\$130.00	\$1,600
Animal Control	Boarding Fee-Dangerous Animals	\$77.00	\$78.00	\$300
Animal Control	Boarding Fee per day-others	\$35.00	\$36.00	\$1,900
Animal Control	Dogs(under six years of age)	\$75.00	\$76.00	\$550
Animal Control	Dogs(six years or older)	\$19.00	\$20.00	\$100
Animal Control	Puppies(age-four months or less)	\$110.00	\$115.00	\$950
Animal Control	Cats(under six years of age)	\$64.00	\$65.00	\$450
Animal Control	Cats(six years or older)	\$25.00	\$26.00	\$50
Animal Control	Animal Redemption - 1st offense	\$26.00	\$27.00	\$350
Animal Control	Animal Redemption - 2nd offense	\$52.00	\$53.00	\$50
Animal Control	Animal Redemption - 3rd offense	\$100.00	\$105.00	\$100
Animal Control	Animal Redemption - after 3rd offense	\$160.00	\$165.00	\$15
Animal Control	Euthanasia Fee	\$135.00	\$145.00	\$500
Animal Control	Ten Dog Kennel Inspection Fee	\$155.00	\$165.00	\$100
Animal Control	Over Ten Dog Kennel Inspection Fee	\$190.00	\$195.00	\$50
Animal Control	Owner Surrender	\$46.00	\$47.00	\$1,100
Animal Control	Owner Pick-up Fee	\$47.00	\$48.00	\$40
Animal Control	Tranq. At-Large Fee	\$47.00	\$48.00	\$40
Animal Control	Bordatella Vaccination-redeemed dogs	\$20.00	\$21.00	\$490
Animal Control	Spay/neuter deposit-Owners redeeming pet	\$82.00	\$83.00	\$212
Animal Control	Dogs-Male	\$45.00	\$55.00	\$0
Animal Control	Dogs-Female	\$50.00	\$60.00	\$0
Animal Control	Cats-Male	\$20.00	\$30.00	\$0
Animal Control	Cats-Female	\$30.00	\$40.00	\$0
Pros Atty	Diversion - Initial Interview	\$37.00	\$38.00	\$450
Pros Atty	Diversion - Misdemeanor Offender	\$480.00	\$485.00	\$2,440
Pros Atty	Diversion - Felony Offender	\$830.00	\$840.00	\$1,120
Pros Atty	Costs for eligible convictions - Trial	\$245.00	\$250.00	\$55
Circuit Court	GTD Bench Warrants	\$155.00	\$160.00	\$250
Family Division	Delinquency Court Costs	\$300.00	\$310.00	\$17,250

2	Comm. Health	Conting Ed. Fee Diseased Control/Imm.	\$15.83	1.9%	\$16.13	100%	\$15.00	\$16.13	\$16.00	\$15.00	25	\$0
3	Comm. Health	INS Vaccination Verif Form I-693	\$39.58	1.9%	\$40.33	100%	\$39.00	\$40.33	\$40.00	\$39.00	400	\$0
4	Comm. Health	Immuniz Record Copying Fee	\$4.75	1.9%	\$4.84	100%	\$4.00	\$4.84	\$4.00	\$4.00	800	\$0
5	Comm. Health	MIHP Tran. Bus/Van ***	\$37.66	1.9%	\$38.38	56%	\$21.20	\$21.49	\$21.20	\$21.20	400	\$0
6	Comm. Health	MIHP - Trans Taxi ***	\$34.45	1.9%	\$35.10	61%	\$21.31	\$21.41	\$21.31	\$21.31	70	\$0
7	Comm. Health	MIHP Trans. Volunteer ***	\$0.36	1.9%	\$0.37	55%	\$0.20	\$0.20	\$0.20	\$0.20	0	\$0
8	Comm. Health	Compreh Envir Investigation	\$316.65	1.9%	\$322.66	100%	\$315.00	\$322.66	\$320.00	\$315.00	11	\$0
9	Comm. Health	Assessment of Home	\$134.58	1.9%	\$137.13	100%	\$130.00	\$137.13	\$135.00	\$130.00	5	\$0
10	Imm. Clinic	Internat'l Travel Consult	\$65.20	1.9%	\$66.44	100%	\$65.00	\$66.44	\$66.00	\$65.00	300	\$0
11	Imm. Clinic	Influenza - Mass Vacc. Clinic	\$31.78	1.9%	\$32.38	75%	market price	\$24.29	market price	market price	4,500	\$0
12	Med Examiner	Cremation Permits	\$28.69	1.9%	\$29.24	100%	\$28.00	\$29.24	\$29.00	\$28.00	1,300	\$0
13	Med Examiner	Autopsy Report Copies (All Non-Family Members)	\$47.82	1.9%	\$48.73	100%	\$25.00	\$48.73	\$26.00	\$25.00	5	\$0
14	Env. Health	FOOD SERVICE SANITATION PROGRAM										
15	Env. Health	Food Service Establishment License Fee										
16	Env. Health	Category 1 (see definition below) - License Fee *	\$606.24	1.9%	\$617.76	80%	\$480.00	\$494.21	\$490.00	\$480.00	294	\$0
17	Env. Health	Category 1 (see definition below) - Full Plan Review	\$1,258.09	1.9%	\$1,281.99	80%	\$985.00	\$1,025.59	\$995.00	\$985.00	5	\$0
18	Env. Health	Category 1 (see definition below) - New Owner/Eval	\$667.91	1.9%	\$680.60	80%	\$530.00	\$544.48	\$540.00	\$530.00	25	\$0
19	Env. Health	Category 1 (see definition below) - New Owner w/minimal plan review	\$802.11	1.9%	\$817.35	80%	\$635.00	\$653.88	\$645.00	\$635.00	2	\$0
20	Env. Health	Category 2 (see definition below) - License Fee *	\$837.34	1.9%	\$853.25	80%	\$660.00	\$682.60	\$670.00	\$660.00	415	\$0
21	Env. Health	Category 2 (see definition below) - Full Plan Review	\$1,750.34	1.9%	\$1,783.59	80%	\$1,370.00	\$1,426.87	\$1,380.00	\$1,370.00	25	\$0
22	Env. Health	Category 2 (see definition below) - New Owner/Eval	\$937.87	1.9%	\$955.69	80%	\$740.00	\$764.55	\$750.00	\$740.00	25	\$0
23	Env. Health	Category 2 (see definition below) - New Owner w/minimal plan review	\$984.50	1.9%	\$1,003.21	80%	\$775.00	\$802.56	\$785.00	\$775.00	10	\$0
24	Env. Health	Category 3 (see definition below) - License Fee *	\$1,186.58	1.9%	\$1,209.13	80%	\$935.00	\$967.30	\$945.00	\$935.00	180	\$0
25	Env. Health	Category 3 (see definition below) - Full Plan Review	\$2,517.21	1.9%	\$2,565.04	80%	\$1,965.00	\$2,052.03	\$1,975.00	\$1,965.00	25	\$0
26	Env. Health	Category 3 (see definition below) - New Owner/Eval	\$1,367.94	1.9%	\$1,393.93	80%	\$1,075.00	\$1,115.14	\$1,085.00	\$1,075.00	15	\$0
27	Env. Health	Category 3 (see definition below) - New Owner w/minimal plan review	\$1,515.09	1.9%	\$1,543.88	80%	\$1,190.00	\$1,235.10	\$1,200.00	\$1,190.00	2	\$0
28	Env. Health	Mobile - License Fee *	\$469.45	1.9%	\$478.37	80%	\$375.00	\$382.70	\$380.00	\$375.00	1	\$0
29	Env. Health	Mobile - Full Plan Review	\$643.55	1.9%	\$655.78	80%	\$510.00	\$524.62	\$520.00	\$510.00	1	\$0
30	Env. Health	Mobile - New Owner/Eval	\$534.74	1.9%	\$544.90	80%	\$425.00	\$435.92	\$435.00	\$425.00	1	\$0
31	Env. Health	STFU - License Fee * (state mandated fee)	\$469.45	1.9%	\$478.37	34%	\$152.00	\$160.51	\$160.00	\$152.00	80	\$0
32	Env. Health	STFU - Full Plan Review	\$643.55	1.9%	\$655.78	80%	\$510.00	\$524.62	\$520.00	\$510.00	20	\$0
33	Env. Health	STFU - New Owner/Eval	\$577.23	1.9%	\$588.20	80%	\$460.00	\$470.56	\$470.00	\$460.00	1	\$0
34	Env. Health	Temporary Food License	\$386.55	1.9%	\$393.89	50%	\$195.00	\$196.95	\$195.00	\$195.00	110	\$0
35	Env. Health	Seasonal Facilities - License Fee *	\$570.02	1.9%	\$580.85	50%	\$285.00	\$290.43	\$290.00	\$285.00	75	\$0
36		Other Food Service Fees										
37	Env. Health	Late Fee for Food License effective 1st day after April 30th	\$139.90	1.9%	\$142.56	100%	\$135.00	\$142.56	\$140.00	\$135.00	0	\$0
38	Env. Health	Late Fee for Temporary Food License application less than 5 days prior to event (in addition to the \$195 license)	\$202.08	1.9%	\$205.92	100%	\$200.00	\$205.92	\$205.00	\$200.00	0	\$0
39	Env. Health	Inspection fee for STFU	\$395.87	1.9%	\$403.39	24%	\$90.00	\$95.04	\$95.00	\$90.00	92	\$0
40	Env. Health	Construction/Remodeling that begins without approved plans (**)	\$1,021.81	1.9%	\$1,041.22	80%	\$805.00	\$832.98	\$815.00	\$805.00	2	\$0

	Location of Service	Fee Description	2020 Cost	2021 Cost Increase Factor	2021 Cost	Target Percent	2020 Fee	2021 Calc. Fee	2021 Initial Prop. Fee	Department Recommend	Units	Additional Revenue
41	Env. Health	Food Service plan review re-evaluation or re-submission	\$518.16	1.9%	\$528.00	100%	\$515.00	\$528.00	\$525.00	\$515.00	1	\$0
42		Enforcement Food Service Program Fees										
43	Env. Health	Informal Hearing Fee (**)	\$1,228.80	1.9%	\$1,252.15	100%	\$1,210.00	\$1,252.15	\$1,210.00	\$1,210.00		\$0
44	Env. Health	Formal Hearing Fee (**)	\$1,228.80	1.9%	\$1,252.15	100%	\$1,210.00	\$1,252.15	\$1,210.00	\$1,210.00		\$0
45	Env. Health	Follow Up inspection to assess compliance for critical violations (**)	\$156.83	1.9%	\$159.81	100%	\$155.00	\$159.81	\$155.00	\$155.00		\$0
46	Env. Health	Fee for new owner operating without new license(**)	\$839.42	1.9%	\$855.36	80%	\$665.00	\$684.29	\$665.00	\$665.00	3	\$0
47	Env. Health	WATER SUPPLY WELL & ON-SITE SEPTIC DISPOSAL										
48	Env. Health	Well - permit to construct or alter a private residential , type II, or type III well	\$443.20	1.9%	\$451.62	90%	\$395.00	\$406.46	\$400.00	\$395.00	100	\$0
49	Env. Health	Septic - new or repair permit for residential or commercial	\$982.43	1.9%	\$1,001.09	90%	\$870.00	\$900.98	\$880.00	\$870.00	130	\$0
50	Env. Health	Combined - well & septic	\$1,208.34	1.9%	\$1,231.30	90%	\$1,070.00	\$1,108.17	\$1,080.00	\$1,070.00	50	\$0
51	Env. Health	Septic - new/repair septic tank only	\$405.20	1.9%	\$412.90	90%	\$360.00	\$371.61	\$370.00	\$360.00	25	\$0
52	Env. Health	Well - Sanitary survey, public non community Type II - transient well	\$492.25	1.9%	\$501.60	90%	\$440.00	\$451.44	\$450.00	\$440.00	15	\$0
53	Env. Health	Well - Sanitary survey, public non community Type II non - transient Well	\$569.97	1.9%	\$580.80	90%	\$510.00	\$522.72	\$520.00	\$510.00	0	\$0
54	Env. Health	Septic Evaluation - application for residential or commercial lot & soil evaluation	\$445.62	1.9%	\$454.08	90%	\$400.00	\$408.67	\$405.00	\$400.00	30	\$0
55	Env. Health	Septic Evaluation - plan review for engineered system	\$358.57	1.9%	\$365.38	90%	\$320.00	\$328.84	\$325.00	\$320.00	60	\$0
56	Env. Health	NEW - Township Requested Evaluation	\$100.00	1.9%	\$101.90	100%	\$100.00	\$101.90	\$100.00	\$100.00	21	\$0
57		BODY ART FACILITY PROGRAM										\$0
58	Env. Health	License renewal	\$429.03	1.9%	\$437.19	80%	\$340.00	\$349.75	\$345.00	\$340.00	25	\$0
59	Env. Health	Full plan review	\$557.54	1.9%	\$568.13	80%	\$445.00	\$454.50	\$450.00	\$445.00	2	\$0
60		CAMPGROUND INSPECTIONS										
61	Env. Health	Permanent Campground	\$432.14	1.9%	\$440.35	100%	\$430.00	\$440.35	\$440.00	\$430.00	9	\$0
62	Env. Health	Temporary Campground	\$194.83	1.9%	\$198.53	100%	\$190.00	\$198.53	\$195.00	\$190.00	2	\$0
63		MORTGAGE CERTIFICATION INSPECTIONS (POINT OF SALE)										
64	Env. Health	Point of Sale - Application/Administrative processing fee	\$303.64	1.9%	\$309.41	85%	\$255.00	\$263.00	\$260.00	\$255.00	550	\$0
65	Env. Health	Point of Sale - On-site evaluation of well & septic	\$615.57	1.9%	\$627.27	75%	\$460.00	\$470.45	\$470.00	\$460.00	16	\$0
66	Env. Health	Point of Sale - Waste treatment evaluation	\$362.71	1.9%	\$369.60	100%	\$360.00	\$369.60	\$365.00	\$360.00	2	\$0
67	Env. Health	Point of Sale - Well evaluation	\$259.08	1.9%	\$264.00	100%	\$255.00	\$264.00	\$260.00	\$255.00	6	\$0
68	Env. Health	Point of Sale - inspector annual renewal fee	\$207.26	1.9%	\$211.20	100%	\$205.00	\$211.20	\$210.00	\$205.00	10	\$0
69	Env. Health	Point of Sale - 1 Year Extension NEW	\$100.00	1.9%	\$101.90	100%	\$100.00	\$101.90	\$100.00	\$100.00	28	\$0
70		CHILD CARE & FOSTER CARE INSPECTIONS										
71	Env. Health	Full inspection, water system, sewage disposal, building and grounds	\$294.31	1.9%	\$299.91	100%	\$290.00	\$299.91	\$295.00	\$290.00	82	\$0
72		POOLS		1.9%								
73	Env. Health	Pool Inspection	\$182.39	1.9%	\$185.86	100%	\$180.00	\$185.86	\$185.00	\$180.00	125	\$0
74	Env. Health	Additional pool at the same location	\$126.82	1.9%	\$129.23	100%	\$110.00	\$129.23	\$120.00	\$110.00	45	\$0
75	Env. Health	Re-inspection fee after violation	\$188.19	1.9%	\$191.77	100%	\$185.00	\$191.77	\$190.00	\$185.00	0	\$0
76		TOBACCO & E-CIGARETTE		1.9%								
77	Env. Health	Tobacco & E- cigarette sales license - East Lansing	\$387.58	1.9%	\$394.95	80%	\$307.00	\$315.96	\$315.00	\$307.00	24	\$0
78	Env. Health	Tobacco & E- cigarette sales license - Not East Lansing	\$387.58	1.9%	\$394.95	90%	\$345.00	\$355.45	\$355.00	\$345.00	235	\$0

	Location of Service	Fee Description	2020 Cost	2021 Cost Increase Factor	2021 Cost	Target Percent	2020 Fee	2021 Calc. Fee	2021 Initial Prop. Fee	Department Recommend	Units	Additional Revenue
79	Env. Health	Tobacco & E-cigarette Change of Ownership Fee - East Lansing	\$140.62	1.9%	\$143.30	100%	\$125.00	\$143.30	\$135.00	\$125.00	0	\$0
80	Env. Health	Tobacco & E-cigarette Change of Ownership Fee - Not East Lansing	\$163.13	1.9%	\$166.22	100%	\$160.00	\$166.22	\$165.00	\$160.00	9	\$0
81	Env. Health	Tobacco & E-cigarette sales license vending machine	\$353.47	1.9%	\$360.18	100%	\$350.00	\$360.18	\$360.00	\$350.00	0	\$0
82	Env. Health	Temporary Tobacco License - Sampling Permit	\$141.38	1.9%	\$144.07	100%	\$140.00	\$144.07	\$140.00	\$140.00	0	\$0
83	Env. Health	Late Fee and/or failure to report change of ownership (**)	\$202.50	1.9%	\$206.35	100%	\$200.00	\$206.35	\$205.00	\$200.00	0	\$0
84		POLLUTION PREVENTION PROGRAM (P2)										
85	Env. Health	Category 1: 56 - 499 Gallons (450 - 4,499 pounds) - Reporting Fee	\$154.72	1.9%	\$157.66	50%	\$73.00	\$78.83	\$74.00	\$73.00	110	\$0
86	Env. Health	Category 1: 56 - 499 Gallons (450 - 4,499 pounds) - Inspection Fee	\$309.46	1.9%	\$315.34	50%	\$150.00	\$157.67	\$155.00	\$150.00	60	\$0
87	Env. Health	Category 2: 500 - 4,999 Gallons (4,500 - 44,499 pounds) - Reporting Fee	\$309.46	1.9%	\$315.34	50%	\$150.00	\$157.67	\$155.00	\$150.00	201	\$0
88	Env. Health	Category 2: 500 - 4,999 Gallons (4,500 - 44,499 pounds) - Inspection Fee	\$495.11	1.9%	\$504.52	50%	\$245.00	\$252.26	\$250.00	\$245.00	119	\$0
89	Env. Health	Category 3: 5,000 or more Gallons (more than 45,000 pounds) - Reporting Fee	\$464.17	1.9%	\$472.99	50%	\$230.00	\$236.49	\$235.00	\$230.00	95	\$0
90	Env. Health	Category 3: 5,000 or more Gallons (more than 45,000 pounds) - Inspection Fee	\$742.68	1.9%	\$756.79	50%	\$365.00	\$378.40	\$375.00	\$365.00	670	\$0
91	Env. Health	Use hourly rate for Plan Review & Consultation										
92		MISC FEES										
93	Env. Health	Hourly rate for services not specified in the fee schedule	\$103.63	1.9%	\$105.60	100%	\$100.00	\$105.60	\$105.00	\$100.00	0	\$0
94	Env. Health	Late fee for all licenses not specified above, effective 30 days after due date	\$134.72	1.9%	\$137.28	100%	\$130.00	\$137.28	\$135.00	\$130.00	0	\$0
95	Env. Health	Sanitary Code appeal fee	\$134.72	1.9%	\$137.28	100%	\$130.00	\$137.28	\$135.00	\$130.00	0	\$0
96	Env. Health	Returned check fee	\$31.74	1.9%	\$32.35	100%	\$32.00	\$32.35	\$32.00	\$32.00	0	\$0
97	Parks	Administrative/Office Fees										
98	Parks	Administrative -Returned Check Fee	\$34.46	1.9%	\$35.11	100.0%	\$34.00	\$35.11	\$35.00	\$35.00	0	\$19
99	Parks	Cancellation Fee (for all park reservations)	\$22.37	1.9%	\$22.79	100.0%	\$22.00	\$22.79	\$22.00	\$22.00	21	\$0
100	Parks	Parking/Vehicle Entrance Fees ****										
101	Parks	Resident Daily	\$4.52	1.9%	\$4.60	75.0%	\$3.00	\$3.45	\$3.00	\$3.00	40,000	\$0
102	Parks	Resident Annual	\$45.13	1.9%	\$45.99	75.0%	\$32.00	\$34.49	\$33.00	\$32.00	2,800	\$0
103	Parks	Non-Resident Daily	\$5.59	1.9%	\$5.70	100.0%	\$5.00	\$5.70	\$5.00	\$5.00	9,000	\$0
104	Parks	Non-Resident Annual	\$45.13	1.9%	\$45.99	100.0%	\$42.00	\$45.99	\$43.00	\$42.00	278	\$0
105	Parks	Shelters										
106	Parks	Winter Sports Building (100 Person Capacity) ****	\$103.38	1.9%	\$105.34	100.0%	\$97.00	\$105.34	\$100.00	\$100.00	0	\$57
107	Parks	Winter Sports Building - reservation fee/non operational	\$31.74	1.9%	\$32.35	100.0%	\$31.00	\$32.35	\$32.00	\$32.00	0	\$19
108	Parks	Shelters - 60 Person Capacity ****										
109	Parks	Lake Lansing South Lakeview	\$83.88	1.9%	\$85.48	100.0%	\$81.00	\$85.48	\$82.00	\$82.00	66	\$19
110	Parks	Lake Lansing North Oak Knoll	\$83.88	1.9%	\$85.48	100.0%	\$81.00	\$85.48	\$82.00	\$82.00	14	\$19
111	Parks	Lake Lansing North Sandhill	\$83.88	1.9%	\$85.48	100.0%	\$81.00	\$85.48	\$82.00	\$82.00	29	\$19
112	Parks	Hawk Island Kestrel	\$83.88	1.9%	\$85.48	100.0%	\$81.00	\$85.48	\$82.00	\$82.00	143	\$19
114	Parks	Burchfield Deer Run	\$83.88	1.9%	\$85.48	100.0%	\$81.00	\$85.48	\$82.00	\$82.00	25	\$19
115	Parks	Burchfield Pine Knoll	\$83.88	1.9%	\$85.48	100.0%	\$81.00	\$85.48	\$82.00	\$82.00	17	\$19
116	Parks	Burchfield Southridge	\$83.88	1.9%	\$85.48	100.0%	\$81.00	\$85.48	\$82.00	\$82.00	25	\$19
117	Parks	Shelters - 120 Person Capacity ****										\$0
118	Parks	Lake Lansing - North - 1/2 of Main	\$111.84	1.9%	\$113.97	100.0%	\$110.00	\$113.97	\$110.00	\$110.00	11	\$0
119	Parks	Hawk Island Peregrine	\$139.80	1.9%	\$142.46	100.0%	\$135.00	\$142.46	\$140.00	\$140.00	69	\$95
120	Parks	Burchfield 1/2 of North Bluff	\$111.84	1.9%	\$113.97	100.0%	\$110.00	\$113.97	\$110.00	\$110.00	14	\$0

	Location of Service	Fee Description	2020 Cost	2021 Cost Increase Factor	2021 Cost	Target Percent	2020 Fee	2021 Calc. Fee	2021 Initial Prop. Fee	Department Recommend	Units	Additional Revenue
121	Parks	Burchfield 1/2 of Woodsong	\$111.84	1.9%	\$113.97	100.0%	\$110.00	\$113.97	\$110.00	\$110.00	18	\$0
122	Parks	Shelters - 150 Person Capacity ****										
123	Parks	Lake Lansing - South - 1/2 of Main	\$111.84	1.9%	\$113.97	100.0%	\$110.00	\$113.97	\$110.00	\$110.00	47	\$0
124	Parks	Shelters - 240 Person Capacity ****										
125	Parks	Lake Lansing - North - Main	\$195.72	1.9%	\$199.44	100.0%	\$195.00	\$199.44	\$195.00	\$195.00	15	\$0
126	Parks	Burchfield - North Bluff	\$195.72	1.9%	\$199.44	100.0%	\$195.00	\$199.44	\$195.00	\$195.00	10	\$0
127	Parks	Burchfield - Woodsong	\$195.72	1.9%	\$199.44	100.0%	\$195.00	\$199.44	\$195.00	\$195.00	8	\$0
128	Parks	Shelters - 300 Person Capacity ****										
129	Parks	Lake Lansing - South - Main	\$195.72	1.9%	\$199.44	100.0%	\$195.00	\$199.44	\$195.00	\$195.00	20	\$0
130	Parks	Burchfield - Overlook	\$195.72	1.9%	\$199.44	100.0%	\$195.00	\$199.44	\$195.00	\$195.00	17	\$0
131	Parks	Shelters - 375 Person Capacity ****										
132	Parks	Hawk Island - Red Tail	\$279.61	1.9%	\$284.92	100.0%	\$275.00	\$284.92	\$280.00	\$280.00	41	\$95
133	Parks	Cabanas - Mini semi permanent shelters/30 p cap.										
134	Parks	Hawk Island	\$83.88	1.9%	\$85.48	100.0%	\$81.00	\$85.48	\$82.00	\$82.00	76	\$19
135	Parks	Lake Lansing South	\$83.88	1.9%	\$85.48	100.0%	\$81.00	\$85.48	\$82.00	\$82.00	35	\$19
137	Parks	Wedding Gazebo										
138	Parks	Boating Fees ****										
139	Parks	In-Park Canoe/Kayak - per hr	\$6.71	1.9%	\$6.84	100.0%	\$6.00	\$6.84	\$6.00	\$6.00	2,262	\$0
140	Parks	Abandonment Recovery Fee	\$45.94	1.9%	\$46.82	100.0%	\$43.00	\$46.82	\$44.00	\$44.00	0	\$19
141	Parks	Late Fee (arriving 1/2 hour or later after closing)	\$22.97	1.9%	\$23.41	100.0%	\$22.00	\$23.41	\$23.00	\$23.00	0	\$19
142	Parks	Canoe/Kayak Trips - McNamara	\$16.93	1.9%	\$17.25	100.0%	\$16.00	\$17.25	\$17.00	\$17.00	146	\$19
143	Parks	Canoe/Kayak Trips - Bunker Rd	\$24.61	1.9%	\$25.07	100.0%	\$24.00	\$25.07	\$25.00	\$25.00	64	\$19
144	Parks	Canoe/Kayak Trips - Eaton Rapids	\$31.50	1.9%	\$32.10	100.0%	\$31.00	\$32.10	\$32.00	\$32.00	15	\$19
		Canoe/Kayak Trips - Transport Fee (Non-ICP Boats and person(s)-grp of 2 or more)	\$5.74	1.9%	\$5.85	100.0%	\$5.00	\$5.85	\$5.00	\$5.00	0	\$0
145	Parks	Pedal Boat - 1/2 hour	\$6.35	1.9%	\$6.47	100.0%	\$6.00	\$6.47	\$6.00	\$6.00	0	\$0
146	Parks	Row Boat/Hawk Island Kayak - 1st hour	\$7.83	1.9%	\$7.98	100.0%	\$7.00	\$7.98	\$7.00	\$7.00	0	\$0
147	Parks	Row Boat/Hawk Island Kayak - Hourly Thereafter	\$3.36	1.9%	\$3.42	100.0%	\$3.00	\$3.42	\$3.00	\$3.00	0	\$0
148	Parks	Boat Launch - Daily	\$5.59	1.9%	\$5.70	100.0%	\$5.00	\$5.70	\$5.00	\$5.00	2,559	\$0
150	Parks	Boat Launch - Annual	\$55.92	1.9%	\$56.98	100.0%	\$55.00	\$56.98	\$56.00	\$55.00	119	\$19
151	Parks	Ski Rental ****		1.9%								
152	Parks	Moonlight Ski- Adult	\$10.75	1.9%	\$10.96	100.0%	\$10.00	\$10.96	\$10.00	\$10.00	0	\$0
153	Parks	Moonlight Ski - Child (12 & under)	\$5.23	1.9%	\$5.33	100.0%	\$5.00	\$5.33	\$5.00	\$5.00	0	\$0
154	Parks	Cross Country Skiing Adults & Children (12 & under): (Burchfield only) ****										
155	Parks	Cross Country Ski Rental- adult per hour	\$10.46	1.9%	\$10.65	100%	\$10.00	\$10.65	\$10.00	\$10.00	0	\$0
156	Parks	Cross Country Ski Rental - child per hour	\$5.29	1.9%	\$5.39	100.0%	\$5.00	\$5.39	\$5.00	\$5.00	0	\$0
		Cross Country Ski Rental Fees for separate equipment - Adult or Child ****										
157	Parks	Skis per hour	\$3.36	1.9%	\$3.42	100.0%	\$3.00	\$3.42	\$3.00	\$3.00	0	\$0
158	Parks	Boots per hour	\$3.36	1.9%	\$3.42	100.0%	\$3.00	\$3.42	\$3.00	\$3.00	0	\$0
159	Parks	Poles per hour	\$3.36	1.9%	\$3.42	100.0%	\$3.00	\$3.42	\$3.00	\$3.00	0	\$0
160	Parks	Day Camp ****										
161	Parks	Resident Monday-Friday 9am-4pm	\$103.38	1.9%	\$105.34	100.0%	\$100.00	\$105.34	\$105.00	\$105.00	67	\$95
162	Parks	Non-Resident Monday-Friday 9am-4pm	\$114.86	1.9%	\$117.04	100.0%	\$110.00	\$117.04	\$115.00	\$115.00	5	\$95
163	Parks	Resident Mon-Fri 7:30am-5:30pm	\$137.83	1.9%	\$140.45	100.0%	\$135.00	\$140.45	\$140.00	\$140.00	27	\$95
164	Parks	Non-Resident Mon-Fri 7:30am-5:30pm	\$149.32	1.9%	\$152.16	100.0%	\$145.00	\$152.16	\$150.00	\$150.00	5	\$95
165	Parks	Disc Golf ****										
166	Parks	Day Pass (13 and older)	\$4.92	1.9%	\$5.01	100.0%	\$4.00	\$5.01	\$5.00	\$5.00	0	\$19
167	Parks	Season Pass	\$45.94	1.9%	\$46.82	100.0%	\$40.00	\$46.82	\$43.00	\$40.00	150	\$57
168	Parks	Equipment Rental per round of Disc Golf	\$1.96	1.9%	\$2.00	100.0%	\$1.00	\$2.00	\$2.00	\$2.00	0	\$19
169	Parks	Equipment Replacement-lost,damaged,stolen Discs	\$11.49	1.9%	\$11.70	100.0%	\$11.00	\$11.70	\$11.00	\$11.00	0	\$0
170	Parks	Dog Park (12 Month Pass) ****										

	Location of Service	Fee Description	2020 Cost	2021 Cost Increase Factor	2021 Cost	Target Percent	2020 Fee	2021 Calc. Fee	2021 Initial Prop. Fee	Department Recommend	Units	Additional Revenue
172	Parks	Regular Pass	\$31.74	1.9%	\$32.35	100.0%	\$30.00	\$32.35	\$31.00	\$30.00	160	\$19
173	Parks	Student (college ID)	\$21.16	1.9%	\$21.56	100.0%	\$20.00	\$21.56	\$21.00	\$20.00	115	\$19
174	Parks	Senior (+60)	\$21.16	1.9%	\$21.56	100.0%	\$20.00	\$21.56	\$21.00	\$20.00	35	\$19
175	Parks	Veteran	\$21.16	1.9%	\$21.56	100.0%	\$20.00	\$21.56	\$21.00	\$20.00	20	\$19
176	Parks	Owner of Service Animal	\$21.16	1.9%	\$21.56	100.0%	\$20.00	\$21.56	\$21.00	\$20.00	5	\$19
177	Parks	Daily Pass	\$5.75	1.9%	\$5.86	100.0%	\$5.00	\$5.86	\$5.00	\$5.00	285	\$0
178	Parks	Replacement FOB	\$5.74	1.9%	\$5.85	100.0%	\$5.00	\$5.85	\$5.00	\$5.00	0	\$0
179	Parks	Snow Tube Rental -Burchfield ****										
180	Parks	Burchfield - Tube Rental (Hourly)	\$2.96	1.9%	\$3.02	100.0%	\$2.00	\$3.02	\$3.00	\$3.00	1,812	\$19
181	Parks	Hawk Island Snow Hill **** Rates										\$0
182	Parks	Per person (adults and children) (2 hours)	\$10.58	1.9%	\$10.78	100.0%	\$10.00	\$10.78	\$10.00	\$10.00	0	\$0
183	Parks	Group Rate - (4 + people) (per person) (2 hours)	\$8.46	1.9%	\$8.63	100.0%	\$8.00	\$8.63	\$8.00	\$8.00	0	\$0
184	Parks	Hawk Island Snow Tube **** Non-Operational Rates (Reservation Only)										
185	Parks	Non-operational hour reservation (2hours) minimum of 25 people + pp group rate of \$8.00 per person for any additional guests past the pre-paid 25 people	\$307.20	1.9%	\$313.04	100.0%	\$300.00	\$313.04	\$305.00	\$305.00	0	\$95
189	Parks	Game Rental (for 4 hours) ****										
190	Parks	Moonwalk	\$321.00	1.9%	\$327.10	100.0%	\$300.00	\$327.10	\$310.00	\$325.00	3	\$475
191	Parks	Dunk Tank	\$251.64	1.9%	\$256.43	100.0%	\$250.00	\$256.43	\$255.00	\$255.00	1	\$95
192	Parks	Giant Slide	\$447.37	1.9%	\$455.87	100.0%	\$430.00	\$455.87	\$440.00	\$440.00	1	\$190
193	Parks	Nature Program/Walk pp	\$5.27	1.9%	\$5.37	100.0%	\$5.00	\$5.37	\$5.00	\$5.00	10	\$0
194	Parks	Passport Pictures	\$15.82	1.9%	\$16.12	100.0%	\$15.00	\$16.12	\$16.00	\$16.00	550	\$19
195	Parks	Snow shoe rental Child	\$5.27	1.9%	\$5.37	100.0%	\$5.00	\$5.37	\$5.00	\$5.00	25	\$0
196	Parks	Band Shell Rental	\$105.49	1.9%	\$107.50	100.0%	\$105.00	\$107.50	\$105.00	\$105.00	6	\$0
197	Parks	Band Shell Equipment Rental										
198	Parks	PA, Chairs or Music Stands per item	\$52.75	1.9%	\$53.75	100.0%	\$50.00	\$53.75	\$51.00	\$51.00	2	\$19
199	Parks	Snow Shoe Rental Adult	\$7.17	1.9%	\$7.30	100.0%	\$5.00	\$7.30	\$6.00	\$6.00	0	\$19
200	Parks	Cancellation Administration Fee for Hawk Island Snow Tubing Reservations	\$25.60	1.9%	\$26.09	100.0%	\$25.00	\$26.09	\$26.00	\$26.00	0	\$19
201	Fair	Winter Storage - fee per foot	\$11.26	1.9%	\$11.48	100%	11.00	\$11.48	11.00	11.00	0	\$0
202	Fair	4-H CLUB FEE - SOUTH END										
203	Fair	PER DAY, includes janitorial fees and facility fee	\$614.40	1.9%	\$626.07	100%	610.00	\$626.07	620.00	620.00	0	\$190
204	Fair	Friday Night Show	\$153.60	1.9%	\$156.52	100%	150.00	\$156.52	155.00	155.00	0	\$95
205	Fair	PER STALL, If not cleaned	\$21.50	1.9%	\$21.91	100%	21.00	\$21.91	21.00	21.00	0	\$0
206	Fair	PER DAY Camping	\$20.48	1.9%	\$20.87	100%	20.00	\$20.87	20.00	20.00	1969	\$0
207	Fair	PER Water Dump	\$61.44	1.9%	\$62.61	100%	61.00	\$62.61	62.00	62.00	6	\$19
208	Fair	PER Event , Non-Food Concession Fee includes electricity	\$25.60	1.9%	\$26.09	100%	25.00	\$26.09	26.00	26.00	1	\$19
209	Fair	PER Day, Food Concession Fee includes electricity	\$25.60	1.9%	\$26.09	100%	25.00	\$26.09	26.00	26.00	18	\$19
210	Fair	Infield Arena (Gymkhana events ONLY)	\$117.76	1.9%	\$120.00	100%	115.00	\$120.00	120.00	120.00	7	\$95
211	Fair	Horse Practices South & Infield Arenas Apr-Mid July	\$20.48	1.9%	\$20.87	100%	20.00	\$20.87	20.00	20.00	0	\$0
212	Fair	Main Arena Full Day Use - Shooting Sports No charge for 3 hours or less Mon-Thurs ONLY as long as it isn't rented	\$614.40	1.9%	\$626.07	100%	610.00	\$626.07	620.00	620.00	0	\$190
213	Fair	COMMUNITY HALL FEES										
214	Fair	Monday-Thursday if there is food (no food is free) 4H	\$92.16	1.9%	\$93.91	100%	91.00	\$93.91	92.00	92.00	0	\$19
215	Fair	Friday & Sunday 4H	\$179.20	1.9%	\$182.60	100%	175.00	\$182.60	180.00	180.00	6	\$95
216	Fair	Saturday 4H	\$921.60	1.9%	\$939.11	100%	920.00	\$939.11	930.00	930.00	0	\$190

	Location of Service	Fee Description	2020 Cost	2021 Cost Increase Factor	2021 Cost	Target Percent	2020 Fee	2021 Calc. Fee	2021 Initial Prop. Fee	Department Recommend	Units	Additional Revenue
217	Fair	Sunday-Friday All others (Deposit Required)	\$450.00	1.9%	\$458.55	100%	450.00	\$458.55	455.00	455.00	24	\$95
218	Fair	Saturday All others (Deposit Required)	\$950.00	1.9%	\$968.05	100%	950.00	\$968.05	960.00	960.00	14	\$190
219	Fair	Main Arena - Single Day Rental	\$2,455.00	1.9%	\$2,501.65	100%	2,500.00	\$2,501.65	2,500.00	2,500.00	10	\$0
220	Fair	Main Arena - Weekend Rental	\$4,608.00	1.9%	\$4,695.55	100%	4,600.00	\$4,695.55	4,610.00	4,610.00	26	\$190
221	Fair	Facility Fee - for organizations that hold 1-3 shows per yr	\$307.20	1.9%	\$313.04	100%	305.00	\$313.04	310.00	310.00	15	\$95
222	Fair	Facility Fee - for organizations that hold >4 shower per yr	\$409.60	1.9%	\$110.00	100%	105.00	\$110.00	110.00	110.00	11	\$95
223	Fair	North End w/ Main Arena Bldg. (min for 2 or 3 day show)	\$4,608.00	1.9%	\$4,695.55	100%	4,600.00	\$4,695.55	4,610.00	4,610.00	0	\$190
224	Fair	w/ extra barn fees Comm. South, Barn A or Barn B	\$307.20	1.9%	\$313.04	100%	305.00	\$313.04	310.00	310.00	8	\$95
225	Fair	w/ extra barn fees All other North End Barns	\$256.00	1.9%	\$260.86	100%	255.00	\$260.86	260.00	260.00	8	\$95
226	Fair	show)	\$2,816.00	1.9%	\$2,869.50	100%	2,800.00	\$2,869.50	2,810.00	2,810.00	0	\$190
227	Fair	w/ extra barn fees UU or VV Barns	\$307.20	1.9%	\$313.04	100%	305.00	\$313.04	310.00	310.00	0	\$95
228	Fair	w/ extra barn fees All other South End Barns	\$256.00	1.9%	\$260.86	100%	255.00	\$260.86	260.00	260.00	0	\$95
229	Fair	Covered Practice Arena Per Show	\$512.00	1.9%	\$521.73	100%	510.00	\$521.73	520.00	520.00	9	\$190
230	Fair	Covered Practice Arena Per Dump for Watering Arena and Drag	\$61.44	1.9%	\$62.61	100%	61.00	\$62.61	62.00	62.00	0	\$19
231	Fair	Infield Arena Per Day	\$460.80	1.9%	\$469.56	100%	460.00	\$469.56	465.00	465.00	2	\$95
232	Fair	Infield Arena Per Day Per Dump for Watering Arena	\$61.44	1.9%	\$62.61	100%	61.00	\$62.61	62.00	62.00	0	\$19
233	Fair	Entire Grounds minimum for 2 to 3 day show	\$6,912.00	1.9%	\$7,043.33	100%	6,900.00	\$7,043.33	6,910.00	6,910.00	1	\$190
234	Fair	w/ extra barn fees Comm South, Barn A & Barn B, VV or UU	\$307.20	1.9%	\$313.04	100%	305.00	\$313.04	310.00	310.00	0	\$95
235	Fair	w/ extra barn fees All other Barns	\$256.00	1.9%	\$260.86	100%	255.00	\$260.86	260.00	260.00	0	\$95
236	Fair	Dumps/Drags North End w/ Main Arena and Entire Grounds 2 or 3 Day cost will be incurred after 2 times	\$61.44	1.9%	\$62.61	100%	61.00	\$62.61	62.00	62.00	0	\$19
237	Fair	Brick Building Rental Fee	\$256.00	1.9%	\$260.86	100%	255.00	\$260.86	260.00	260.00	1	\$95
	Fair	Concessions & Blacksmiths - per day	\$26.00	1.9%	\$26.49	100%	26.00	\$26.49	26.00	26.00	18	\$0
	Fair	Camping for Horse Shows per day	\$20.48	1.9%	\$20.87	100%	20.00	\$20.87	20.00	20.00	0	\$0
	Fair	Commercial Vendor Per event	\$25.60	1.9%	\$26.09	100%	25.00	\$26.09	26.00	26.00	1	\$19
	Fair	Main Arena Weekday	varies		varies	100%	250-750	varies	250-750	varies	0	\$0
238	Fair	Main Arena Weeknight	varies	1.9%	varies	100%	350-1500	varies	350-1500	varies	0	\$0
240	Fair	Hoop House Weekday	varies	1.9%	varies	100%	50-250	varies	50-250	varies	0	\$0
241	Fair	Hoop House Weeknight	varies	1.9%	varies	100%	251-499	varies	251-499	varies	0	\$0

\$5,282

	Food Service Establishment License Fee		
Category 1	Serving only. Take out pizza only, Religious Organizations, concessions, coffee shop, donuts, ice cream, school kitchens (K-12), Fraternal/Civic organizations, Bar with limited or no PHF		
Category 2	Full service with alcohol (Fast food, pizza with additional menu, catering operations		
Category 3	Full service with alcohol (Larger, more complicated menus, fine dining), Institutional (large campus cafeterias), Hospital, Large Hotels		

Location of Service	Fee Description	2020 Cost	2021 Cost Increase Factor	2021 Cost	Target Percent	2020 Fee	2021 Calc. Fee	2021 Initial Prop. Fee	Department Recommend	Units	Additional Revenue
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* Includes State of Michigan fee of \$29 for fixed food licenses and \$8 for temporary licenses

** Administrative Fee

***SOM MDHHS mandated cap for service

2021 County Fees Analysis
Human Services Committee

Attachment B

Location of Service	Fee Description	2020 Fee	Controller/Dept Recommend	Additional Revenue
Parks	Administrative -Returned Check Fee	\$34.00	\$35.00	\$19
Parks	Winter Sports Building (100 Person Capacity) ****	\$97.00	\$100.00	\$57
Parks	Winter Sports Building - reservation fee/non operational hrs	\$31.00	\$32.00	\$19
Parks	Lake Lansing South Lakeview	\$81.00	\$82.00	\$19
Parks	Lake Lansing North Oak Knoll	\$81.00	\$82.00	\$19
Parks	Lake Lansing North Sandhill	\$81.00	\$82.00	\$19
Parks	Hawk Island Kestrel	\$81.00	\$82.00	\$19
Parks	Burchfield Deer Run	\$81.00	\$82.00	\$19
Parks	Burchfield Pine Knoll	\$81.00	\$82.00	\$19
Parks	Burchfield Southridge	\$81.00	\$82.00	\$19
Parks	Hawk Island Peregrine	\$135.00	\$140.00	\$95
Parks	Hawk Island - Red Tail	\$275.00	\$280.00	\$95
Parks	Hawk Island	\$81.00	\$82.00	\$19
Parks	Lake Lansing South	\$81.00	\$82.00	\$19
Parks	Abandonment Recovery Fee	\$43.00	\$44.00	\$19
Parks	Late Fee (arriving 1/2 hour or later after closing)	\$22.00	\$23.00	\$19
Parks	Canoe/Kayak Trips - McNamara	\$16.00	\$17.00	\$19
Parks	Canoe/Kayak Trips - Bunker Rd	\$24.00	\$25.00	\$19
Parks	Canoe/Kayak Trips - Eaton Rapids	\$31.00	\$32.00	\$19
Parks	Resident Monday-Friday 9am-4pm	\$100.00	\$105.00	\$95
Parks	Non-Resident Monday-Friday 9am-4pm	\$110.00	\$115.00	\$95
Parks	Resident Mon-Fri 7:30am-5:30pm	\$135.00	\$140.00	\$95
Parks	Non-Resident Mon-Fri 7:30am-5:30pm	\$145.00	\$150.00	\$95
Parks	Day Pass (13 and older)	\$4.00	\$5.00	\$19
Parks	Equipment Rental per round of Disc Golf	\$1.00	\$2.00	\$19
Parks	Burchfield - Tube Rental (Hourly)	\$2.00	\$3.00	\$19
Parks	Non-operational hour reservation (2hours) minimum of 25 people + pp group rate of \$8.00 per person for any additional guests past the pre-paid 25 people	\$300.00	\$305.00	\$95
Parks	Moonwalk	\$300.00	\$325.00	\$475
Parks	Dunk Tank	\$250.00	\$255.00	\$95
Parks	Giant Slide	\$430.00	\$440.00	\$190
Parks	Passport Pictures	\$15.00	\$16.00	\$19
Parks	Band Shell Rental	\$105.00	\$105.00	\$0
Parks	PA, Chairs or Music Stands per item	\$50.00	\$51.00	\$19
Parks	Snow Shoe Rental Adult	\$5.00	\$6.00	\$19
Parks	Cancellation Administration Fee for Hawk Island Snow Tubing Reservations	\$25.00	\$26.00	\$19
Fair	PER DAY, includes janitorial fees and facility fee	610.00	620.00	\$190
	Friday Night Show	150.00	155.00	\$95
Fair	PER Water Dump	61.00	62.00	\$19
Fair	PER Event , Non-Food Concession Fee includes electricity	25.00	26.00	\$19
Fair	PER Day, Food Concession Fee includes electricity	25.00	26.00	\$19
Fair	Infield Arena (Gymkhana events ONLY)	115.00	120.00	\$95
Fair	Main Arena Full Day Use - Shooting Sports No charge for 3 hours or less Mon-Thurs ONLY as long as it isn't rented	610.00	620.00	\$190
Fair	Monday-Thursday if there is food (no food is free) 4H	91.00	92.00	\$19

Location of Service	Fee Description	2020 Fee	Controller/Dept Recommend	Additional Revenue
Fair	Friday & Sunday 4H	175.00	180.00	\$95
Fair	Saturday 4H	920.00	930.00	\$190
Fair	Sunday-Friday All others (Deposit Required)	450.00	455.00	\$95
Fair	Saturday All others (Deposit Required)	950.00	960.00	\$190
Fair	Main Arena - Weekend Rental	4,600.00	4,610.00	\$190
Fair	Facility Fee - for organizations that hold 1-3 shows per yr	305.00	310.00	\$95
Fair	North End w/ Main Arena Bldg. (min for 2 or 3 day show)	4,600.00	4,610.00	\$190
Fair	w/ extra barn fees Comm. South, Barn A or Barn B	305.00	310.00	\$95
Fair	w/ extra barn fees All other North End Barns	255.00	260.00	\$95
Fair	South End with Outside Arena (min for 2 or 3 day show)	2,800.00	2,810.00	\$190
Fair	w/ extra barn fees UU or VV Barns	305.00	310.00	\$95
Fair	w/ extra barn fees All other South End Barns	255.00	260.00	\$95
Fair	Covered Practice Arena Per Show	510.00	520.00	\$190
Fair	Covered Practice Arena Per Dump for Watering Arena and Drag	61.00	62.00	\$19
Fair	Infield Arena Per Day	460.00	465.00	\$95
Fair	Infield Arena Per Day Per Dump for Watering Arena	61.00	62.00	\$19
Fair	Entire Grounds minimum for 2 to 3 day show	6,900.00	6,910.00	\$190
Fair	w/ extra barn fees Comm South, Barn A & Barn B, VV or UU	305.00	310.00	\$95
Fair	w/ extra barn fees All other Barns	255.00	260.00	\$95
Fair	Dumps/Drags North End w/ Main Arena and Entire Grounds 2 or 3 Day cost will be incurred after 2 times	61.00	62.00	\$19
Fair	Brick Building Rental Fee	255.00	260.00	\$95
Fair	Commercial Vendor Per event	25.00	26.00	\$19

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