

CHAIRPERSON  
BRYAN CRENSHAW

VICE-CHAIRPERSON  
DERRELL SLAUGHTER

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

FINANCE COMMITTEE  
MARK GREBNER, CHAIR  
TODD TENNIS  
BRYAN CRENSHAW  
MARK POLSDOFER  
EMILY STIVERS  
RANDY SCHAFER  
RANDY MAIVILLE

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, APRIL 7, 2021 AT 6:00 P.M.  
THE MEETING WILL BE HELD VIRTUALLY AT <https://ingham.zoom.us/j/87844880665>.

Agenda

Call to Order

Approval of the [March 17, 2021](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Clerk's Office – Resolution to Authorize the Purchase of Services for [Self Service Upgrade](#)
2. Sheriff's Office
  - a. Resolution to Authorize an Equipment Purchase Agreement with [Open Air Accuracy, INC.](#) for Ballistic Vests and Associated Accessories
  - b. Resolution to Authorize Ingham County Sheriff's Office to Continue the Employee [Firearm Purchase Program](#)
3. Treasurer's Office
  - a. 2021 [Borrowing Resolution](#) (2020 Delinquent Taxes)
  - b. Resolution Authorizing 2021 [Administrative Fund](#)
  - c. Resolution to Authorize a Contract with [Mesirow Financial](#) Investment Management, Inc.
4. Circuit Court
  - a. Resolution to Authorize an Agreement with [Thomson Reuters](#)
  - b. Resolution to Authorize Five Year Contracts for West Proflex Electronic [Law Library](#) and Clear Access for Various Ingham County Departments and Courts
5. Community Corrections – Resolution to Authorize Additional Justice Millage Programming Funds for Indigent Electronic Monitoring Services and Notice to [Judicial Services Group, Ltd.](#) (JSG) that Additional Funds are Available to Maintain Services through December 31, 2021
6. Animal Control Shelter – Resolution to Accept [Banfield Foundation](#) Grants on an Ongoing Basis
7. Capital Area Mentoring Partnership – Resolution to Authorize a Contract with [Big Brothers Big Sisters](#) Michigan Capital Region to Provide Administrative Oversight and Programming Leadership to the Capital Area Mentoring Partnership Program
8. Ingham County Fairgrounds – Resolution to Authorize a Contract with [Xact Excavating](#) at the Ingham County Fairgrounds

9. Facilities Department
  - a. Resolution to Authorize an [Amendment to Resolution #21-088](#) to Authorize the Installation Charge for the Temperature Sensors at the Human Services Building
  - b. Resolution Creating a [Project Manager](#) Position in the Facilities Department
10. Health Department
  - a. Resolution to Authorize the Purchase of Personal Protection Equipment (PPE) [Gloves](#) from Platinum Code
  - b. Resolution to Authorize an Agreement with [St. Vincent Catholic Charities](#) Refugee Services
  - c. Resolution to Authorize an Agreement with [Refugee Development Center](#)
  - d. Resolution to Authorize an Agreement with [Uno Deuce](#) for Development of Videos Promoting COVID-19 Vaccination in Communities of Color
11. Parks Department
  - a. Resolution to Authorize to Extend the Contract with [Comsource, Inc.](#) for Radios at Hawk Island County Park
  - b. Resolution to Authorize a Contract with [Scarlett Excavating](#) to Install a County Purchased Snow Making Tube at Hawk Island County Park
  - c. Resolution to Authorize the Contract with [James Clark Tree Service](#) for Tree Removal at Hawk Island County Park
  - d. Resolution to Authorize [Livery Fees](#) at Burchfield County Park
  - e. Resolution to Authorize a Contract with [Salebien Trucking and Excavating Inc.](#)
  - f. Resolution to Authorize an Amendment to the City of Lansing Trails and Parks [Millage Agreement TR085](#)
  - g. Resolution to Authorize an Agreement with [Soldan's Feeds and Pet Supplies Inc.](#) for Selling Fobs for the Soldan Dog Park
12. Equalization Department – Resolution to Authorize the Posting and Funding of the [Deputy Equalization Director](#) Position within the Ingham County Equalization/Tax Mapping Department
13. Road Department – Resolution to Authorize a Second Party Agreement with MEDC and a Third Party Agreement with the City of Lansing for the [Forest Road and Collins Road](#) Infrastructure Improvements Project
14. Controller/Administrator's Office
  - a. Resolution Authorizing a Contract with the [Cardinal Group II](#) to Assist in the Selection Process for the 9-1-1 Central Dispatch Center Director
  - b. [American Rescue Plan Act](#) of 2021 Proposals (*Discussion*)

Announcements  
Public Comment  
Adjournment

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

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

## FINANCE COMMITTEE

March 17, 2021

Draft Minutes

The meeting was called to order by Chairperson Grebner at 6:00 p.m. virtually via Zoom in accordance with Public Act 228 of 2020 regarding the Open Meetings Act. A roll call attendance vote and the present location of the Committee members was taken for the record.

Members Present: Grebner (Ingham County), Tennis (Ingham County), Crenshaw (Ingham County), Polsdofer (Ingham County), Stivers (Ingham County), Schafer (Ingham County), and Maiville (Ingham County).

Members Absent: None.

Others Present: Commissioner Peña, Treasurer Eric Schertzing, Michael Townsend, Gregg Todd, Eric Thelen, Nicole Wallace, Alan Fox, George Strander, Douglas Kelly, Bill Conklin, Jared Cypher, Timothy Morgan, Gabi Dunham, Roger Swets, Jessica Yorko, and Michael Tanis.

### Approval of March 2, 2021 Minutes

CHAIRPERSON GREBNER STATED THAT, WITHOUT OBJECTION, THE MINUTES OF THE MARCH 2, 2021 FINANCE COMMITTEE MEETING WERE APPROVED AS WRITTEN.

### Additions to the Agenda

Removed –

9. Veterans Affairs – Resolution to Authorize a Contract with M3 Marketing Group for the Purpose of Social Media, Outreach, and Engagement

Substitute –

13. Controller/Administrator's Office
  - b. Resolution to Increase the Minimum Wage Rate for Ingham County Employees

Late –

13. Controller/Administrator's Office
  - c. American Rescue Plan Act of 2021 (*Discussion*)

### Limited Public Comment

Commissioner Peña stated that the American Rescue Plan Act of 2021 was a long document.

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

1. Sheriff's Office – Resolution to Authorize an Additional Contractual Agreement Between the Ingham County Sheriff's Office and Axon Enterprise, Inc. for Body Worn Cameras for the Corrections Division
2. Drain Commissioner – Resolution Pledging Full Faith and Credit to Bauer Drain Drainage District Bonds
3. Circuit Court
  - a. Resolution to Convert One Deputy Clerk I – Circuit Court Position to One Deputy Clerk II – Circuit Court Position in the Circuit Court Clerk's Office
  - b. Resolution to Authorize a Contract with Smart Homes, Smart Offices for Audiovisual Upgrade of Circuit Court Courtroom in the Mason Historical Courthouse
4. Animal Control Shelter – Resolution to Authorize an Equipment Purchase Agreement with Motorola Solutions, Inc. for the Purchase of Nine Motorola APX6000 Radios, Eight Motorola APX8500 Radios, One Power Supply, One Desk Microphone and One Desk Speaker
5. Law & Courts Committee – Resolution to Approve a Partnership with Advance Peace and a Commitment to Help Build and Sustain Local Community Capacity to Interrupt Gun Violence in Ingham County, MI
6. Innovation and Technology Department
  - a. Resolution to Approve the Webtecs CourtView Conversion Project
  - b. Resolution to Approve the Renewal of Virtual Meeting Software from CDW-G
7. Facilities Department – Resolution to Authorize an Agreement Amendment with Safety Systems Inc. to Monitor an Additional Temperature Sensor at the Human Services Building
8. Road Department
  - a. Resolution of Support for the Local Bridge Program Funding Applications for Fiscal Year 2024
  - b. Resolution to Authorize the Purchase of 2021 Seasonal Requirement of Emulsified Asphalt
  - c. Resolution to Authorize the Purchase of 2021 Seasonal Requirement of Slag
  - d. Resolution to Authorize an Engineering Design Services Contract with RS Engineering, LLC for the Waverly Road Bridge Over Grand River (SN 3871)
10. Health Department
  - a. Resolution to Authorize an Agreement with Granicus for GovDelivery Service
  - b. Resolution to Authorize Amendment #3 to the 2020 – 2021 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Master Agreement

- c. Resolution to Authorize an Extension to the Agreement with St. Vincent Catholic Charities
  - d. Resolution to Authorize an Agreement with MSU Health Team Inc. for Psychiatric Services
  - e. Resolution to Accept U.S. Department of Health and Human Services Health Resources and Services Administration Provider Relief Funds
  - f. Resolution to Authorize an Agreement with Delta Dental Foundation
  - g. Resolution to Authorize an Agreement with Edge Partnerships for Continuation and Expansion of a Flu Prevention Campaign Plus a Complementary COVID-19 Vaccination Campaign
11. Parks Department
- a. Resolution to Authorize a Contract with Justice Fence for Supplying and Installing a New Fence at Hawk Island County Park
  - b. Resolution to Authorize an Application for a Land and Water Conservation Fund Grant for Accessibility Improvements to Burchfield – McNamara Landing
  - c. Resolution to Authorize an Application for a Recreation Passport Program Grant
  - d. Resolution to Authorize an Application for a Land and Water Conservation Fund Grant for Accessibility Improvements to Hawk Island
  - e. Resolution to Authorize an Application for a Michigan Natural Resources Trust Fund Grant for Accessibility Improvements to Hawk Island Park
  - f. Resolution to Authorize an Application for a Land and Water Conservation Fund Grant for Accessibility Improvements to Lake Lansing North
  - g. Resolution to Authorize an Application for a Michigan Natural Resources Trust Fund Grant for Accessibility Improvements to Lake Lansing North
  - h. Resolution to Authorize a Contract with Lopez Concrete Construction, LLC for Concrete Work at Hawk Island County Park
  - i. Resolution to Authorize a Contract with LakePro, Inc. for Lake Weed Treatment at Hawk Island County Park and Burchfield County Park
  - j. Resolution to Authorize a Contract with Rowe Professional Services Company for Prime Professional Services for Various Projects
  - k. Resolution to Authorize a Contract with Landscape Architects and Planners Inc. for Prime Professional Services for Various Projects
12. Prosecuting Attorney’s Office – Resolution Authorizing Acceptance of a Grant Amendment with the Michigan State Police and the Ingham County Prosecutor’s Office

THE MOTION CARRIED UNANIMOUSLY.

Commissioner Crenshaw made a point of order regarding the motion to approve the items on the consent agenda.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY.

13. Controller/Administrator's Office

a. Discussion: Potential Changes to Updating Various Fees for Services

Michael Townsend, Budget Director, stated that there was a proposal to change the current process of evaluating annual fees. He further stated that the evaluation of annual fees was part of the budget process.

Mr. Townsend stated that they took the current fee and multiplied it by the Consumer Price Index (CPI) to recommend a proposal for next year. He further stated that instead of the current process, fees would be evaluated one committee a year as part of a three-year committee rotation basis.

Mr. Townsend stated that many of the fees had to be posted and throwing out brochures every year created a headache for department heads. He further stated that departments had said that it would better if fees were evaluated on a two-to-three year basis.

Commissioner Polsdofer asked if Mr. Townsend identified a notable loss if fees remained stagnant for three years.

Mr. Townsend stated that it would be difficult to identify that amount. He further stated that some departments had postponed fee increases because of having to throw out materials.

Commissioner Stivers stated that she supported this idea. She further stated that she wanted people to be mindful that if departments had to wait three years to increase a fee, it could be large to the consumers of the service, but it could be explained if the County was prepared.

Chairperson Grebner stated that this made sense if the annual inflation rate was in the range of one to two percent. He further stated that he supported this idea, but the Board of Commissioners would someday have to revisit it because he anticipated that the County would realize that it did not work for a particular class.

Discussion.

Commissioner Schafer stated that some fees were meant to recover 95 percent of estimated costs. He further stated that there was discrimination in terms of fees levied across the County, which he would discuss during the budget process.

13. Controller/Administrator's Office

b. Resolution to Increase the Minimum Wage Rate for Ingham County Employees

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

Commissioner Maiville stated that while he would be voting in support of the resolution, he wanted people to realize the long-term impact for other wages near \$15.00 an hour. He further

stated that unions would use this during their negotiations as they determined wages based on a scale against the minimum wage.

Commissioner Schafer stated that during discussions of this resolution, the Road Department was never mentioned. He further stated that he did not know the ramifications for all departments other than the Parks Department and Potter Park Zoo, and while he would like that question answered, he would be voting in support of the resolution.

Chairperson Grebner asked if the Road Department had been surveyed.

Gregg Todd, County Controller, stated that it had been surveyed, and there were no positions that paid under \$15.00 an hour.

THE MOTION CARRIED UNANIMOUSLY.

13. Controller/Administrator's Office  
c. American Rescue Plan Act of 2021 (*Discussion*)

Mr. Todd explained the memo that he provided to the Finance Committee regarding the American Rescue Plan Act of 2021.

Commissioner Schafer stated that there had not been a health clinic in the rural part of the County. He further stated that there was a group of people in the process of creating a mental and physical health clinic in conjunction with Stockbridge Community Schools.

Commissioner Schafer stated that he hoped that Commissioners would keep an eye on the concerns of that area. He further stated that as the County went through this process, he would be discussing those concerns consistently.

Commissioner Polsdofer stated that he shared the concerns of Commissioner Schafer.

Commissioner Polsdofer asked if the County had a clear guidance on how much of the funds could be spent on economic development projects.

Mr. Todd stated that while the American Rescue Plan Act of 2021 did not identify the percentages of what had to be funded, it was specific that it had to be COVID-19-related impacts on businesses and residents.

Chairperson Grebner stated that the section of the legislation that pertained to counties was brief.

Commissioner Schafer stated that as the County went through this influx of funds, they had to look at serious infrastructure and long-term benefits.

Discussion.

Chairperson Grebner stated that the Board of Commissioners could not deal with this through their normal budget process. He further stated that for example, if the County was to save a

business in financial stress because of COVID-19, they had to do so in months rather than two-to-three years.

#### Discussion.

Chairperson Grebner stated that in general, the County should not worry about internal operations, as that could be done through their normal budget process. He further stated that the County needed to work fast to give away the remaining funds to businesses and residents.

Chairperson Grebner stated that he had never been a fan of the Lansing Economic Area Partnership (LEAP), but it was in the right position to take applications from distressed businesses. He further stated that the County needed to talk to LEAP in the near future to see what could be done.

Chairperson Grebner stated that the County had to work with other municipalities, as they would be pitching in the same water to help businesses and residents since they were subject to the same rules.

Commissioner Polsdofer stated that because he was on the LEAP Board, he and Mr. Todd could contact Bob Trezise, LEAP President and CEO, to discuss their experience with rapid deployment of grants.

Chairperson Grebner stated that he had talked to Mr. Trezise and discussed this topic with him.

#### Discussion.

Chairperson Grebner stated that he wanted to urge Commissioners that the relief to businesses and residents had to move quickly. He further stated that if anyone tried to delay a discussion, he hoped that Commissioners would go around that person because the County needed to act.

Commissioner Schafer stated that when the government was involved in terms of stimulus funds, there were winners and losers. He further stated that a priority of his was to work with Stockbridge Community Schools for a health clinic that addressed mental and physical health as well as social workers.

Chairperson Grebner stated that if they put together a proposal that fit into the rules, it had a good chance of being fully funded.

Commissioner Stivers stated that she would be pleased to work with Commissioner Schafer, and others, involved with Community Mental Health (CMH) to be sure that clinic occurred. She further stated that in her CMH meetings, there had been discussions about rural mental health care needs.

Commissioner Stivers stated that CMH was in the process of creating a mobile mental health care unit that specially connected with schools. She further stated that while it was not a



substitute for an in-person clinic in Stockbridge Township, there was a priority for getting those services out of the cities and into rural areas.

Discussion.

Commissioner Tennis stated that in terms of health services, that was a cooperative agreement the County had with the Community Health Center Board. He further stated that the County could not add a clinical operation unless the board made that decision.

Discussion.

Chairperson Grebner stated that they had not talked about homeowner and renter relief. He further stated that he did not know whom the County would approach about that.

Commissioner Stivers stated that the Land Bank could be approached.

Chairperson Grebner stated that he did not think that the Land Bank cut deep into the community.

Commissioner Crenshaw stated that he thought the Finance Committee could task the Controller's Office to look into that.

Commissioner Peña stated that in the American Rescue Plan Act of 2021, Native Americans were identified as a potential source of receiving aid. He further stated that there was a Native American presence in the County, and so he thought they could be contacted to identify needs.

Chairperson Grebner stated that there were funds set aside for recognized tribes in a different title. He further stated that his idea was not a bad idea.

Commissioner Stivers stated that the Women's Commission had been working on Risk Mitigation Fund for low-income housing set up through the Treasury. She further stated that it would be great if it could be funded through some of these funds.

Treasurer Eric Schertzing, County Treasurer, stated that his office would be getting information to the Controller's Office. He further stated that in terms of housing, there were other funding streams that aided residential rental assistance.

Treasurer Schertzing stated that Delinquent Tax Assistance would be \$2 million over two-to-three years to save several hundred properties. He further stated that the City of Lansing's housing stock was a big challenge because if the City of Lansing did not thrive, the County did not thrive.

Jessica Yorko, Health Promotion & Prevention Division Manager, stated that in years of working in the housing sphere within the Health Department, the agencies involved in rental assistance and foreclosure prevention were the Capital Area Housing Partnership, Legal Services of South

Central Michigan, and the Capital Area Community Services. She further stated that she would email the information to the Controller's Office.

Discussion.

Chairperson Grebner stated that while the last of the funds had to be spent by 2024, he wanted this to be wrapped up before then. He further stated that the County Services Committee was in charge of setting up Board Rules, and so the Finance Committee should be deferential to them.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:09 p.m.

## **APRIL 7, 2021 FINANCE AGENDA STAFF REVIEW SUMMARY**

### **RESOLUTION ACTION ITEMS:**

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

**1. Clerk's Office – Resolution to Authorize the Purchase of Services for Self Service Upgrade**

This resolution authorizes the Clerk's Office to contract with Tyler Technologies for its Self-Service solution that is a support tool for Eagle Recorder, Tyler Technologies Vital Records purchasing tool used by the Clerk's Office. The lack of a support tool has led to residents reverting to in-person transactions to purchase Vital Records or make their requests by mail, email, or fax.

Funding for this \$7,500 purchase will be through the Clerk Office's vital record contractual services.

See memo for details.

**2a. Sheriff's Office – Resolution to Authorize an Equipment Purchase Agreement with Open Air Accuracy, INC. for Ballistic Vests and Associated Accessories**

This resolution will authorize the purchase of new ballistic vests and associated accessories for the Ingham Regional Special Response Team in the amount of \$40,328.76 from Open Air Accuracy, INC. The FY2018 Homeland Security Grant Program (HSGP) approved by Resolution 18-546 has approved a minimum of \$35,000.00, and may approve up to the full amount of \$40,328.76 of the grant funds to be used for this purpose. Any remaining balance not paid for by the HSGP grant will be paid from the Ingham County Sheriff's Office, Special Units, Uniform & Accessories line item.

Open Air Accuracy, INC is a sole source distributor of the C2R FAST tactical product recommended for purchase.

See memo for details.

**2b. Sheriff's Office – Resolution Authorizing Ingham County Sheriff's Office to Continue the Employee Firearm Purchase Program**

This resolution will authorize the Ingham County Sheriff's Office to purchase firearms and related equipment for each MCOLES licensed Deputy, firearms instructor, and hospital guard team member through the Firearms Purchase Program and provide Ingham County with Law Enforcement services while maintaining the industry firearms standard. This firearms purchase program will be similar to the ones instituted by Board Resolution in 2013, 2015 and 2017. The only modification to this from 2017 is the addition of Corrections Hospital Guard trained staff being authorized to participate.

The Ingham County Sheriff's Office Firearms Purchase Program would run from June 2021 through June 2023 totaling up to 120 Officers' rifles, firearms, safes, and firearm accessories assignment, for a total of up to \$420,000. This program will be funded from the employee benefit fund to be reimbursed by employees via payroll deduction.

See memo for details.

**3a. Treasurer's Office – 2021 Borrowing Resolution (2020 Delinquent Taxes)**

**3b. Treasurer's Office – Resolution Authorizing 2021 Administrative Fund**

These resolutions will authorize the borrowing of funds in order to pay local taxing units within the County their shares of delinquent property taxes in anticipation of the collection of those taxes by the Treasurer. They will also authorize the establishment of a revolving fund for this purpose. This process is approved annually by the Board of Commissioners.

**3c. Treasurer's Office – Resolution to Contract with Mesirow Financial Investment Management, Inc.**

This resolution authorizes a contract with Mesirow Financial Investment Management for fiduciary plan services for the County's deferred compensation plans. \$40,000 of funding is to come from the Employee Benefit Fund.

See memo for details.

**4a. Circuit Court – Resolution to Authorize an Agreement with Thomson Reuters**

This resolution will authorize a five-year contract with Thomson Reuters not to exceed the total cost of \$139,316.00 for the entire contract term, effective no later than June 1, 2021 through May 31, 2026, to be paid from the Law Library Fund and the Circuit Court supplies line item.

Ingham County Circuit Court Judges, department heads, law clerks and other professional employees utilize print legal law books to perform essential research. In the past several years, Thomson Reuters has positioned itself to be the primary print provider for government law libraries and its prices continue to increase yearly. Without a contract in place, it is estimated by Thomson Reuters that costs for legal books will increase 12% in the next year. In an effort to keep costs manageable, the Circuit Court recommends entering into a five-year contract for print legal law books with a 2% year over year increase in costs.

See memo for details.

**4b. Circuit Court – Resolution to Authorize Five Year Contracts For West Proflex Electronic Law Library and Clear Access for Various Ingham County Departments and Courts**

This resolution will approve authorize five-year contracts with the Thomson Reuters West Publishing Company for WEST PROFLEX for Government and CLEAR for on-line legal research and investigation tools. The contract will be paid out of budgeted operational and LOFT Funds, with the exceptions of Friend of the Court and the Prosecuting Attorney's Office Family Support Unit, which will be paid through the Title IV-D Cooperative Reimbursement Program Contract with the State of Michigan.

In an effort to contain costs, the LOFT (Law and Order Fund for Technology) Committee recommends entry into five-year contracts for services effective June 1, 2021 through May 31, 2026, with a 1% year over year increase. Costs are \$60,948.00 for the first year, not to exceed \$64,000.00 in the fifth year.

See memo for details.

**5. Community Corrections** – *Resolution to Authorize Additional Justice Millage Programming Funds for Indigent Electronic Monitoring Services and Notice to Judicial Services Group, Ltd. (JSG) that Additional Funds are Available to Maintain Services through December 31, 2021*

This resolution will authorize providing JSG written notice that additional funds in an amount not to exceed \$230,000 are available for Electronic Monitoring (EM) services through December 31, 2021. Resolution #19-393 authorized the current contract with JSG Monitoring for indigent user electronic monitoring services. Resolution #20-589 approved \$70,000 in Justice Millage Programming Funds for Indigent Electronic Monitoring services. Due to the continued impact of COVID-19, EM utilization remains high and is projected to continue at the current level through the remainder of 2021, requiring an additional \$230,000 to maintain services through December 31, 2021. Pursuant to the terms of the current JSG contract, written notice can be provided, as additional funds are made available.

Electronic monitoring continues to be an essential resource during the current COVID-19 crisis, proven to be an effective and cost efficient option for monitoring appropriate offenders in the community. The proposed additional \$230,000 for indigent electronic monitoring funds are available from unspent programming funds within the Justice Millage Fund to maintain services through December 31, 2021. The balance of unspent programming funds at the end of 2020 was \$537,805.

See memo for details.

**6. Animal Control Shelter** – *Resolution to Accept Banfield Foundation Grants on an Ongoing Basis*

This resolution will authorize the Ingham County Animal Control and Shelter (ICACS) ongoing authorization to participate in and receive grant funds from the Banfield Foundation on an ongoing basis, provided that the grant amounts do not exceed \$20,000 and have no match requirement. ICACS has applied for and has been approved to receive grants from the Banfield Foundation in the past and anticipates future grants to reimburse ICACS for costs associated with pet vaccination clinics and other expenses associated with Shelter activities. As grants supporting ICACS have been routinely approved by the Board of Commissioners on a recurring basis, a request is being made to accept grants from the Banfield Foundation on an ongoing basis.

See memo for details.

**7. Capital Area Mentoring Partnership** - *Resolution to Authorize a Contract with Big Brothers Big Sisters Michigan Capital Region to Provide Administrative Oversight and Programming Leadership to the Capital Area Mentoring Partnership Program*

This resolution authorizes a contract with Big Brothers Big Sisters Michigan Capital Region (BBBSMCR) for the Capital Area Mentoring Partnership Program (CAMP). The contract will not exceed \$25,000 annually for the time period of January 1, 2020 through December 31, 2021. Funds for this contract are included in the 2021 budget.

**8. Ingham County Fairgrounds** – *Resolution to Authorize a Contract with Xact Excavating at the Ingham County Fairgrounds*

This resolution authorizes a contract with Xact Excavating for excavation services at the Ingham County Fairgrounds. The agreement will be for three years with a two-year extension option. Costs will not exceed \$10,000 in year one, \$10,500 in year two, and \$11,000 in year three for excavation services on the Fairgrounds during the off-season and not to exceed \$150 per hour for additional excavation services during the six days of the annual fair. The 2021 budget includes funds for this contract.

**9a. Facilities Department – Resolution to Authorize an Amendment to Resolution #21-088 to Authorize the Installation Charge for the Temperature Sensors at the Human Services Building**

Resolution #21-088 authorized an agreement amendment with Safety Systems Inc. for the monitoring of two additional sensors at the Human Services Building for an additional \$24 per year for the next two years. The Controller approved the installation charge of \$574 but it was not on the resolution. Facilities is requesting the resolution amendment to include authorization of the installation cost. All other terms and conditions set forth in Resolution #21-088 will remain unchanged.

**9b. Facilities Department – Resolution Creating a Project Manager Position in the Facilities Department**

This resolution would re-approve a previously approved Project Manager position in the Facilities Department but at a higher classification than the previous one (MC10 to an MC12). When the previous resolution went to Finance, they asked that we re-evaluate the classification as there was concern it was too low to attract qualified candidates.

See memo for details.

**10a. Health Department - Resolution to Authorize the Purchase of Personal Protection Equipment (PPE) Gloves from Platinum Code**

This resolution authorizes the bulk purchase of 90 cases of PPE gloves from Platinum Code for an amount not to exceed \$31,775. The cost of this purchase will be covered through the COVID-19 Immunization MI Supplemental grant funding.

**10b. Health Department - Resolution to Authorize an Agreement with St. Vincent Catholic Charities Refugee Services**

This resolution authorizes an agreement with St. Vincent Catholic Charities Refugee Services (STVCC) effective April 1, 2021 through September 30, 2021 in an amount not to exceed \$8,400. STVCC will provide phone outreach to 1,294 unduplicated Ingham County residents ages 16 and older to discuss their interest in registering with Ingham County Health Department to get the COVID-19 vaccine. All costs of this agreement are included in grant funds that will be received through Amendment #3 of the comprehensive agreement.

**10c. Health Department - Resolution to Authorize an Agreement with Refugee Development Center**

This resolution authorizes an agreement with Refugee Development Center effective April 1, 2021 through September 30, 2021 in an amount not to exceed \$7,032. Refugee Development Center will provide phone outreach to 1,000 unduplicated Ingham County residents ages 16 and older to discuss their interest in registering with Ingham County Health Department to get the COVID-19 vaccine. All costs of this agreement are included in grant funds that will be received through Amendment #3 of the comprehensive agreement.

**10d. Health Department - Resolution to Authorize an Agreement with Uno Deuce for Development of Videos Promoting COVID-19 Vaccination in Communities of Color**

This resolution authorizes an agreement with Uno Deuce effective March 20, 2021 through June 30, 2021 in an amount not to exceed \$6,000 for the development of videos promoting COVID-19 vaccination in communities of color. Funds for this agreement will come from the MDHHS grant.

**11a. Parks Department - Resolution to Authorize to Extend the Contract with Comsource, Inc. for Radios at Hawk Island County Park**

This resolution extends the contract with Comsource for two additional years at the current cost of \$3,360 for eight radios plus an additional \$192 annually for a cell phone application that would allow managers cell phones to act as radios. Funds for this contract are included in the budget.

**11b. Parks Department - Resolution to Authorize a Contract with Scarlett Excavating to Install a County Purchased Snow Making Tube at Hawk Island County Park**

This resolution authorizes a contract with Scarlett Excavating for a total amount of \$49,350 from the Parks Departments Operating Fund Balance for the installation of the snow making tube at Hawk Island County Park. Funds for this contract are available in the Parks Department budget.

**11c. Parks Department - Resolution to Authorize the Contract with James Clark Tree Service for Tree Removal at Hawk Island County Park**

This resolution authorizes a contract with James Clark Tree Service for an amount not to exceed \$16,400 for hazardous tree removal at Hawk Island County Park. Funds for this contract are available in the Parks Department budget.

**11d. Parks Department - Resolution to Authorize Livery Fees at Burchfield County Park**

This resolution authorizes a fee of \$1,000 annually for private canoe/kayak livery services who wish to use the facilities at Burchfield Park for business purposes.

**11e. Parks Department - Resolution to Authorize a Contract with Salebien Trucking and Excavating Inc.**

This resolution authorizes a contract with Salebien Trucking and Excavating Inc. for the base bid in the amount of \$27,500 for the demolition and legal disposal of a house at Lake Lansing South County Park. This agreement shall be effective the date of execution through May 28, 2021. Funding for this agreement is available in the Parks Department budget.

**11f. Parks Department - Resolution to Authorize an Amendment to the City of Lansing Trails and Parks Millage Agreement TR085**

This resolution authorizes an amendment to the contract with the City of Lansing to fund Agreement TR085- Friends of the Lansing Regional Trails (FLRT) Volunteer Trail Ambassador. The Friends of the Lansing Regional Trails is requesting an amendment to this Agreement for an additional \$20,000 for funding the position from July 1, 2021 to June 30, 2022. Funding for this contract is available in the Trails & Parks Millage.

**11g. Parks Department - Resolution to Authorize an Agreement with Soldan's Feeds and Pet Supplies Inc. for Selling Fobs for the Soldan Dog Park**

This resolution renews an existing agreement with Soldan's to sell fobs for the Soldan Dog Park. This will be a five year agreement with an option to renew for an additional three years. The money collected for the fobs is paid back to the county.

**12. Equalization Department** – *Resolution to Authorize the Posting and Funding of the Deputy Equalization Director Position within the Ingham County Equalization/Tax Mapping Department*

This resolution approves the posting of the Deputy Equalization Director position. The Department's 2021 budget was reduced with the understanding that if qualified candidates were identified, the funding would be restored with funds from the 2021 contingency account to cover the necessary salary and benefits.

**13. Road Department** – *Resolution to Authorize a Second Party Agreement with MEDC and a Third Party Agreement with the City of Lansing for the Forest Road and Collins Road Infrastructure Improvements Project*

This resolution approves agreements between the Michigan Economic Development Corporation (MEDC) and Ingham County for road improvements required by the new McLaren facility to Forest Road and Collins Road, and between Ingham County and Lansing. The roads are in Lansing, MEDC is the funding source and the ICRD will administer the project. No cost to the County or Lansing.

See memo for details.

**14a. Controller's Office** – *Resolution Authorizing a Contract with the Cardinal Group II to Assist in the Selection Process for the 9-1-1 Central Dispatch Center Director*

This resolution will authorize a contract with the Cardinal Group II to assist in the selection process for the 9-1-1 Central Dispatch Director for a cost not to exceed \$20,700. The position of 9-1-1 Central Dispatch Director is currently vacant and the Controller's Office is recommending contracting with the Cardinal Group II to assist in the selection process of a new Director. The recommended contract provides for a competency-based interview design and implementation, trained assessors, post event reporting, and a competency based assessment center design and implementation, including three role players.

As this is a large expense, an alternate proposal of \$10,350 is also presented. This proposal would eliminate the assessment center portion of the proposal, but maintain the competency-based interview and trained assessors. The lower cost option would also be a valuable improvement to our current process, but the Controller's Office considers the greater expense to be worth the investment in order to identify the best candidate. Funds are available in the 9-1-1 Fund for this expense.

See memo for details.

**PRESENTATION/DISCUSSION/OTHER ITEM:**

**14b. Controller's Office**– *American Rescue Plan Act of 2021 Proposals (Discussion)*



## Agenda Item 1

TO: Ingham County Board of Commissioners

FROM: Chief Deputy County Clerk Scott Hendrickson

DATE: March 23, 2021

SUBJECT: Resolution to Authorize the Purchase of Services from Tyler Technologies for Self Service Upgrade

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### **BACKGROUND**

Several years ago, Tyler Technologies' Eagle Recorder product, the County Clerk's Vital Records solution, discontinued support for its electronic purchasing tool, eWeb. As a result, when Ingham County's implementation began to fail, there was no assistance available to repair it. As such, Ingham County residents have had to revert to in-person transactions with the County Clerk's office to purchase Vital Records or make their requests by mail, email, or fax.

By upgrading to Tyler Technologies' Self-Service solution, online transactions would again be possible for records available for purchase in the County Clerk's Office.

### **FINANCIAL IMPACT**

After the initial cost of upgrading, Clerk Byrum expects that the net effect on revenue will be positive. Allowing online records purchases will allow Ingham County to remain competitive with the State of Michigan Office of Vital Records' Vital Check system that allows for the purchase of records from the State. Ingham County's prices are lower and response times much faster than Vital Check can offer, and so it is Clerk Byrum's belief that anyone who would today choose to order from the State for the convenience of purchasing online, would opt to do business with Ingham County instead.

As such, Clerk Byrum expects that approval of this resolution will be net positive over time.

### **OTHER CONSIDERATIONS**

Enabling Clerk Byrum's Office to make this upgrade supports the County's Strategic Plan in a number of ways, including enabling greater access to County Records and Assisting in Meeting Basic Needs.

Especially in light of the recent pandemic, which left some residents unwilling or unable to leave their homes for fear of exposure to COVID-19, Clerk Byrum believes that we have an obligation to make the process of acquiring these vital records to be as easy and user friendly as possible. Offering a user-friendly, online method to purchase records will accomplish that goal.

### **RECOMMENDATIONS**

I respectfully recommend approval of the attached resolution.

## **Agenda Item 1**

Introduced by the County Services and Finance Committees of the:

### **INGHAM COUNTY BOARD OF COMMISSIONERS**

#### **RESOLUTION TO AUTHORIZE THE PURCHASE OF SERVICES FOR SELF SERVICE UPGRADE**

WHEREAS, County Clerks provide for the purchase of certified copies of vital records, including Birth Certificates, Death Certificates, Marriage Licenses, Military Discharge Orders, and more; and

WHEREAS, the outbreak of COVID-19 has required procedural changes at the County Clerk's office including of the mandatory closing of physical office locations; and

WHEREAS, the technology currently owned for the customer-side transaction to purchase certified copies of these records is unsupported by the company that would service them; and

WHEREAS, even after the pandemic has passed, greater online access to services is in line with the Ingham County Strategic Plan; and

WHEREAS, allowing customers to enter the information related to their transactions will reduce the data entry points for Clerk Byrum's staff and reduce the possibility of data entry error; and

WHEREAS, the use of an online portal will reduce printing needs for physical forms, thereby saving printing costs over time; and

WHEREAS, some equipment upgrades will be necessary for those customers who choose to utilize the self-service feature and still visit the Clerk's office in person; and

WHEREAS, services from the vendor may also be used to foster process improvements that will reduce processing time for Deputy Clerks, allowing them to be more efficient in daily operations.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Clerk Barb Byrum to enter into an agreement with Tyler Technologies to purchase upgrade services and any associated software, hardware, and support in an amount not to exceed \$7,500.00 and any other agreements necessary to complete the upgrade process.

BE IT FURTHER RESOLVED, that this agreement shall be funded by the Ingham County Clerk's vital records contractual services line item (101-21500-818000).

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

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

## Agenda Item 2a

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

**FROM:** Undersheriff Andrew R. Bouck

**DATE:** March 23, 2021

**SUBJECT:** Resolution to authorize an Equipment Purchase Agreement with Open Air Accuracy, INC. for ballistic vests and associated accessories.

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### **BACKGROUND**

The Ingham County Sheriff's Office participates in the Ingham Regional Special Response Team, hereinafter IRSRT. IRSRT is a regional, multijurisdictional special response team that is comprised of officers from the Ingham County Sheriff's Office, Michigan State University Police Department, East Lansing Police Department, and the Meridian Township Police Department. Members of this team are required to wear ballistic vests as part of their duties and responsibilities. The soft ballistic armor in the current vests worn by IRSRT expired in February of 2018. The hard ballistic plates in the current vests worn by IRSRT expired in March of 2019. The purchase of these products will be able to fully outfit all participating agencies of IRSRT.

### **ALTERNATIVES**

Open Air Accuracy, INC is a sole source distributor of the C2R FAST tactical product to be purchased. While there are other similar products, the C2R Fast product was selected for the following reasons:

- One size fits all/size to the individual end user (pre-sizing to fit NOT required)
- The materials used are waterproof and can be easily sanitized or decontaminated
- The rating of the body armor plates does not require secondary protective armor be worn
- The armor comes with a 15-year warranty; the competitors that were evaluated came with a 5-year warranty
- Interchangeable carriers (color options) for the armor based on the mission

### **FINANCIAL IMPACT**

The Michigan State Police Emergency Management and Homeland Security Division has approved the funding proposal for this purchase. The FY2018 HSGP funding was approved in Resolution #18-546. The total purchase price for the requested products is \$40,328.76. A minimum of \$35,000.00 up to the full amount of \$40,328.76 will be paid for by the FY2018 HSGP. Any remaining balance/not paid for by the HSGP monies will be paid from the Ingham County Sheriff's Office, Special Units, Uniform & Accessories line item, #10130110-745000.

### **STRATEGIC PLANNING IMPACT**

Not Applicable

### **OTHER CONSIDERATIONS**

None

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to allow the Ingham County Sheriff's Office to enter into a purchase agreement for ballistic vests and associated accessories with Open Air Accuracy, INC.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN EQUIPMENT PURCHASE AGREEMENT WITH  
OPEN AIR ACCURACY, INC. FOR BALLISTIC VESTS AND ASSOCIATED ACCESSORIES**

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has applied for and has been approved to receive pass through grant funds from the FY2018 Homeland Security Grant Program (HSGP); and

WHEREAS, the purpose of these grant funds is to purchase equipment and to provide training in the Homeland Security & Emergency Management field; and

WHEREAS, the current ballistic vests worn by members of the Ingham Regional Special Response Team are expired; and

WHEREAS, the total expenditure for this proposal is \$40,328.76; and

WHEREAS, a minimum of \$35,000.00 of grant funding will be used to purchase ballistic vests and associated accessories for the Ingham Regional Special Response Team from Open Air Accuracy, INC.; and

WHEREAS, additional grant monies from the same source may cover the entire cost of the purchase; and

WHEREAS, any remaining balance will be paid from the Ingham County Sheriff's Office, Special Units, Uniform & Accessories line item, #10130110-745000; and

WHEREAS, Open Air Accuracy, INC. is a sole source provider; and

WHEREAS, the Michigan State Police Emergency Management and Homeland Security Division has approved the funding proposal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of new ballistic vests and associated accessories for the Ingham Regional Special Response Team in the amount of \$40,328.76 from Open Air Accuracy, INC, utilizing a minimum funding amount of \$35,000.00 up to the full amount of \$40,328.76 from the FY2018 Homeland Security Grant Funding.

BE IT FURTHER RESOLVED, that any remaining balance/not paid for by the HSGP monies will be paid from the Ingham County Sheriff's Office, Special Units, Uniform & Accessories line item, #10130110-745000.

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

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

## **Agenda Item 2b**

TO: Law & Courts Committee and Finance Committee

FROM: Darin Southworth, Chief Deputy, Sheriff's Office

DATE: February 24, 2021

RE: Employee Firearms Purchase Program

### **BACKGROUND**

The Ingham County Sheriff's Office, hereafter Sheriff, has utilized a firearms purchase program under Resolutions #13-082, #15-023, and #17-638. Each of these resolutions has allowed qualifying members of the Sheriff's Office to purchase firearms and related accessories, specific to their job functions. The purchase program mutually benefits the Sheriff and employee as:

- The Sheriff does not have to continuously update industry standard firearms and accessories at County cost
- Specified deputy staff who's job duties require use and proficiency in firearms and related accessories are the only members eligible
- Staff purchase equipment of their choice and tailor it to their individual physiological needs
- The Sheriff has observed no negative effect of this program during its existence and has improved over time.

### **FINANCIAL IMPACT**

This program is funded by the employee benefit fund which is reimbursed by employee payroll deductions

### **ALTERNATIVES**

The alternative is using "pool" or shared firearms and accessories not specifically set up for the individual. A lesser degree of "ownership" and wear and tear is projected that places costs on the County which can be avoided through this mutually beneficial program.

### **OTHER CONSIDERATIONS**

The only modification to this from 2017 is the addition of Corrections Hospital Guard trained staff being authorized to participate. This addition has a potential to increase the initial cost of the program but this increase has been cleared by Financial Services for standard payroll deduction.

### **RECOMMENDATION**

Based on aforementioned, we ask that the Board consider approving the continuation of this valuable program.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE INGHAM COUNTY SHERIFF'S OFFICE  
TO CONTINUE THE EMPLOYEE FIREARM PURCHASE PROGRAM**

WHEREAS, for several years, Ingham County Sheriff's Office, hereafter Sheriff, in conjunction with Financial Services has managed a Firearms Purchase Program for specified staff; and

WHEREAS, the Sheriff does not have the financial means to provide each licensed deputy, and other specified staff with a sufficient industry standard of firearms and associated equipment; and

WHEREAS, this program is structured similar to numerous other law enforcement agencies' purchase programs and consistent with what we have practiced since Resolutions #17-638; and

WHEREAS, this program is mutually beneficial for the Sheriff and staff for procurement efficiencies, ownership and maintenance, and cost savings; and

WHEREAS, the Ingham County Sheriff's Office Firearms Purchase Program would run from June 2021 through June 2023 totaling up to 120 personnel and a program cap of \$420,000.00; and

WHEREAS, each specified Sheriff Member shall pay back, via payroll deductions, the cost of selected equipment over a two-year period (52 paychecks).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Sheriff to purchase firearms and related equipment through the Firearms Purchase Program for specified staff, who provide Ingham County public safety services.

BE IT FURTHER RESOLVED, that the Firearms Purchase Program would run from June 2021 through June 2023 totaling up to 120 Staff with a cost cap of \$420,000.00.

BE IT FURTHER RESOLVED, that this program will be funded upfront by the employee benefit fund to be reimbursed by employees.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary budget adjustments in the Ingham County Sheriff's Office 2021- 2023 budgets.

BE IT FURTHER RESOLVED, that the Sheriff's Office is authorized to establish an agreement with the unions representing employees that will participate in the program to clarify the voluntary nature of the program and potential forfeiture of funds if not paid in full or if an employee does not remain employed for the full two-year period.

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

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**2021 BORROWING RESOLUTION  
(2020 DELINQUENT TAXES)**

A regular meeting of the Board of Commissioners of the County of Ingham, Michigan (the "County"), was held in Mason, Michigan, on April \_\_\_\_, 2021. The following Commissioners were

PRESENT: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_

The resolution set forth below was offered by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_.

**2021 BORROWING RESOLUTION  
(2020 DELINQUENT TAXES)**

WHEREAS, ad valorem real property taxes are imposed by the County and the local taxing units within the County on July 1 and/or December 1 of each year; and

WHEREAS, a certain portion of these taxes remain unpaid and uncollected on March 1 of the year following assessment, at which time they are returned delinquent to the County's treasurer (the "Treasurer"); and

WHEREAS, the Treasurer is bound to collect all delinquent taxes, interest and property tax administration fees which would otherwise be payable to the local taxing units within the County; and

WHEREAS, the statutes of the State of Michigan authorize the County to establish a fund, in whole or in part from borrowed proceeds, to pay local taxing units within the County their respective shares of delinquent ad valorem real property taxes in anticipation of the collection of those taxes by the Treasurer; and



WHEREAS, the County Board of Commissioners (the “Board”) has adopted a resolution authorizing the County's Delinquent Tax Revolving Fund (the “Revolving Fund Program”), pursuant to Section 87b of Act No. 206, Michigan Public Acts of 1893, as amended (“Act 206”); and

WHEREAS, such fund has been established to provide a source of monies from which the Treasurer may pay any or all delinquent ad valorem real property taxes which are due the County, and any city, township, school district, intermediate school district, community college district, special assessment district, drainage district, or other political unit within the geographical boundaries of the County participating in the County's Revolving Fund Program pursuant to Act 206 (“local units”); and

WHEREAS, the Treasurer is authorized under Act 206, and has been directed by the Board, to make such payments with respect to delinquent ad valorem real property taxes (including the property tax administration fees assessed under subsection (6) of Section 44 of Act 206) owed in 2020 to the County and the local units (collectively, the “taxing units”) which will have remained unpaid on March 1, 2021 and the Treasurer is authorized to pledge these amounts in addition to any amounts not already pledged for repayment of prior series of Notes (or after such prior series of Notes are retired as a secondary pledge) all as the Treasurer shall specify in an order when the Notes authorized hereunder are issued (the “Delinquent Taxes”); and

WHEREAS, the Board has determined that in order to raise sufficient monies to adequately fund the Revolving Fund, the County must issue its General Obligation Limited Tax Notes, Series 2021 in one or more series, in accordance with Sections 87c, 87d, 87g and 89 of Act 206 and on the terms and conditions set forth below.

NOW, THEREFORE, BE IT RESOLVED:

## **I. GENERAL PROVISIONS**

101. Establishment of 2021 Revolving Fund. In order to implement the continuation of the Revolving Fund Program and in accordance with Act 206, the County hereby establishes a 2021 Delinquent Tax Revolving Fund (the “Revolving Fund”) as a separate and segregated fund within the existing Delinquent Tax Revolving Fund of the County previously established by the Board pursuant to Section 87b of Act 206.

102. Issuance of Notes. The County shall issue its General Obligation Limited Tax Notes, Series 2021 in one or more series (the “Notes” or “Note”), in accordance with this Resolution and Sections 87c, 87d, 87g and 89 of Act 206, payable in whole or in part from the Delinquent Taxes and/or from the other sources specified below.

103. Aggregate Amount of Notes.

(a) The Notes shall be issued in an aggregate amount to be determined in accordance with this Section by the Treasurer.

(b) The aggregate amount of the Notes shall not be less than the amount by which the actual or estimated Delinquent Taxes exceeds (i) the County's participating share of Delinquent Taxes, and (ii) any sums otherwise available to fund the Tax Payment Account established under Section 702 (including any monies held in respect of Section 704(c)).

(c) The aggregate amount of the Notes shall not be greater than the sum of (i) the actual amount of the Delinquent Taxes pledged to the payment of debt service on the Notes, plus (ii) the amount determined by the Treasurer to be allocated to a reserve fund. Original proceeds of the Notes devoted to a reserve fund shall not exceed the lesser of (A) the amount reasonably required for those of the Notes secured by the reserve fund, (B) 10% of the proceeds of such Notes, (C) the maximum amount of annual debt service on such Notes, or (D) 125% of average annual debt service on such Notes.

(d) The aggregate amount of the Notes shall be designated by the Treasurer by written order after (i) the amount of the Delinquent Taxes, or the amount of Delinquent Taxes to be funded by the issuance of the Notes, has been estimated or determined, and (ii) the amount of the reasonably required reserve fund has been calculated. Delinquent Taxes shall be estimated based on delinquencies experienced during the past three fiscal years and on demographic and economic data relevant to the current tax year, and shall be determined based on certification from each of the taxing units. The amount of the reasonably required reserve fund shall be calculated pursuant to such analyses and certificates as the Treasurer may request.

104. Proceeds. If the Notes are issued and sold before the Treasurer has received certification from the taxing units of the amount of the Delinquent Taxes and if such certification is not reasonably anticipated to occur to allow distribution of the proceeds of the Notes within 20 days after the date of issue, the proceeds of the Notes shall be deposited in the County's 2021 Delinquent Tax Project Account and thereafter used to fund the whole or a part of the County's 2021 Tax Payment Account, 2021 Notes Reserve Account and/or 2021 Note Payment Account, subject to and in accordance with Article VII. If the Notes are issued and sold on or after such time, the proceeds of the Notes shall be deposited directly into the County's 2021 Tax Payment Account, 2021 Notes Reserve Account and/or 2021 Note Payment Account, as provided in Article VII.

105. Treasurer's Order Authorizing Notes and Establishing Delinquent Taxes. At or prior to the time any Note is issued pursuant to this resolution, the Treasurer, as authorized by Act 206, may issue a written order specifying the amount and character of the Delinquent Taxes, the Article or Articles under which the Notes are being issued and any other matters subject to the Treasurers control under either this resolution or Act 206.

## **II. FIXED MATURITY NOTES**

201. Authority. At the option of the Treasurer, exercisable by written order, the Notes may be issued in accordance with this Article II. All reference to "Notes" in Article II refers only to Notes issued pursuant to Article II, unless otherwise specified.

202. Date. The Notes shall be dated as of the date of issue or as of such earlier date specified by written order of the Treasurer.

203. Maturity and Amounts. Notes issued pursuant to this Article II shall be structured in accordance with subsections (a) or (b) below as determined by the Treasurer pursuant to written order.

(a) The first maturity of the Notes or of a series of the Notes shall be determined by the Treasurer pursuant to written order, but shall not be later than three years after the date of issue. Later maturities of the Notes shall be on the first anniversary of the preceding maturity or on such earlier date as the Treasurer may specify by written order. The Notes shall be structured with the number of maturities determined by the Treasurer to be necessary or appropriate, and the last maturity shall be scheduled for no later than the sixth anniversary of the date of issue. The amount of each maturity or of any mandatory or optional call date shall be set by the Treasurer when the amount of Delinquent Taxes is determined by the Treasurer or when a reliable estimate of the Delinquent Taxes is available to the Treasurer. In determining the exact amount of each maturity or of any mandatory or optional call date the Treasurer shall consider the schedule of delinquent tax collections prepared for the tax years December 31, 2020, or of any other years and the corollary schedule setting forth the anticipated rate of collection of those Delinquent Taxes which are pledged to the repayment of the Notes. The amount of each maturity and the scheduled maturity dates of the Notes shall be established to take into account the dates on which the Treasurer reasonably anticipates the collection of such Delinquent Taxes and shall allow for no more than a 15% variance between the debt service payable on each maturity date, the Notes, and the anticipated amount of pledged monies available on such maturity date to make payment of such debt service.

(b) Alternatively, the Notes or a series of the Notes may be structured with a single stated maturity falling not later than the fourth anniversary of the date of issue. The Notes issued under this subsection (b) shall be subject to redemption on such terms consistent with the applicable parts of subsection (a) of this section and with Section 209 as shall be ordered by the Treasurer, but in no event shall such Notes be subject to redemption less frequently than annually.

204. Interest Rate and Date of Record.

(a) Except as otherwise provided in this paragraph, the Notes issued pursuant to subsection (a) of Section 203 shall bear interest payable semi-annually, with the first interest payment to be payable (i) on the first date, after issuance, corresponding to the day and month on which the maturity of such Notes falls, or (ii) if the Treasurer so orders, six months before such date. In the event (i) any maturity of the Notes arises either less than six months before the succeeding maturity date or less than six months after the preceding maturity date and (ii) the Treasurer so orders in writing, interest on the Notes shall be payable on such succeeding or preceding maturity date. Subject to the following sentence, the Notes issued pursuant to subsection (b) of Section 203 shall, pursuant to written order of the Treasurer, bear interest monthly, quarterly, or semiannually, as provided by written order of the Treasurer. If the Notes issued under this Article II are sold with a variable rate feature as provided in Article IV, such

Notes may, pursuant to written order of the Treasurer, bear interest weekly, monthly, quarterly or on any put date, or any combination of the foregoing, as provided by written order of the Treasurer.

(b) Interest shall not exceed the maximum rate permitted by law.

(c) Interest shall be mailed by first class mail to the registered owner of each Notes as of the applicable date of record, provided, however, that the Treasurer may agree with the Registrar (as defined below) on a different method of payment.

(d) Subject to Section 403 in the case of variable rate Notes, the date of record shall be not fewer than 14 nor more than 31 days before the date of payment, as designated by the Treasurer prior to the sale of the Notes.

205. Note Form. The form of Note shall be consistent with the prescriptions of this Resolution and shall reflect all material terms of the Notes. Unless the Treasurer shall by written order specify the contrary, the Notes shall be issued in fully registered form both as to principal and interest, registrable upon the books of a Note Registrar (the "Registrar") to be named by the Treasurer. If the Notes are issued in bearer form the Treasurer shall appoint a paying agent (the "Paying Agent"). (The Registrar or Paying Agent so named may be any bank or trust company or other entity, including the County, offering the necessary services pertaining to the registration and transfer of negotiable securities.)

206. Denominations and Numbers. The Notes shall be issued in one or more denomination or denominations of \$1,000 each or any integral multiple of \$1,000 in excess of \$1,000, as determined by the Treasurer. Notwithstanding the foregoing, however, in the event the Notes are deposited under a book entry depository trust arrangement pursuant to Section 208, the Notes may, if required by the depository trustee, be issued in denominations of \$5,000 each or any integral multiple of \$5,000. The Notes shall be numbered from one upwards, regardless of maturity, in such order as the Registrar shall determine.

207. Transfer or Exchange of Notes.

(a) Notes issued in registered form shall be transferable on a Note register maintained with respect to the Notes upon surrender of the transferred Notes, together with an assignment executed by the registered owner or his or her duly authorized attorney-in-fact in form satisfactory to the Registrar. Upon receipt of a properly assigned Note, the Registrar shall authenticate and deliver a new Note or Notes in equal aggregate principal amount and like interest rate and maturity to the designated transferee or transferees.

(b) The Notes may likewise be exchanged for one or more other Notes with the same interest rate and maturity in authorized denominations aggregating the same principal amount as the Note or Notes being exchanged, upon surrender of the Note or Notes and the submission of written instructions to the Registrar or, in the case of bearer Notes, to the Paying Agent. Upon receipt of a Note with proper written instructions the Registrar or Paying Agent

shall authenticate and deliver a new Note or Notes to the owner thereof or to the owner's attorney-in-fact.

(c) Any service charge made by the Registrar or Paying Agent for any such registration, transfer or exchange shall be paid for by the County as an expense of borrowing, unless otherwise agreed by the Treasurer and the Registrar or Paying Agent. The Registrar or Paying Agent may, however, require payment by a Noteholder of a sum sufficient to cover any tax or other governmental charge payable in connection with any such registration, transfer or exchange.

208. Book Entry Depository Trust. At the option of the Treasurer, and notwithstanding any contrary provision of Section 212, the Notes may be deposited, in whole or in part, with a depository trustee designated by the Treasurer who shall transfer ownership of interests in the Notes by book entry and who shall issue depository trust receipts or acknowledgments to owners of interests in the Notes. Such book entry depository trust arrangement, and the form of depository trust receipts or acknowledgments, shall be as determined by the Treasurer after consultation with the depository trustee. The Treasurer is authorized to enter into any depository trust agreement on behalf of the County upon such terms and conditions as the Treasurer shall deem appropriate and not otherwise prohibited by the terms of this Resolution. The depository trustee may be the same as the Registrar otherwise named by the Treasurer, and the Notes may be transferred in part by depository trust and in part by transfer of physical certificates as the Treasurer may determine.

209. Redemption.

(a) Subject to the authority granted the Treasurer pursuant to subsection (c) of this Section (in the case of fixed rate Notes) and to the authority granted the Treasurer pursuant to Section 404 (in the case of variable rate Notes), the Notes or any maturity or maturities of the Notes shall be subject to redemption prior to maturity on the terms set forth in subsection (b) below.

(b) Notes scheduled to mature after the first date on which any Notes of the series are scheduled to mature shall be subject to redemption, in inverse order of maturity, on each interest payment date arising after the date of issue.

(c) If the Treasurer shall determine such action necessary to enhance the marketability of the Notes or to reduce the interest rate to be offered by prospective purchasers on any maturity of the Notes, the Treasurer may, by written order prior to the issuance of such Notes, (i) designate some or all of the Notes as non-callable, regardless of their maturity date, and/or (ii) delay the first date on which the redemption of callable Notes would otherwise be authorized under subsection (b) above.

(d) Notes of any maturity subject to redemption may be redeemed before their scheduled maturity date, in whole or in part, on any permitted redemption date or dates, subject to the written order of the Treasurer. The Notes called for redemption shall be redeemed at par, plus accrued interest to the redemption date, plus, if the Treasurer so orders, a premium of not

more than 1%. Redemption may be made by lot or pro rata, as shall be determined by the Treasurer.

(e) With respect to partial redemptions, any portion of a Note outstanding in a denomination larger than the minimum authorized denomination may be redeemed, provided such portion as well as the amount not being redeemed constitute authorized denominations. In the event less than the entire principal amount of a Note is called for redemption, the Registrar or Paying Agent shall, upon surrender of the Note by the owner thereof, authenticate and deliver to the owner a new Note in the principal amount of the principal portion not redeemed.

(f) Notice of redemption shall be by first class mail 30 days prior to the date fixed for redemption, or such shorter time prior to the date fixed for redemption as may be consented to by the holders of all outstanding Notes to be called for redemption. Such notice shall fix the date of record with respect to the redemption if different than otherwise provided in this Resolution. Any defect in any notice shall not affect the validity of the redemption proceedings. Notes so called for redemption shall not bear interest after the date fixed for redemption, provided funds are on hand with a paying agent to redeem the same.

210. Discount. At the option of the Treasurer, the Notes may be offered for sale at a discount not to exceed 2%.

211. Public or Private Sale. The Treasurer may, at the Treasurer's option, conduct a public sale of the Notes after which sale the Treasurer shall either award the Notes to the lowest bidder or reject all bids. The conditions of sale shall be as specified in a published Notice of Sale prepared by the Treasurer announcing the principal terms of the Notes and the offering. Alternatively, the Treasurer may, at the Treasurer's option, negotiate a private sale of the Notes as provided in Act 206. If required by law, or if otherwise determined by the Treasurer to be in the best interest of the County, (a) the Notes shall be rated by a national rating agency selected by the Treasurer, (b) a good faith deposit shall be required of the winning bidder, and/or (c) CUSIP numbers shall be assigned to the Notes. If a public sale is conducted or if otherwise required by law or the purchaser of the Notes, the Treasurer shall prepare or cause to be prepared and disseminated an offering memorandum or official statement containing all material terms of the offer and sale of the Notes. Pursuant to any sale of the Notes, the County shall make such filings, shall solicit such information and shall obtain such governmental approvals as shall be required pursuant to any state or federal law respecting back-up income tax withholding, securities regulation, original issue discount or other regulated matter.

212. Execution and Delivery. The Treasurer is authorized and directed to execute the Notes on behalf of the County by manual or facsimile signature, provided that if the facsimile signature is used the Notes shall be authenticated by the Registrar or any tender agent as may be appointed pursuant to Section 801(c). The Notes shall be sealed with the County seal or imprinted with a facsimile of such seal. The Treasurer is authorized and directed to then deliver the Notes to the purchaser thereof upon receipt of the purchase price. The Notes shall be delivered at the expense of the County in such city or cities as may be designated by the Treasurer.

213. Renewal, Refunding or Advance Refunding Notes. If at any time it appears to be in the best interests of the County, the Treasurer, by written order, may authorize the issuance of renewal, refunding or advance refunding Notes. The terms of such Notes, and the procedures incidental to their issuance, shall be set subject to Section 309 and, in appropriate cases, Article X.

### **III. SHORT-TERM NOTES**

301. Authority. At the option of the Treasurer, exercisable by written order, the Notes may be issued in accordance with this Article III. All references to “Notes” in Article III refer only to Notes issued pursuant to Article III, unless otherwise specified.

302. Date and Maturity. The Notes shall be dated as of their date of issuance or any prior date selected by the Treasurer, and each issuance thereof shall mature on such date not exceeding three years from the date of their issuance as may be specified by written order of the Treasurer.

303. Interest and Date of Record. The Notes shall bear interest payable monthly, quarterly, or semi-annually and at maturity at such rate or rates as may be determined by the Treasurer not exceeding the maximum rate of interest permitted by law on the date the Notes are issued. The date of record shall be not fewer than two nor more than 31 days before the date of payment, as designated by the Treasurer prior to the sale of the Notes.

304. Note Form. The form of Note shall be consistent with the prescriptions of this Resolution and shall reflect all material terms of the Notes. The Notes shall, in the discretion of the Treasurer and consistent with Section 205, either be payable to bearer or be issued in registered form. If issued in registered form, the Notes may be constituted as book-entry securities consistent with Section 208, notwithstanding any contrary provision of Section 308.

305. Denomination and Numbers. The Notes shall be issued in one or more denomination or denominations, as determined by the Treasurer. The Notes shall be numbered from one upwards in such order as the Treasurer determines.

306. Redemption. The authority and obligations of the Treasurer set forth in subsections (b) and (c) of Section 209 (in the case of fixed rate Notes), or Section 404 (in the case of variable rate Notes), as the case may be, shall apply also to the Notes issued under Article III.

307. Sale of Notes. The authority and obligations of the Treasurer set forth in Sections 210 and 211 respecting Fixed Maturity Notes shall apply also to the Notes issued under Article III.

308. Execution and Delivery. The authority and obligations of the Treasurer set forth in Section 212 respecting Fixed Maturity Notes shall also apply to the Notes issued under Article III.

309. Renewal or Refunding Notes.

(a) The Treasurer may by written order authorize the issuance of renewal or refunding Notes (collectively the “Renewal Notes”). Renewal Notes shall be sold on the maturity date of, and the proceeds applied to the payment of debt service on, the Notes to be renewed. The maturities and repayment terms of the Renewal Notes shall be set by written order of the Treasurer.

(b) In the order authorizing Renewal Notes, the Treasurer shall specify whether the Notes shall be issued in accordance with this Article III, in which event the provisions of Article III shall govern the issuance of the Notes, or whether the Notes shall be issued in accordance with Article II, in which event the provisions of Article II shall govern the issuance of the Notes. The order shall also provide for and shall also govern with respect to:

- (i) the aggregate amount of the Renewal Notes;
- (ii) the date of the Renewal Notes;
- (iii) the denominations of the Renewal Notes;
- (iv) the interest payment dates of the Renewal Notes;
- (v) the maturity or maturities of the Renewal Notes;
- (vi) the terms of sale of the Renewal Notes;

(vii) whether any Renewal Notes issued in accordance with Article II shall be subject to redemption and, if so, the terms thereof; and

(viii) any other terms of the Renewal Notes consistent with, but not specified in, Article II or Article III.

(c) Regardless of whether Renewal Notes need be approved by prior order of the Department of Treasury, the Treasurer, pursuant to Section 89(5)(d) of Act 206, shall promptly report to the Department of Treasury the issuance of any Renewal Notes.

**IV.  
VARIABLE INTEREST RATE**

401. Variable Rate Option. At the option of the Treasurer, exercisable by written order, the Notes, whether issued pursuant to Article II or Article III, may be issued with a variable interest rate, provided that the rate shall not exceed the maximum rate of interest permitted by law.

402. Determination of Rate. The order of the Treasurer shall provide how often the variable interest rate shall be subject to recalculation, the formula or procedure for determining



the variable interest rate, whether and on what terms the rate shall be determined by a remarketing agent in the case of demand obligations consistent with Section 801(d), and whether and on what terms a fixed rate of interest may be converted to or from a variable rate of interest. Such formula or procedure shall be as determined by the Treasurer, but shall track or float within a specified percentage band around the rates generated by any one or more of the following indices:

(i) Publicly reported prices or yields of obligations of the United States of America;

(ii) An index of municipal obligations periodically reported by a nationally recognized source;

(iii) The prime lending rate from time to time set by any bank or trust company in the United States with unimpaired capital and surplus exceeding \$40,000,000;

(iv) Any other rate or index that may be designated by order of the Treasurer provided such rate or index is set or reported by a source which is independent of and not controlled by the Treasurer or the County.

The procedure for determining the variable rate may involve one or more of the above indices as alternatives or may involve the setting of the rate by a municipal bond specialist provided such rate shall be within a stated percentage range of one or more of the indices set forth above.

403. Date of Record. The Date of Record shall be not fewer than one nor more than 31 days before the date of payment, as designated by written order of the Treasurer.

404. Redemption. Notwithstanding any contrary provision of subsections (b) and (c) of Section 209, but subject to the last sentence of this Section 404, Notes bearing interest at a variable rate may be subject to redemption by the County and/or put by the holder at any time or times and in any order, as may be determined pursuant to written order of the Treasurer. Notes shall not be subject to redemption more frequently than monthly.

405. Remarketing, Repurchase and Resale.

(a) In the event the Notes issued under this Article IV are constituted as demand obligation, the interest rate on the Notes shall be governed by, and shall be subject to, remarketing by a remarketing agent appointed in accordance with Section 801(c), under the terms of a put agreement employed in accordance with Section 801(d).

(b) The County shall be authorized, consistent with Act 206 and pursuant to order of the Treasurer, to participate in the repurchase and resale of the Notes in order to reduce the cost of, or increase the revenue, attendant to the establishment of the Revolving Fund and the issuance and discharge of the Notes. Any purchase of the Notes pursuant to this subsection (b) shall be made with unpledged monies drawn from revolving funds established by the County in connection with retired general obligation limited tax notes.

## V. MULTIPLE SERIES

501. Issuance of Multiple Series. At the option of the Treasurer, exercisable by written order, the Note or Notes issued under Article II, Article III or Article X may be issued in two or more individually designated series. Each series shall bear its own rate of interest, which may be fixed or variable in accordance with Article IV. Various series need not be issued at the same time and may be issued from time to time in the discretion of the Treasurer exercisable by written order. In determining the dates of issuance of the respective series, the Treasurer shall consider, among other pertinent factors, the impact the dates selected may have on the marketability, rating and/or qualification for credit support or liquidity support for, or insurance of, the Note or Notes. The Note of each such series shall be issued according to this Resolution in all respects (and the term “Note” or “Notes” shall be deemed to include each series of Notes throughout this Resolution), provided that:

(a) The aggregate principal amount of the Notes of all series shall not exceed the maximum aggregate amount permitted under Section 103;

(b) Each series shall be issued pursuant to Article II or Article III, and different series may be issued pursuant to different Articles;

(c) Each series shall be issued pursuant to Section 502 or Section 503, and different series may be issued pursuant to different Sections;

(d) A series may be issued under Article II for one or more of the annual maturities set forth in Article II with the balance of the annual maturities being issued under Article II or under Article III in one or more other series, provided that the minimum annual maturities set forth in Section 203 shall be reduced and applied pro rata to all Notes so issued; and

(e) The Notes of all series issued pursuant to Article II above shall not, in aggregate, mature in amounts or on dates exceeding the maximum authorized maturities set forth in Section 203.

502. Series Secured Pari Passu. If the Notes are issued in multiple series pursuant to this Article V, each series of Notes may, by written order of the Treasurer, be secured *pari passu* with the other by the security described in and the amounts pledged by Article VII below. Moreover, such security may, pursuant to further written order of the Treasurer, be segregated in accordance with the following provisions.

(a) The Treasurer may by written order establish separate sub-accounts in the County's 2021 Note Reserve Account for each series of Notes, into which shall be deposited the amount borrowed for the Note Reserve Account for each such series.

(b) The Treasurer may by written order establish separate sub-accounts in the County's 2021 Note Payment Account for each series of Notes, and all amounts deposited in the Note Payment Account shall be allocated to the sub-accounts.

(c)(i) In the event separate sub-accounts are established pursuant to subsection (b) above, and subject to Paragraph (ii) below, the percentage of deposits to the County's 2021 Note Payment Account allocated to each sub-account may be set equal to the percentage that Notes issued in the corresponding series bears to all Notes issued under this Resolution or to any other percentage designated by the Treasurer pursuant to written order; provided that if the various series are issued at different times or if the various series are structured with different maturity dates, (I) sums deposited in the Note Payment Account prior to the issuance of one or more series may upon the issuance of each such series be reallocated among the various sub-accounts established under Subsection (b) above to achieve a balance among the sub-accounts proportionate to the designated percentage allocation, and/or (II) deposits to the Note Payment Account may be allocated among the sub-accounts according to the total amount of debt service that will actually be paid from the respective sub-accounts.

(ii) Alternatively, the Treasurer may, by written order, rank the sub-accounts established under Subsection (b) above in order of priority, and specify that each such sub-account shall receive deposits only after all sub-accounts having a higher priority have received deposits sufficient to discharge all (or any specified percentage of) Notes whose series corresponds to any of the sub-accounts having priority.

(d) In the absence of a written order of the Treasurer to the contrary, the amounts in each sub-account established pursuant to this Section 502 shall secure only the Notes issued in the series for which such sub-account was established, until such Notes and interest on such Notes are paid in full, after which the amounts in such sub-account may, pursuant to written order of the Treasurer, be added pro rata to the amounts in the other sub-accounts and thereafter used as part of such other sub-accounts to secure all Notes and interest on such Notes for which such other sub-accounts were created, until paid in full. Alternatively, amounts held in two or more sub-accounts within either the Note Reserve Account or the Note Payment Account may be commingled, and if commingled shall be held *pari passu* for the benefit of the holders of each series of Notes pertaining to the relevant sub-accounts.

503. Series Independently Secured. If the Notes are issued in multiple series pursuant to this Article V, each series of Notes may, by written order of the Treasurer, be independently secured in accordance with this Section 503.

(a) Each series of Notes shall pertain to one or more taxing units, as designated by the Treasurer pursuant to written order, and no two series of Notes shall pertain to the same taxing unit. A school district, intermediate school district, or community college district extending beyond the boundaries of a city in which it is located may, pursuant to written order of the Treasurer, be subdivided along the boundaries of one or more cities and each such subdivision shall be deemed a taxing unit for purposes of this Section 503.

(b) Separate sub-accounts shall be established in the County's 2021 Tax Payment Account. Each sub-account shall receive the proceeds of one and only one series of Notes, and amounts shall be disbursed from the sub-account to only those taxing units designated as being in that series.

(c) In the event Notes are issued for deposit into the Project Account established under Section 701, separate sub-accounts shall be established in the Project Account. Each sub-account shall receive the proceeds of one and only one series of Notes, and amounts shall be disbursed from the sub-account only to accounts, sub-accounts and/or taxing units designated as being in the series corresponding to the sub-account from which disbursement is being made.

(d) A separate sub-account shall be established in the County's 2021 Note Reserve Account for each series of Notes, into which shall be deposited the amount determined by the Treasurer under Section 103 or Section 703 with respect to the series. Each sub-account shall secure one and only one series.

(e) A separate sub-account shall be established in the County's 2021 Note Payment Account for each series of Notes. Each sub-account shall be allocated only those amounts described in Section 704 which pertain to the taxing units included in the series corresponding to the sub-account. Chargebacks received from a taxing unit pursuant to Section 905 shall be deposited in the sub-account corresponding to the series in which the taxing unit is included. Amounts held in each sub-account shall secure the debt represented by only those Notes included in the series corresponding to the sub-account, and disbursements from each sub-account may be applied toward the payment of only those Notes included in the series corresponding to the sub-account.

(f) The amounts in each sub-account established pursuant to this Section 503 shall secure only the Notes issued in the series for which such sub-account was established until such Notes and interest on such Notes are paid in full, after which any amounts remaining in such sub-account shall accrue to the County and shall no longer be pledged toward payment of the Notes.

## **VI. TAXABILITY OF INTEREST**

601. Federal Tax. The County acknowledges that the current state of Federal law mandates that the Notes be structured as taxable obligations. Consequently, the Notes shall, subject to Article X, be issued as obligations the interest on which is not excluded from gross income for purposes of Federal income tax.

602. State of Michigan Tax. Consistent with the treatment accorded all obligations issued pursuant to Act 206, interest on the Notes shall be exempt from the imposition of the State of Michigan income tax and the State of Michigan single business tax, and the Notes shall not be subject to the State of Michigan intangibles tax.

603. Change in Federal Tax Status. In the event there is a change in the Federal tax law or regulations, a ruling by the U.S. Department of Treasury or Internal Revenue Service establishes that the Notes may be issued as exempt from Federal income taxes or a change in Michigan law causes the Notes in the opinion of counsel to be exempt from federal income taxes, the Notes may be so issued.

## **VII. FUNDS AND SECURITY**

701. Delinquent Tax Project Account. If the Notes are issued and sold before the Treasurer has received certification from the taxing units of the amount of the Delinquent Taxes and if such certification is not reasonably anticipated in time to allow distribution of the proceeds of the Notes within 20 days after the date of issue, a 2021 Delinquent Tax Project Account (the "Project Account") shall be established by the Treasurer as a separate and distinct fund of the County within its general fund. The Project Account shall receive all proceeds from the sale of the Notes, including any premium or accrued interest received at the time of sale. The Project Account shall be held in trust by an escrow agent until the monies therein are disbursed in accordance with this Article VII. The escrow agent shall be a commercial bank, shall be located in Michigan, shall have authority to exercise trust powers, and shall have a net worth in excess of \$25,000,000. The form and content of the agreement between the County and the escrow agent shall be approved by the Treasurer. Subject to the following sentence, monies deposited in the Project Account shall be expended only (i) for the purpose of funding the Tax Payment Account established under Section 702 and (ii) to the extent permitted by Act 206, for the purpose of paying the expenses of the offering of the Notes. In the event the Treasurer by written order so directs, additional funding of the Project Account may be undertaken, and any surplus proceeds remaining in the Project Account after the Treasurer has completed the funding of the Tax Payment Account may be transferred to either the 2021 Note Reserve Account created under Section 703 or the 2021 Note Payment Account created under Section 704. Monies in the Project Account may be disbursed by the escrow agent to the County's 2021 Tax Payment Account at any time and from time to time, upon receipt of a written requisition signed by the Treasurer.

702. 2021 Tax Payment Account. The County's 2021 Tax Payment Account (the "Tax Payment Account") is hereby established as a distinct account within the Revolving Fund. The Treasurer shall designate all or a portion of the proceeds of the Notes, not to exceed the amount of Delinquent Taxes, for deposit in the Tax Payment Account. If, however, the proceeds of the Notes are initially deposited in the Project Account pursuant to Section 701, the Treasurer is instead authorized and directed to transfer monies included in the Project Account in accordance with the procedures set forth in Section 701. The County shall apply the monies in the Tax Payment Account to the payment of the Delinquent Taxes or expenses of the borrowing in accordance with Act 206. The allocation of monies from the Tax Payment Account may be made pursuant to a single, comprehensive disbursement or may instead be made from time to time, within the time constraints of Act 206, to particular taxing units as monies are paid into the Tax Payment Account, such that the source of the monies (whether from the County's own funds, from the proceeds of a tax exempt borrowing or from the proceeds of a taxable borrowing) may be traced to the particular taxing unit receiving the funds. Moreover, and regardless of whether

multiple series of Notes are issued, the Tax Payment Account may be divided into separate sub-accounts in order to allow the Treasurer to designate which taxing units shall receive borrowed funds and which shall receive funds otherwise contributed by the County.

703. 2021 Note Reserve Account. In the event funding is provided as described in this Section 703, the Treasurer shall establish a 2021 Note Reserve Account (the "Note Reserve Account") as a distinct account within the Revolving Fund. After depositing all of the monies to fund the Tax Payment Account pursuant to Section 702, the Treasurer shall next transfer to the Note Reserve Account, either from the Project Account or directly from the proceeds of Notes, any proceeds remaining from the initial issuance of the Notes. In addition, the Treasurer may transfer unpledged monies from other County sources to the Note Reserve Account in an amount which, when added to any other amounts to be deposited in the Note Reserve Account, does not exceed the amount reasonably required for the Notes secured by the Reserve Account or, if less, 20% of the total amount of the Notes secured by the Reserve Account. Except as provided below, all monies in the Note Reserve Account shall be used solely for payment of principal of, premium, if any, and interest on the Notes to the extent that monies required for such payment are not available in the County's 2021 Note Payment Account. Monies in the Note Reserve Account shall be withdrawn first for payment of principal of, premium, if any, and interest on the Notes before County general funds are used to make the payments. All income or interest earned by, or increment to, the Note Reserve Account due to its investment or reinvestment shall be deposited in the Note Reserve Account. When the Note Reserve Account is sufficient to retire the Notes and accrued interest thereon, the Treasurer may order that the Note Reserve Account be used to purchase the Notes on the market, or, if the Notes are not available, to retire the Notes when due. If so ordered by the Treasurer, all or any specified portion of the Note Reserve Account may be applied toward the redemption of any Notes designated for redemption in accordance with Section 209.

704. 2021 Note Payment Account.

(a) The County's 2021 Note Payment Account is hereby established as a distinct account within the Revolving Fund. (The County's 2021 Note Payment Account, as supplemented by monies held in any interim account that are designated for transfer to the 2021 Note Payment Account, is herein referred to as the "Note Payment Account".) The Treasurer is directed to deposit into the Note Payment Account, promptly on receipt, those amounts described below in Paragraphs (i), (ii), (iv), and (v) that are not excluded pursuant to Subsection (c) below. Furthermore, the Treasurer may, by written order, deposit into the Note Payment Account all or any portion of the amounts described below in Paragraph (iii).

(i) All Delinquent Taxes.

(ii) All statutory interest on the Delinquent Taxes.

(iii) All property tax administration fees on the Delinquent Taxes, net of any amounts applied toward the expenses of this borrowing.

(iv) Any amounts which are received by the Treasurer from the taxing units within the County because of the uncollectability of the Delinquent Taxes.

(v) Any amounts remaining in the Project Account after the transfers to the Tax Payment Account and Note Reserve Account have been made as specified in Sections 702 and 703.

(b) Monies in the Note Payment Account shall be used by the County to pay principal of, premium, if any, and interest on the Notes as the same become due and payable.

(c)(i) The Treasurer may by written order provide that only a portion of the sums described above in Subsection (a) shall be deposited into the Note Payment Account and applied toward the payment of debt service on the Notes, in which event those sums which are withheld from the Note Payment Account shall be deposited into the Tax Payment Account or, pursuant to further order of the Treasurer, applied toward any other purpose consistent with Act 206. The portion of any sums described in Subsection (a) which are withheld from the Note Payment Account pursuant to this Subsection shall be determined in accordance with the following Paragraph.

(ii) Prior to the issuance of the Notes, the Treasurer may by written order specify a cut-off date not earlier than March 1, 2021, and only those sums payable to the Note Payment Account and received by the County after the cut-off date shall be applied to the Note Payment Account.

(d) The Treasurer may by written order provide that at such time as sufficient funds shall have been deposited into the Note Payment Account to pay all remaining amounts owed under the Notes the pledge on any additional monies otherwise payable to the Note Payment Account shall be discharged and such monies shall not be deposited into the Note Payment Account or otherwise pledged toward payment of the Notes.

(e) The Treasurer may by written order provide that in the event Notes are issued pursuant to Article III, amounts which would otherwise be included in the Note Payment Account or the Note Reserve Account (or any sub-account therein for a particular series of Notes) shall not include any amounts received by the County prior to the latest maturity date of any series of Notes previously issued under Article II and/or Article III.

#### 705. Limited Tax General Obligation and Pledge.

(a) The Notes shall be the general obligation of the County, backed by the County's full faith and credit, the County's tax obligation (within applicable constitutional and statutory limits) and the County's general funds. The County budget shall provide that if the pledged monies are not collected in sufficient amounts to meet the payments of the principal and interest due on the Notes, the County, before paying any other budgeted amounts, shall promptly advance from its general funds sufficient monies to pay such principal and interest.

(b) In addition, the monies listed below are pledged to the repayment of the Notes and, subject to Section 901, shall be used solely for repayment of the Notes until the principal of, premium, if any, and interest on the Notes are paid in full:

(i) All amounts deposited or earned in any Project Account, until disbursed in accordance with Section 701;

(ii) All net proceeds from the sale of the Notes deposited or earned in the Tax Payment Account, until disbursed in accordance with Section 702;

(iii) All amounts deposited in the Note Payment Account pursuant to Section 704(a);

(iv) All amounts deposited in the Note Reserve Account;

(v) All amounts earned from the investment of monies held in the Notes Payment Account or the Note Reserve Account; and

(vi) Any supplemental monies placed in the Note Payment Account and drawn in the discretion of the Treasurer from unpledged sums on the revolving funds, which pledge shall be subject to such limitations or exceptions as shall be set forth in the written order of the Treasurer.

(c) If the Notes shall be issued in various series pursuant to Article V, this pledge shall in the case of any independently secured series extend only to monies in accounts or sub-accounts pertaining to the particular series.

(d) If the amounts so pledged are not sufficient to pay the principal and interest when due, the County shall pay the same from its general funds or other available sources. Pursuant to written order of the Treasurer, the County may later reimburse itself for such payments from the Delinquent Taxes collected.

706. Security for Renewal, Refunding or Advance Refunding Notes. Renewal, refunding, or advance refunding Notes shall be secured by all or any portion of the same security securing the Notes being renewed, refunded or advance refunded. The monies pledged in Section 705 for the repayment of the Notes are also pledged for the repayment of the principal of, premium, if any, and interest on any renewal, refunding, or advance refunding Notes issued pursuant to this Resolution, and any such renewal, refunding, or advance refunding Notes shall be the general obligation of the County, backed by its full faith and credit, which shall include the tax obligation of the County, within applicable constitutional and statutory limits.

707. Use of Funds after Full Payment or Provision for Payment. After all principal of, premium, if any, and interest on the Notes have been paid in full or provision made therefor by investments of pledged amounts in direct noncallable obligations of the United States of America in amounts and with maturities sufficient to pay all such principal, premium, if any, and interest when due, any further collection of Delinquent Taxes and all excess monies in any fund or



account of the Revolving Fund, and any interest or income on any such amounts, may, pursuant to written order of the Treasurer and subject to Article V, be used for any proper purpose within the Revolving Fund including the securing of subsequent issues of Notes.

## **VIII. SUPPLEMENTAL AGREEMENTS**

801. Supplemental Agreements and Documents. The Treasurer, on behalf of the County, is authorized to enter into any or all of the following agreements or commitments as may, in the Treasurer's discretion, be necessary, desirable or beneficial in connection with the issuance of the Notes, upon such terms and conditions as the Treasurer may determine appropriate:

(a) A letter of credit, line of credit, repurchase agreement, Note insurance, or similar instrument, providing backup liquidity and/or credit support for the Notes;

(b) A reimbursement agreement, revolving credit agreement, revolving credit Note, or similar instrument, setting forth repayments of and security for amounts drawn under the letter of credit, line of credit, repurchase agreement or similar instrument;

(c) A marketing, remarketing, placement, authenticating, paying or tender agent agreement or dealer agreement designating a marketing, remarketing, authenticating, paying, tender or placement agent or dealer and prescribing the duties of such person or persons with respect to the Notes; and

(d) A put agreement or provision allowing the purchaser of the Notes to require the County to repurchase the Notes upon demand at such times as may be provided in such put agreement or provision.

(e) An agreement to use amounts formerly pledged to other years borrowings as security for the Notes when no longer so pledged.

802. Revolving Credit Notes. If the Treasurer enters into a revolving credit agreement (the "Agreement") pursuant to Section 801 above, the Agreement may call for the issuance of one or more revolving credit Notes (the "Revolving Credit Notes") for the purpose of renewing all or part of maturing Note or Notes that have been put pursuant to a put agreement or provision. Such Revolving Credit Notes shall be issued pursuant to Article II or III, as appropriate, and in accordance with the following provisions:

(a) Interest on the Revolving Credit Notes may be payable on maturity, on prior redemption, monthly, bimonthly, quarterly, or as otherwise provided in the Agreement.

(b) The Revolving Credit Notes may mature on one or more date or dates not later than the final maturity date of the Notes, as provided in the Agreement.

(c) The Treasurer may, at the time of the original issuance of the Notes, execute and deliver one Revolving Credit Note in a maximum principal amount not exceeding the

lending commitment under the Agreement from time to time in force (and may substitute one such Note in a lesser principal amount for another in the event the lending commitment is reduced), provided that a schedule shall be attached to such Note on which loans and repayments of principal and interest are evidenced and further provided that the making of a loan and the evidencing of such loan on the schedule of any such Note shall constitute the issuance of a renewal Note for the purposes of this Resolution.

## **IX. MISCELLANEOUS PROVISIONS**

901. Expenses. Expenses incurred in connection with the Notes shall be paid from the property tax administration fees collected on the Delinquent Taxes and, if so ordered by the Treasurer, from any earnings on the proceeds of the offering or from other monies available to the County.

902. Bond Counsel. The Notes (and any renewal, refunding or advance refunding Notes) shall be delivered with the unqualified opinion of Clark Hill PLC, attorneys of Detroit, Michigan, bond counsel chosen by the Treasurer, which selection may, at the option of the Treasurer, be for one or more years.

903. Financial Consultants PFM Financial Advisors LLC, Ann Arbor, is hereby retained to act as financial consultant and advisor to the County in connection with the sale and delivery of the Notes.

904. Complete Records. The Treasurer shall keep full and complete records of all deposits to and withdrawals from each of the funds and accounts in the Revolving Fund and any account or sub-account created pursuant to this Resolution and of all other transactions relating to such funds, accounts and sub-accounts, including investments of money in, and gain derived from, such funds and accounts.

905. Chargebacks. If, by the date which is three months prior to the final maturity date of the Notes, sufficient monies are not on deposit in the Note Payment Account and the Note Reserve Account to pay all principal of and interest on the Notes when due, Delinquent Taxes not then paid or recovered at or prior to the latest tax sale transacted two or more months before the final maturity of the Notes shall, if necessary to ensure full and timely payment on the date of final maturity, be charged back to the local units in such fashion as the Treasurer may determine, and, subject to Article V, the proceeds of such chargebacks shall be deposited into the County's 2021 Note Payment Account no later than five weeks prior to the final maturity of the Notes. This Section 905 shall not be construed to limit the authority of the Treasurer under State law to charge back under other circumstances or at other times.

906. Investments. The Treasurer is authorized to invest all monies in the Project Account, in the Revolving Fund or in any account or sub-account therein which is established pursuant to this Resolution in any one or more of the investments authorized as lawful investments for counties under Act No. 20, Public Acts of 1943, as amended. The Treasurer is

further authorized to enter into a contract on behalf of the County under the Surplus Funds Investment Pool Act, Act No. 367, Michigan Public Acts of 1982, as amended, and to invest in any investment pool created thereby monies held in the Project Account, in the Revolving Fund, or in any account or sub-account therein which is established pursuant to this Resolution.

907. Mutilated, Lost, Stolen or Destroyed Notes. In the event any Note is mutilated, lost, stolen, or destroyed, the Treasurer may, on behalf of the County, execute and deliver, or order the Registrar or Paying Agent to authenticate and deliver, a new Note having a number not then outstanding, of like date, maturity and denomination as that mutilated, lost, stolen, or destroyed. In the case of a mutilated Note, a replacement Note shall not be delivered unless and until such mutilated Note is surrendered to the Treasurer or the Registrar or Paying Agent. In the case of a lost, stolen or destroyed Note, a replacement Note shall not be delivered unless and until the Treasurer and the Registrar or Paying Agent shall have received such proof of ownership and loss and indemnity as they determine to be sufficient.

## **ARTICLE X. TAX-EXEMPT NOTES OR REFUNDING**

1001. Refunding of Taxable Debt or Issuance of Tax-Exempt Debt. The County acknowledges that the current state of Federal law precludes the issuance of the Notes as obligations the interest on which is exempt from Federal income tax. However, the County presently contemplates that anticipated amendments to the Internal Revenue Code of 1986 (the "Code") and/or the Treasury Regulations issued thereunder (the "Regulations") or a change in Michigan law changing the character of the Notes may in the future permit the issuance of general obligation limited tax Notes on a tax-exempt basis, and, in view of this expectation, the County, through the offices of the Treasurer, shall issue tax-exempt Notes or issue obligations to refund any or all outstanding Notes issued as taxable obligations, at the time, on the terms, and to the extent set forth in this Article X.

1002. Timing of Refunding. The aforementioned refunding obligations (the "Refunding Notes") shall be issued after the effective date of any change in the Code, Regulations, Internal Revenue Service pronouncements or judicial rulings which, as confirmed by the written opinion of bond counsel, permit the refunding of all or some of the outstanding Notes with proceeds from obligations the interest on which is excluded from gross income for purposes of Federal income tax.

1003. Extent of Refunding. Subject to the other provisions of this Section 1003, the Refunding Notes shall refund all Notes outstanding at or after the effective date of any change in the law described in Section 1002. This Section 1003 shall not, however, be construed to require the refunding of any Note prior to the time such Note may be refunded on a tax-exempt basis, nor shall this Section 1003 be construed to require the refunding of any Note, if that refunding would result in greater cost to the County (including interest expense, professional fees and administrative outlays) than would arise if the Note were to remain outstanding.

1004. Confirmatory Action. Subsequent to any change in the law described in Section 1002, the Board shall convene to consider any terms of the Refunding Notes requiring specific ratification by the Board.

1005. Arbitrage Covenant and Tax Law Compliance. In the event tax-exempt Notes or Refunding Notes are issued pursuant to this Article X, the following covenants shall be observed by the County:

(i) the County will make no use of the proceeds of the Notes or Refunding Notes and will undertake no other intentional act with respect to the Notes or Refunding Notes which, if such use or act had been reasonably expected on the date of issuance of the Notes or Refunding Notes or if such use or act were intentionally made or undertaken after the date of issuance of the Notes or Refunding Notes, would cause the Notes or Refunding Notes to be “arbitrage bonds,” as defined in Section 148 of the Internal Revenue Code of 1986, as amended (the “Code”), in the Regulations promulgated under Sections 103 and 148 of the Code or in any successor or supplementary provision of law hereinafter promulgated,

(ii) the County will undertake all actions as shall be necessary to maintain the Notes or Refunding Notes as obligations the interest on which qualifies for the tax exemption provided by Section 103(a) of the Code, including, where appropriate and without limitation, filing informational returns with the Secretary of Treasury, keeping accurate account of all monies earned in any fund, account or sub-account authorized by this Resolution or any resolution adopted in accordance with Section 1004 above, certifying cumulative cash flow deficits of the County and the local units, and investing any required portion of the gross proceeds of the Notes or Refunding Notes, whether on behalf of the County or the local units, in tax-exempt obligations or State and Local Government Series obligations, and

(iii) the County will make timely payment to the United States of any investment earnings, realized by the County on the gross proceeds of the Notes or Refunding Notes, as may be subject to rebate under Section 148(f) of the Code, and, to the extent required under applicable law or deemed by the Treasurer to be in the best interest of the County pursuant to written order, the County's obligation to make such payment to the United States shall also account for excess investment earnings realized by local units on all or a portion of the gross proceeds distributed to, and held by, the local units pursuant to Section 702.

(iv) the Treasurer shall be directed to take such actions and to enter into such agreements and certifications, on behalf of the County, as the Treasurer shall deem necessary or appropriate to comply with the foregoing covenants.

1006. Undertaking to Provide Continuing Disclosure. If necessary, this Board of Commissioners, for and on behalf of the County of Ingham, hereby covenants and agrees, for the benefit of the beneficial owners of the Notes to be issued by the County, to enter into a written undertaking (the “Undertaking”) required by Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the “Rule”) to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall

be substantially in the form as approved by the Underwriter of the Notes. The Undertaking shall be enforceable by the beneficial owners of the Notes or by the Underwriter on behalf of such beneficial owners (provided that the Underwriter's right to enforce the provisions of the Undertaking shall be limited to a right to obtain specific enforcement of the County's obligations hereunder and under the Undertaking), and any failure by the County to comply with the provisions of the Undertaking shall not be deemed a default with respect to the Notes.

The County Treasurer or other officer of the County charged with the responsibility for issuing the Notes shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the terms of the County's Undertaking.

Discussion followed. A vote was thereupon taken on the foregoing resolution and the vote for each such resolution was as follows:

AYES: \_\_\_\_\_

\_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

A sufficient majority having voted therefor, the resolution appearing above was adopted.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE 2021 ADMINISTRATIVE FUND**

A regular meeting of the Board of Commissioners of the County of Ingham, Michigan (the "County"), was held in Mason, Michigan on April \_\_\_\_, 2021. The following Commissioners were

PRESENT: \_\_\_\_\_

\_\_\_\_\_

ABSENT: \_\_\_\_\_

After consideration of the borrowing resolution presented earlier this day with regard to Act 206 of the Public Acts of 1893, as amended ("Act 206"), and in respect of such borrowing resolution, the resolution set forth below was offered by Commissioner \_\_\_\_\_ and seconded by Commissioner \_\_\_\_\_.

**RESOLUTION AUTHORIZING 2021 ADMINISTRATIVE FUND**

IT IS RESOLVED BY THE INGHAM COUNTY BOARD OF COMMISSIONERS AS FOLLOWS:

The County Treasurer, pursuant to Section 87c, Subsection (2), of Act 206, is designated as Agent for the County, and the Treasurer's office shall receive such sums as are provided in Section 87c, Subsection (3), to cover administrative expenses.

Discussion followed. A vote was thereupon taken on the foregoing resolution and the vote for each such resolution was as follows:

AYES: \_\_\_\_\_

\_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

A sufficient majority having voted therefor, the resolution appearing above was adopted.

STATE OF MICHIGAN

COUNTY OF INGHAM

I certify that the foregoing is a true and accurate copy of the resolutions adopted by the Ingham County Board of Commissioners, that such resolutions were duly adopted at a regular meeting held on the \_\_\_\_ day of April, 2021, and that notice of such meeting was given as required by law.

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Barb Byrum, Clerk of the INGHAM  
County Board of Commissioners

[SEAL]



### **Agenda Item 3c**

TO: County Services Committee  
Finance Committee

FROM: Eric A. Schertzing

DATE: March 19, 2021

RE: Review of RFP 5-20 457(b) fiduciary plan services

March of 2020 was the original due date for Vendor submissions. Eight of nine firms submitted the required forms. COVID sidelined the evaluation process.

In January of this year the evaluation process re-started. Purchasing requested an updated response on which firms would maintain the terms on the proposals submitted in March of 2020. Five replied in the affirmative.

The Review Team consisted of HR Director Graham, Finance Director Myers, Controller Todd, and Treasurer Schertzing.

The final review removed two of the five vendors because they were well off the RFP intent as a fiduciary advisor rather than a plan provider. The Review Team zoom meeting reviewed AndCo Consulting, Retirement Plan Advisors, and Mesirow Financial Investment Management, Inc.

The evaluation grid and comments guided the Review Team in their discussion. Pricing was close for two of the vendors. A third was much more.

In addition to cost, experience providing fiduciary services to public and private plans, size of firm and investment oversight experience, location of key staff as well as longevity of firm were reviewed and discussed.

The Review Team agreed that Mesirow Financial was the best overall firm to move forward with a contract.

Funding for this contract will come from the Employee Benefits Fund, line item 681-85210-818000.

### Agenda Item 3c

TO: Eric Schertzing, Treasurer  
Sue Graham, Director Human Resources

FROM: James Hudgins, Director of Purchasing

DATE: March 30, 2020

RE: Memorandum of Performance for RFP No. 5-20 Deferred Compensation 457(b) Plan Services

Per your request, the Purchasing Department sought proposals for the provision of deferred compensation 457(b) plan services from qualified and experienced financial professionals.

The scope of work includes, but is not limited to, plan design and administration, record keeping, investment option selection, monitoring, and trustee/fiduciary education. General goals and expectations for this service include client meetings a minimum of four (4) times a year that cover: fund review, plan participant usage, industry and regulation updates and targeted financial wellness actions.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	43	9
Vendors responding	9	0

Vendors' costs are located in their respective narrative reports submitted to the purchasing department. Each report describes, but is not limited to, the vendor's approach, various cost methods, terms, and conditions to accomplish the requested services as outlined in the request for proposal; there is not a pre-defined grid. On the next page is the list of the vendors that submitted proposals.

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

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

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

SUMMARY OF VENDORS:

Vendor Name	Local Pref	Required Forms Submitted	Cost
Plante Moran Financial Advisors LLC	No, Southfield MI	Yes	See proposal
&CO Consulting	No, Winter Park FL	Yes	See proposal
Retirement Plan Advisors	No, Chicago IL	Yes	See proposal
Empower Retirement	No, Greenwood Village, CO	Yes	See proposal
ICMA-RC; International City Management Association Retirement Corporation	No, Washington DC	Yes	See proposal
RBC Capital Markets LLC	No, Bloomfield Hills MI	Yes	See proposal
Mesirow Financial Investment Management Inc	No, Chicago IL	Yes	See proposal
Securian Financial; OneAmerica Financial Partners Inc.	No, Indianapolis IN	Yes	See proposal
Morgan Stanley - Wealth Management	No, Farmington Hills MI	NO - NON-RESPONSIVE	See proposal

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH  
MESIROW FINANCIAL INVESTMENT MANAGEMENT, INC.**

WHEREAS, Ingham County has fiduciary responsibilities for the 457(b) plan offered to employees; and

WHEREAS, the complexity and liability of the deferred compensation plan requires advice from a knowledgeable fiduciary advisor; and

WHEREAS, the Purchasing Department sought proposals from experienced fiduciary advisors, and after review and evaluation, the Evaluation Team is recommending a one-year contract for \$40,000 be issued with Mesirow Financial Investment Management, Inc.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a one-year contract with Mesirow Financial Investment Management, Inc. for the purpose of providing professional advisory services to Ingham County for all aspects of their 457(b) Plan and review of Plan Providers.

BE IT FURTHER RESOLVED, that funding for this contract will come from the Employee Benefits Fund, line item 681-85210-818000.

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

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

FROM: Janice Dooley, Deputy Court Administrator, General Trial Division

DATE : March 24, 2021

SUBJECT: Resolution To Authorize An Agreement With Thomson Reuters

For the meeting agendas of April 1 and 7, 2021

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**BACKGROUND**

Ingham County Circuit Court Judges, department heads, law clerks, and other professional employees utilize print legal law books to perform essential research. Ingham County purchases its print legal books from Thomson Reuters, which also happens to publish much of the literature. In the past several years, Thomson Reuters has positioned itself to be the primary print provider for government law libraries.

With this edge on the legal print market, Thomson Reuters' prices continue to increase yearly. At this time and without a contract in place, it is estimated by Thomson Reuters that costs for legal books will increase 12% in the next year. Without a contract, print books are becoming increasingly unaffordable.

Ingham County Circuit Court is committed to providing to its Judges and other court professionals those books they have identified as providing a unique research methodology not available electronically. To that end, it has negotiated pricing with Thomson Reuters which allows for a fixed annual price increase of 2% per year for essential print legal law books over a five-year term.

**ALTERNATIVES**

The Circuit Court purchases print legal books from Thomson Reuters, however it does not have a contract in place at this time. There are currently no alternatives from which reliably to purchase print legal books.

**FINANCIAL IMPACT**

In an effort to keep costs manageable, the Circuit Court recommends entering into a five-year contract for print legal law books, to begin no later than June 1, 2021 and to conclude no later than May 31, 2026, with a 2% year over year increase in costs. With a five-year subscription, the first year shall cost no more than \$26,750.00, and not to exceed the total cost of \$139,316.00 for the entire five-year contract term. Costs will be paid from the Law Library Fund, line item #269 13100 782000, and from Circuit Court Supplies, line item #101 13001 726010.

**STRATEGIC PLANNING IMPACT**

Continued contracting with Thomson Reuters furthers the Ingham County Strategic Plan to enhance and provide the necessary support to meet technology needs of the Courts. Further, current and accessible research methods further the overarching County priority of enhancing service and access to promote the wellbeing for residents.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into a five-year contract with Thomson Reuters for print legal law books.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THOMSON REUTERS**

WHEREAS, the Ingham County Circuit Court wishes to enter into a five-year contract with Thomson Reuters for print legal law books in the amount of no more than \$26,750.00 for the first year, with a 2% fixed annual increase, not to exceed \$29,000.00 in the fifth year, effective no later than June 1, 2021 through May 31, 2026; and

WHEREAS, Thomson Reuters is the sole source for print legal law books, and without competition is thus able to increase their prices arbitrarily; and

WHEREAS, without a contract, it is estimated the Circuit Court will see an average price increase of 12% in 2021 and each year thereafter, based upon information provided by the Thomson Reuters print government sales representative; and

WHEREAS, the Circuit Court seeks control of print expenditures by negotiating and entering into a five-year subscription contract; and

WHEREAS, entry into a five-year agreement will reduce Circuit Court overall expenditures as the costs per year will increase at a fixed 2% contractually; and

WHEREAS, the five-year subscription shall cost no more than \$26,750.00 in the first year of the contract term, not to exceed \$29,000.00 in the fifth and final year of the contract term; and

WHEREAS, the Circuit Court recommends that the Board of Commissioners authorizes a five-year contract with Thomson Reuters for print legal books, in the amount of no more than \$26,750.00 initially, with a 2% increase annually, not to exceed the total cost of \$139,316.00 for the entire contract term, effective no later than June 1, 2021 through May 31, 2026, to be paid from the Law Library Fund, line item #269 13100 782000, and from Circuit Court Supplies, line item #101 13001 726010.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a five-year contract with Thomson Reuters not to exceed the total cost of \$139,316.00 for the entire contract term, effective no later than June 1, 2021 through May 31, 2026, to be paid from the Law Library Fund, line item #269 13100 782000, and from Circuit Court Supplies, line item #101 13001 726010.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract agreements/purchase documents on behalf of the county consistent with this Resolution and upon approval as to form by the County Attorney.

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

FROM: Janice Dooley, Deputy Court Administrator, General Trial Division

DATE : March 24, 2021

SUBJECT: Memorandum Re: Resolution To Authorize Five-Year Contracts For West ProFlex Electronic Law Library and Clear Access for Various Ingham County Departments and Courts

For the meeting agendas of April 1 and 7, 2021

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### **BACKGROUND**

Various Ingham County criminal justice agencies utilize an automated Law Library and investigation software funded by LOFT (Law and Order Fund for Technology), an internal service fund solely dedicated to the technology needs of the Courts, Prosecutor's Office and Sheriff's office. LOFT recommendations for expenditures are made by the LOFT Committee, which includes representatives from Circuit Court Administration, General Trial Division, Friend of the Court, Probate Court, 55<sup>th</sup> District Court, Prosecuting Attorney's Office, and Sheriff's Office.

The three-year contracts with Thomson Reuters for on-line legal research and investigation tools expires on May 31, 2021. The LOFT Committee met to plan for the next contract term, to review the current services Thomson Reuters provides through their West and CLEAR products, and to consider alternatives. The LOFT Committee concluded that West and CLEAR remain the most cost effective and efficient methods to provide necessary services.

### **ALTERNATIVES**

The LOFT Committee determined that Thomson Reuters, through West ProFlex for Government and CLEAR, continues to be the sole vendor that can provide all of the online research necessary for the relevant Ingham County Departments and Courts.

### **FINANCIAL IMPACT**

In an effort to keep costs manageable, the Committee recommends entry into five-year contracts for services effective June 1, 2021 through May 31, 2026, with a 1% year over year increase. Costs are \$60,948.00 for the first year, not to exceed \$64,000.00 in the fifth year. Funding is available from the LOFT Fund; additionally Friend of the Court and the Prosecuting Attorney's Office Family Support Unit will be paid through the Title IV-D Cooperative Reimbursement Program.

### **STRATEGIC PLANNING IMPACT**

Continued contracting with Thomson Reuters furthers the Ingham County Strategic Plan to enhance and provide the necessary support to meet technology needs of the Courts and Prosecuting Attorney's Office. Further, current and accessible research methods further the overarching County priority of enhancing service and access to promote the wellbeing for residents.

### **OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into five-year contracts with Thomson Reuters for West ProFlex and CLEAR services.



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE FIVE-YEAR CONTRACTS FOR WEST PROFLEX  
ELECTRONIC LAW LIBRARY AND CLEAR ACCESS FOR VARIOUS  
INGHAM COUNTY DEPARTMENTS AND COURTS**

WHEREAS, the LOFT Committee wishes to enter into five-year contracts with Thomson Reuters for online legal research in an amount of \$60,948.00 for the first year, with a 1% increase annually, not to exceed \$64,000.00 in the fifth year, effective June 1, 2021 through May 31, 2026; and

WHEREAS, various Ingham County criminal justice and court agencies utilize automated Law Library access through a vendor; and

WHEREAS, the LOFT (the Law and Order Fund for Technology) Committee, consisting of the Prosecuting Attorney's Office, 55<sup>th</sup> District Court, and 30<sup>th</sup> Circuit and Probate Courts collectively looked at various vendors to provide services in preceding contract years and determined that the Thomson Reuters West and CLEAR products provided the most cost effective and efficient ways to provide these services; and

WHEREAS, the LOFT Committee met earlier this year to plan for the next multi-year contracts term and determined that WEST PROFLEX for Government and CLEAR are still the most cost effective and efficient ways to provide these services; and

WHEREAS, the LOFT Committee recommends entering into five-year contracts which have a year over year increase of 1% during the minimum term, as compared to three-year contracts which have a year over year increase of 3%; and

WHEREAS, the LOFT Committee recommends WEST PROFLEX for Government and CLEAR products to provide automated law library access to the Ingham County Departments and Courts, for the contract term of June 1, 2021 through May 31, 2026.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the LOFT Committee's recommendation and authorizes five-year contracts with the Thomson Reuters West Publishing Company for WEST PROFLEX for Government and CLEAR out of budgeted operational and LOFT Funds, with the exception of Friend of the Court and Prosecuting Attorney's Office Family Support which will be paid through the Title IV-D Cooperative Reimbursement Program Contract with the State of Michigan as follows:

## **WEST PROFLEX FOR GOVERNMENT:**

### **YEAR 1**

Circuit/Probate/FOC	2021/2022	\$1,643.00/month x 12 = \$19,716.00
Prosecutor	2021/2022	\$1,854.00/month x 12 = \$22,248.00
55 <sup>th</sup> District Court	2021/2022	\$212.00/month x 12 = \$2,544.00

<b>Total:</b>	<b>2021/2022</b>	<b>\$3,709.00 per month</b>
<b>Total:</b>	<b>2021/2022</b>	<b>\$44,508.00 per year</b>

### **YEAR 2**

Circuit/Probate/FOC	2022/2023	\$1,659.00/month x 12 = \$19,908.00
Prosecutor	2022/2023	\$1,873.00/month x 12 = \$22,476.00
55 <sup>th</sup> District Court	2022/2023	\$214.00/month x 12 = \$2,568.00

<b>Total:</b>	<b>2022/2023</b>	<b>\$3,746.00 per month</b>
<b>Total:</b>	<b>2022/2023</b>	<b>\$44,952.00 per year</b>

### **YEAR 3**

Circuit/Probate/FOC	2023/2024	\$1,676.00/month x 12 = \$20,112.00
Prosecutor	2023/2024	\$1,892.00/month x 12 = \$22,704.00
55 <sup>th</sup> District Court	2023/2024	\$217.00/month x 12 = \$2,604.00

<b>Total:</b>	<b>2023/2024</b>	<b>\$3,785.00 per month</b>
<b>Total:</b>	<b>2023/2024</b>	<b>\$45,420.00 per year</b>

### **YEAR 4**

Circuit/Probate/FOC	2024/2025	\$1,692.00/month x 12 = \$20,304.00
Prosecutor	2024/2025	\$1,911.00/month x 12 = \$22,932.00
55 <sup>th</sup> District Court	2024/2025	\$219.00/month x 12 = \$2,628.00

<b>Total:</b>	<b>2024/2025</b>	<b>\$3,822.00 per month</b>
<b>Total:</b>	<b>2024/2025</b>	<b>\$45,864.00.00 per year</b>

### **YEAR 5**

Circuit/Probate/FOC	2025/2026	\$1,710.00/month x 12 = \$20,520.00
Prosecutor	2025/2026	\$1,930.00/month x 12 = \$23,160.00
55 <sup>th</sup> District Court	2025/2026	\$221.00/month x 12 = \$2,652.00

<b>Total:</b>	<b>2025/2026</b>	<b>\$3,861.00 per month</b>
<b>Total:</b>	<b>2025/2026</b>	<b>\$46,332.00 per year</b>

**CLEAR:****YEAR 1:**

Circuit Court	2021/2022	\$171.25/month x 12 = \$2,055.00
55 <sup>th</sup> District	2021/2022	\$171.25/month x 12 = \$2,055.00
Probate	2021/2022	\$171.25/month x 12 = \$2,055.00
Prosecutor	2021/2022	\$342.51/month x 12 = \$4,110.12
FOC	2021/2022	\$513.75/month x 12 = \$6,165.50

<b>Total:</b>	<b>2021/2022</b>	<b>from LOFT</b>	<b>\$513.75/month</b>
		<b>from LOFT</b>	<b>\$6,165.00/year</b>

<b>Total:</b>	<b>2021/2022</b>	<b>from Title IV-D for</b>	
		<b>Prosecutor/FOC</b>	<b>\$856.26/month</b>
		<b>from Title IV-D for</b>	
		<b>Prosecutor/FOC</b>	<b>\$10,275.12/year</b>

**YEAR 2:**

Circuit Court	2022/2023	\$172.96/month x 12 = \$2,075.52
55 <sup>th</sup> District	2022/2023	\$172.96/month x 12 = \$2,075.52
Probate	2022/2023	\$172.96/month x 12 = \$2,075.52
Prosecutor	2022/2023	\$345.93/month x 12 = \$4,151.16
FOC	2022/2023	\$518.88/month x 12 = \$6,226.68

<b>Total:</b>	<b>2022/2023</b>	<b>from LOFT</b>	<b>\$518.88/month</b>
		<b>from LOFT</b>	<b>\$6,226.56/year</b>

<b>Total:</b>	<b>2022/2023</b>	<b>from Title IV-D for</b>	
		<b>Prosecutor/FOC</b>	<b>\$864.81/month</b>
		<b>from Title IV-D for</b>	
		<b>Prosecutor/FOC</b>	<b>\$10,377.72/year</b>

**YEAR 3:**

Circuit Court	2023/2024	\$174.69/month x 12 = \$1,868.16
55 <sup>th</sup> District	2023/2024	\$174.69/month x 12 = \$1,868.16
Probate	2023/2024	\$174.69/month x 12 = \$1,868.16
Prosecutor	2023/2024	\$349.39/month x 12 = \$3,736.44
FOC	2023/2024	\$524.08/month x 12 = \$6,378.84

<b>Total:</b>	<b>2023/2024</b>	<b>from LOFT</b>	<b>\$524.07/month</b>
		<b>from LOFT</b>	<b>\$6,288.84/year</b>

<b>Total:</b>	<b>2023/2024</b>	<b>from Title IV-D for Prosecutor/FOC      \$873.47/month from Title IV-D for Prosecutor/FOC      \$10,481.64/year</b>
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**YEAR 4:**

Circuit Court	2024/2025	\$176.44/month x 12 = \$2,117.28
55 <sup>th</sup> District	2024/2025	\$176.44/month x 12 = \$2,117.28
Probate	2024/2025	\$176.44/month x 12 = \$2,117.28
Prosecutor	2024/2025	\$352.89/month x 12 = \$4,234.68
FOC	2024/2025	\$529.32/month x 12 = \$6,351.84

<b>Total:</b>	<b>2024/2025</b>	<b>from LOFT              \$529.32/month from LOFT              \$6,351.84/year</b>
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<b>Total:</b>	<b>2024/2025</b>	<b>from Title IV-D for Prosecutor/FOC      \$882.21/month from Title IV-D for Prosecutor/FOC      \$10,586.52/year</b>
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**YEAR 5:**

Circuit Court	2025/2026	\$178.20/month x 12 = \$2,138.40
55 <sup>th</sup> District	2025/2026	\$178.20/month x 12 = \$2,138.40
Probate	2025/2026	\$178.20/month x 12 = \$2,138.40
Prosecutor	2025/2026	\$356.41/month x 12 = \$4,276.92
FOC	2025/2026	\$534.61/month x 12 = \$6,415.32

<b>Total:</b>	<b>2025/2026</b>	<b>from LOFT              \$534.60/month from LOFT              \$6,415.20/year</b>
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<b>Total:</b>	<b>2025/2026</b>	<b>from Title IV-D for Prosecutor/FOC      \$891.02/month from Title IV-D for Prosecutor/FOC      \$10,692.24/year</b>
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BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract agreements/purchase documents consistent with this Resolution and upon approval as to form by the County Attorney.

**TO:** Board of Commissioners Law and Courts and Finance Committees  
**FROM:** Mary Sabaj, CCAB Manager  
**DATE:** March 24, 2021

**SUBJECT: RESOLUTION TO AUTHORIZE ADDITIONAL JUSTICE MILLAGE PROGRAMMING FUNDS FOR INDIGENT ELECTRONIC MONITORING SERVICES AND NOTICE TO JUDICIAL SERVICES GROUP, LTD. (JSG) THAT ADDITIONAL FUNDS ARE AVAILABLE TO MAINTAIN SERVICES THROUGH DECEMBER 31, 2021**

**BACKGROUND**

Resolution #19-393, approved September 24, 2019, authorized the current contract with JSG Monitoring for indigent user electronic monitoring services. Resolution #20-589 approved \$70,000 in Justice Millage Programming Funds for Indigent Electronic Monitoring services. Due to the continued impact of COVID-19, EM utilization remains high and is projected to continue at the current level through the remainder of 2021, requiring an additional \$230,000 to maintain services through December 31, 2021. Pursuant to the terms of the current JSG contract, written notice can be provided, as additional funds are made available.

**ALTERNATIVES**

When current funding runs out, the only available option for Electronic Monitoring services is client-pay, reducing or precluding access to services.

**FINANCIAL IMPACT**

The proposed additional \$230,000 for indigent electronic monitoring funds are available from unspent programming funds within the Justice Millage Fund to maintain services through December 31, 2021.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of providing easy access to quality, innovative, cost effective services that promote well-being and quality of life for the residents of Ingham County, specifically section A 2. (e) of the Action Plan – Combine Jail sentences with substance abuse and other treatment programming when appropriate to reduce recidivism.

**OTHER CONSIDERATIONS**

Electronic monitoring continues to be an essential evidence based resource during the current COVID-19 crisis, proven to be an effective and cost efficient option for monitoring appropriate offenders in the community. The cost of services is \$5.50 to \$10 per day compared to \$97.19 per day for a jail bed. The Ingham County JSG Electronic Monitoring Compliance Rate for January through March 18th is 98.05%, above the National Compliance Rate of 93-94%.

Adequate indigent electronic monitoring resources will continue to be needed as an alternative to jail for those unable to pay for services. It is expected that the increased need for electronic monitoring resources will continue through 2021, to provide services for users with reduced hours, lay-offs and lost employment due to the pandemic.

**RECOMMENDATION**

Based on the information presented, the CCAB respectfully recommends approval of the attached resolution.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE ADDITIONAL JUSTICE MILLAGE PROGRAMMING FUNDS  
FOR INDIGENT ELECTRONIC MONITORING SERVICES AND NOTICE TO  
JUDICIAL SERVICES GROUP, LTD. (JSG) THAT ADDITIONAL FUNDS ARE AVAILABLE  
TO MAINTAIN SERVICES THROUGH DECEMBER 31, 2021**

WHEREAS, Resolution #19-393 adopted September 24, 2019 by the Board of Commissioners authorized entering a contract with JSG to provide electronic monitoring services for indigent users for an initial three year performance period effective December 1, 2019 through December 1, 2022 followed by two, one year automatic renewal periods not to exceed December 31, 2024; and

WHEREAS, this contract provides that upon exhaustion of the annual budgeted funds during any given year, JSG is required to cease performing services for the remainder of the year, unless or until JSG is notified in writing that additional funding is available to continue services for indigent users; and

WHEREAS, Board of Commissioners Resolution #20-589 adopted on December 8, 2020 approved \$70,000 in Justice Millage Programming funds for 2021 indigent Electronic Monitoring services; and

WHEREAS, the on-going impact of COVID-19 continues to result in high utilization of services, exhausting the initially approved Justice Millage funds totaling \$70,000 in March of 2021; and

WHEREAS, Electronic Monitoring has proven to be both effective and cost efficient; and

WHEREAS, additional Electronic Monitoring funding up to \$230,000 from unspent Justice Millage programming funds is needed to ensure that services continue through December 31, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes providing JSG written notice that additional funds in an amount not to exceed \$230,000 are available for Electronic Monitoring services through December 31, 2021.

BE IT FURTHER RESOLVED, that these supplemental funds will come from Justice Millage Programming funds.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2021 budget.

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

## Agenda Item 6

**TO:** Ingham County Finance and Law & Courts Committee  
**FROM:** Heidi Williams Director; Ingham County Animal Control  
**DATE:** March 23, 2021  
**SUBJECT:** Resolution to continually accept Banfield Foundation Grants  
For the meeting agendas of April 1, 2021 and April 7, 2021

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### **BACKGROUND**

Ingham County Animal Control and Shelter (ICACS) was the recipient of a previous grant from the Banfield Foundation that provided funding for the surgical lights in the 2018 building project of the new shelter.

The ICACS recently applied for and was awarded a grant to reimburse for costs associated with the low cost and free pet vaccination clinics up to \$10,000 from the Banfield Foundation. The Banfield Foundation will also provide 797 doses of flea and tick preventative for the shelter to use for shelter animals and the public at these clinics.

### **ALTERNATIVES**

If these grants are not accepted, ICACS will charge pet owners for vaccines.

### **FINANCIAL IMPACT**

Acceptance of this grant allows the ICACS to divert budgeted vaccine cost to other areas of animal care.

### **OTHER CONSIDERATIONS**

With public health protocols in place, ICACS has, and will continue, to run vaccination clinics in warm weather months in a drive-through style at the Ingham County Fairgrounds. The first scheduled clinic of this year is April 28, 2021. ICACS intends to submit future grant requests to the Banfield Foundation for continual funding for this program. The Board of Commissioners passed a similar resolution to authorize grant funds received from the Petco Foundation on an ongoing basis in 2019.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to accept this and all future Banfield Foundation Grants not to exceed \$20,000 with no matching requirement.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT BANFIELD FOUNDATION GRANTS ON AN ONGOING BASIS**

WHEREAS, the Ingham County Animal Control and Shelter (ICACS) has applied for and has been approved to receive grants from The Banfield Foundation in the past, most recently in the amount of \$10,000.00 and 797 doses of flea and tick preventative; and

WHEREAS, the purpose of these grants is to reimburse ICACS for costs associated with pet vaccination clinics and other expenses associated with Shelter activities; and

WHEREAS, grants supporting ICACS have been routinely approved by the Board of Commissioners on a recurring basis; and

WHEREAS, ICACS seeks Board of Commissioners approval to accept these grants on an ongoing basis; and

WHEREAS, the award amount of this grant and future grants is dependent on the amount received in the set grant periods, but will not exceed \$20,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners grants the Ingham County Animal Control and Shelter ongoing authorization to participate in and receive grant funds from the Banfield Foundation for an amount to be determined by the amount received in the set grant periods, but not to exceed \$20,000 with no match requirement.

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget adjustments to the Ingham County Animal Control budget consistent with this resolution.



## Agenda Item 7

To: Human Services and Finance Committees

From: Jared Cypher, Deputy Controller

Date: March 25, 2021

Subject: Contract with Big Brothers Big Sisters Michigan Capital Region for the Capital Area Mentoring Partnership Program  
For the meeting agendas of April 5 and April 7

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### **BACKGROUND**

This resolution authorizes a contract with Big Brothers Big Sisters Michigan Capital Region (BBBSMCR) for the Capital Area Mentoring Partnership program (CAMP). With Support from the County, CAMP will continue to bring in speakers to provide training on a plethora of topics (child trauma, effective communication within matches, human trafficking, runaway prevention, bullying, the importance of the screening process, etc.) to CAMP members, volunteers, and youth within their programs. CAMP will utilize the funds to bring awareness of the program to the community with the purchase of promotional items as well as utilizing quarterly service projects in the community as a platform. CAMP is not yet its own 501(c)3 and is facilitated by Big Brothers Big Sisters Michigan Capital Region.

### **ALTERNATIVES**

N/A

### **FINANCIAL IMPACT**

The contract will not exceed \$25,000 annually for the time period of January 1, 2020 through December 31, 2021. Funds for this contract are included in the 2021 budget.

### **OTHER CONSIDERATIONS**

Capital Area Mentoring Partnership (formerly the Community Coalition of Youth) is a collaboration of mentoring organizations and community resources that focuses on mentoring in the tri-county, serving youth from the age of five years to twenty-five. The collaboration is diverse; organizations offer one-to-one mentoring, group mentoring, services to homeless youth, immigrant children, refugee children, children with disabilities, children involved with the Juvenile Justice System and/or African American young men, etc.

### **RECOMMENDATION**

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH BIG BROTHERS BIG SISTERS MICHIGAN CAPITAL REGION TO PROVIDE ADMINISTRATIVE OVERSIGHT AND PROGRAMMING LEADERSHIP TO THE CAPITAL AREA MENTORING PARTNERSHIP PROGRAM**

WHEREAS, the Ingham County/City of Lansing Youth Violence Prevention Coalition since renamed the Community Coalition for Youth (CCY) was established in 1994 by former Mayor David Hollister and former Ingham County Board of Commissioners Chairperson, Jean McDonald, in response to a dramatic increase in youth violence and delinquency in Ingham County during the 1990's; and

WHEREAS, CCY adopted a comprehensive strategy to advance youth mentoring to close educational opportunity and achievement gaps to increase high school graduation and post-secondary completion rates, prevent and reduce violence and delinquency, and provide opportunities for civic engagement, entrepreneurship, and career and professional development to support the next generation of parents and leaders; and

WHEREAS, the structure to further mentoring for Ingham County youth was formed by CCY and is called the Capital Area Mentoring Partnership (CAMP); and

WHEREAS, previously this contract was held by Capital Area United Way (CAUW) and in 2014 was transitioned to Big Brothers Big Sisters Michigan Capital Region; and

WHEREAS, the Ingham County budget included \$25,000 as the County's share of funding for CAMP in the fiscal year 2021.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into a contract with Big Brothers Big Sisters Michigan Capital Region for the period January 1, 2020 through December 31, 2021 in an amount not to exceed \$25,000 annually as Ingham County's share of funding to provide administrative oversight and programmatic leadership for the CAMP.

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

## Agenda Item 8

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

**FROM:** Lindsey McKeever, Fairgrounds Events Director

**DATE:** March, 22 2021

**SUBJECT:** Resolution authorizing a contract with Xact Excavating for excavating services at the Ingham County Fairgrounds

### **BACKGROUND**

The Fairgrounds hosts over 30 horse shows and six days of grandstands attractions annually which require excavation services. The Purchasing Department sought proposals for qualified excavating companies to provide services at the Fairgrounds. The Fair Board recommends moving forward with Xact Excavating. Xact Excavating will charge \$3,000 to move the dirt into the Main Arena for horse shows and \$2,000 to move the dirt out of the arena in year 1, \$3,125 to move the dirt into the arena and \$2,125 out of the arena in year two and \$3,250 to move the dirt into the arena and \$2,250 to move the dirt out of the arena in year three. Additionally, the costs associated with specific equipment are listed below.

Bull Dozer	\$125/hour
Dump truck	\$95/hour
End Loader	\$125/hour
Excavator	\$150/hour
Skid Steer	\$100/hour
Semi	\$110/hour

The prices offered by Xact Excavating are significantly cheaper than the previous contractor and the savings to the Fairgrounds will likely be \$10,000 per year.

### **ALTERNATIVES**

The Fairgrounds could choose a respondent who was more expensive than Xact Excavating.

### **FINANCIAL IMPACT**

The expenses associated with this contract have been budgeted and approved in the 2021 operation budget.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the long term objective providing recreational opportunities.

### **OTHER CONSIDERATIONS**

There are no other considerations at this time.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to allow the Fair to impose fees for special events.

## Agenda Item 8

TO: Lindsey McKeever, Fairgrounds Event Director

FROM: James Hudgins, Director of Purchasing

DATE: January 20, 2021

RE: Memorandum of Performance for RFP No. 2-21 Excavation and Dirt Moving Services for the Ingham County Fairgrounds

Per your request, the Purchasing Department sought proposals from experienced and qualified excavators for the purpose of providing excavation and dirt moving services at the Ingham County Fairgrounds events for a period of three (3) years with an option to renew the contract for an additional two-year period.

The scope of work as directed by the Fairgrounds Event Director includes, but is not limited to, installing and removing horse arena footing/dirt annually in the Main Arena, and constructing and supporting annual grandstand events (motocross jumps, tractor pulls, and demolition derby track) at the Ingham County Fair.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	33	16
Vendors responding	5	0

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

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

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

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

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

## SUMMARY OF VENDORS' COSTS

### INGHAM COUNTY PURCHASING DEPARTMENT RECORD OF POST BID ADDENDUM 1

#### PACKET #2-21 EXCAVATION AND DIRT MOVING SERVICES FOR THE INGHAM COUNTY FAIRGORUNDS

Vendor Name	XACT EXCAVATING	JARED A BEDUHN EXCAVATING	SALEBIEN TRUCKING & EXCAVATING	CENTRAL EXCAVATING LLC	MKC GROUP INC
YEAR 1					
Cost to move the dirt into the arena each time it is required	\$3,000.00	\$4,800.00	\$14,899.00	\$16,250.00	\$23,100.00
Cost to move the dirt out of the arena each time it is required	\$2,000.00	\$4,800.00	\$14,899.00	\$13,000.00	\$23,100.00
YEAR 2					
Cost to move the dirt into the arena each time it is required	\$3,125.00	\$5,200.00	\$16,389.00	\$17,100.00	\$24,000.00
Cost to move the dirt out of the arena each time it is required	\$2,125.00	\$5,200.00	\$16,389.00	\$13,650.00	\$24,000.00
YEAR 3					
Cost to move the dirt into the arena each time it is required	\$3,250.00	\$5,600.00	\$18,028.00	\$18,000.00	\$25,000.00
Cost to move the dirt out of the arena each time it is required	\$2,250.00	\$5,600.00	\$18,028.00	\$14,300.00	\$24,800.00
3 YEAR TOTAL / INTO & OUT OF	\$15,750.00	\$31,200.00	\$98,632.00	\$92,300.00	\$144,000.00

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH XACT EXCAVATING  
AT THE INGHAM COUNTY FAIRGROUNDS**

WHEREAS, the Ingham County Fairgrounds hosts over thirty horse shows and hosts six days of grandstand events annually; and

WHEREAS, the excavation services required to execute the preparation of the facilities to host said events in a safe and professional manner is one of a highly skilled nature; and

WHEREAS, after careful review of bids, the Fair Board recommends the contract be awarded to Xact Excavating who submitted the most qualified bid in the amount of \$10,000 in year one, \$10,500 in year two, and \$11,000 in year three for excavation services on the Fairgrounds during the off-season and not to exceed \$150 per hour for additional excavation services during the six days of the annual fair; and

WHEREAS, the funds for this contract are included in the Ingham County Fairgrounds operational budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes awarding a contract for three years, effective July 1, 2021, with an additional two year extension option to Xact Excavating, 22333 T Drive N Olivet, Michigan 49076 for excavation services at the Ingham County Fairgrounds at a cost not to exceed \$10,000 in year one, \$10,500 in year two, and \$11,000 in year three for excavation services on the Fairgrounds during the off-season and not to exceed \$150 per hour for additional excavation services during the six days of the annual fair.

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

**Agenda Item 9a**

**TO:** Board of Commissioners, Human Services, County Services and Finance Committees

**FROM:** Rick Terrill, Facilities Director

**DATE:** March 23, 2021

**RE:** Resolution to Authorize an Amendment to Resolution 21-088 to Authorize the Installation Charge for the Temperature Sensors at the Human Services Building

For the meeting agendas of: April 5, 6 & 7

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**BACKGROUND**

Resolution #21-088 authorized an agreement amendment with Safety Systems Inc. for the monitoring of two additional sensors at the Human Services Building for an additional \$24.00 per year for the next two years. The Controller approved the installation charge of \$574.00 but it was not on the resolution. We are requesting the resolution amendment to include authorization of the installation cost. All other terms and conditions set forth in Resolution #21-088 will remain unchanged.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO RESOLUTION #21-088 TO  
AUTHORIZE THE INSTALLATION CHARGE FOR THE TEMPERATURE SENSORS  
AT THE HUMAN SERVICES BUILDING**

WHEREAS, Resolution #21-088 authorized an amendment to an agreement with Safety Systems Inc. for monitoring two additional temperature sensors at the Human Services Building for an additional \$24.00 per year for the next two years; and

WHEREAS, the installation charge of \$574.00 was approved by the Controller but was not included in Resolution #21-088.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends Resolution #21-088 to authorize the installation charge of \$574.00 for Safety Systems, Inc. for two additional temperature sensors at the Human Services Building.

BE IT FURTHER RESOLVED, that all other terms and conditions set forth in Resolution #21-088 are unchanged.

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



**TO:** Board of Commissioners County Services and Finance Committees  
**FROM:** Teri Morton, Deputy Controller  
**DATE:** March 23, 2021  
**SUBJECT:** Resolution Creating a Project Manager Position in the Facilities Department  
For the meeting agendas of April 6 and 7

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### **BACKGROUND**

Ingham County has a plan to implement the following long needed major capital projects, with an estimated total cost of \$2.86 million:

- Mason Courthouse Clock Tower Repairs - \$1,630,000
- Mason Annex Building Demolition - \$205,000
- VMC/GPB Fire Alarm Panel Replacement - \$560,000
- VMC/GPB Access Control System Upgrade - \$105,000
- Mason Hilliard & Courthouse Tunnel Remediation Improvements - \$255,000
- Mason Courthouse – Door Entrances Security Upgrades - \$105,000

With its current staffing, the Facilities Department is unable to accommodate all of the projects necessary to maintain and improve County facilities and the additions of these projects will only compound the problem. To address this issue, the creation of a Project Manager in the Facilities Department is being recommended. This position will administer the projects listed above, and, upon completion of those projects, will address the backlog of capital projects and ensure that the Facilities Department is able to accommodate all necessary County projects in a timely manner.

### **ALTERNATIVES**

If this position is not created, the Facilities Department will continue to do its best to keep up with projects, but will need to focus on the most critical projects, and will continue to fall behind in other projects requested by departments and offices.

### **FINANCIAL IMPACT**

The position has been classified by the Human Resources Department as MC 12 (salary range \$75,076.87 to \$90,111.79), with a long term cost (wages and fringes) of \$156,187. Funding for the position for the first year will come from a 2021 debt issuance, which will also be used to fund the projects listed above. Beginning in the 2022 budget, funding will be provided through a major project surcharge.

### **OTHER CONSIDERATIONS**

A different version of this resolution was presented to the County Services Committee on February 16 and the Finance Committee on February 17. The original resolution was passed by the County Services Committee, but was tabled by the Finance Committee. The Finance Committee directed that the pay rate be reevaluated. The Human Resources and Facilities Departments made changes to the job description, and the updated job description has been classified by the Human Resources Department as MC12. The original resolution had the position classified as MC10.

### **RECOMMENDATION**

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

**Agenda Item 9b**

TO: Richard Terrill, Facilities Director

FROM: Beth Bliesener, Human Resources Specialist

DATE: March 2, 2021

RE: Memo of Analysis for New Classification: Project Manager – Facilities  
Department

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Per your request, Human Resources has created a new classification titled Project Manager – Facilities Department.

After analysis, the classification has a community of interest with the Managerial and Confidential group and is appropriately compensated at MC 12.

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

*If I can be of further assistance, please email or call me (887-4375).*

**INGHAM COUNTY  
JOB DESCRIPTION**

**PROJECT MANAGER – FACILITIES DEPARTMENT**

**General Summary:**

Under the general oversight of the Facilities Director, the Project Manager (PM) is responsible for managing, outlining and developing projects. The PM will work with stakeholders to design project goals and success indicators and determine how success will be measured and tracked. He/she will ensure the project remains on time and on budget as well as help the stakeholders to hit their goals. The PM will act as a liaison between the project team and upper management. The PM will prepare and present progress reports and ensure the project is consistent with the organization goals.

**Essential Functions:**

1. Develop project plans and budgets for facilities projects to support fiscal decision-making, including but not limited to preparing and submitting project estimates to clients, manage bidding, and contractor relationships.
2. Makes decisions on changes in scope and costs. Has the authority on project decisions and/or recommendations. Works with a significant amount of authority in managing and overseeing projects.
3. Communicates effectively with client from the start of the project to ensure they understand the project scope and vision, takes detailed notes and clarifies specific requirements. Will be the key person responsible for communication on projects.
4. Develops and oversees the beginning of each project, for example getting the permit submission and design evaluations.
5. Coordinates all parties involved in the planning, design, and construction process by assigning tasks and providing guidance and direction for specific functions.
6. Negotiate contracts with vendors, suppliers and subcontractors.
7. Collaborate with the architect and construction crew to ensure feasibility of each project. Reviews contract plans and specifications for compliance with appropriate building codes and project requirements.
8. Conducts meetings with architect, client and construction crew.
9. Implements, monitors, and manages all projects utilizing the project management system. Monitors and reports on all phases of planning and construction to ensure that implementation and prescribed activities are carried out in accordance with specified objectives.
10. Ensures completion of projects. Manages the close out process and commissioning of all appropriate projects.
11. Meet budgetary objectives and make adjustments to project constraints.
12. Prepares contract change order and monitors their execution.
13. As the Project Manager will assist the Facility Managers and others in the department regarding operational needs and projects, will review work for accuracy. Provides assistance as requested.
14. Represents the department in both internal and external meetings.
15. May assume the duties of the Facilities Director in his/her absence, as assigned.

**Other Functions:**

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.

- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

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

### **Employment Qualifications:**

#### **Education/Experience:**

A minimum of a Bachelor's degree in Construction Management, Architecture, Engineering, or related field is required and three (3) years of construction experience is required. Significant design-build experience in residential or commercial construction is preferred.

OR

A minimum of High School Diploma or equivalent education and specialized training such as acquired from certificates, including but not limited to a relevant building license, the first year of college, technical or trade school and seven (7) years of construction experience is required. Significant design-build experience in residential or commercial construction is preferred.

#### **Other Requirements:**

- An advance understanding of construction processes, principles, materials, and tools.
- 

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

#### **Working Conditions:**

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars, trucks, tractors, forklifts, hoists, bucket trucks, etc.
3. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
4. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
5. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
6. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.

7. This position is exposed to noise levels which require shouting in order to be heard.
8. This position is exposed to vibrations and oscillating movements.
9. This position is required to travel for meetings and appointments.
10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

**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 continuous stamina in sitting, standing, walking, traverse, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, lifting, carrying, pushing, pulling, reaching, grasping handling, pinching, typing, and enduring repetitive movements of the wrists, hands or fingers.
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires far visual acuity to perform tasks significantly beyond arm's reach such as making general observations about buildings, people or situations, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- 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.)*

**MC 12**  
**March 2021**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION CREATING A PROJECT MANAGER POSITION IN THE  
FACILITIES DEPARTMENT**

WHEREAS, Ingham County has a plan to implement some long needed major capital projects in 2021; and

WHEREAS, the cost for these projects is estimated at \$2.86 million and will be funded through a debt issuance over five years; and

WHEREAS, with its current staffing, the Facilities Department is unable to accommodate all of the projects necessary to maintain and improve County facilities; and

WHEREAS, the additions of these projects will only compound the problem; and

WHEREAS, it is recommended that a Project Manager be added to the Facilities Department to administer the bonded projects, and, upon completion of those projects, to address the backlog of capital projects and ensure that the Facilities Department is able to accommodate all necessary County projects in a timely manner; and

WHEREAS, the position of Project Manager - Facilities has been classified by the Human Resources Department as MC 12 (salary range \$75,076.87 to \$90,111.79); and

WHEREAS, funding for the position will be provided for the first year from the 2021 debt issuance and will be funded in future years' budgets through a major project surcharge.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the creation of a Project Manager - Facilities position, MC 12.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2021 budget and position allocation list.

## **Agenda Item 10a**

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** March 16, 2021  
**SUBJECT:** Resolution Authorizing Bulk Purchase of Personal Protective Equipment (PPE) Supplies  
For the meeting agendas of April 5, and April 7, 2021

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### **BACKGROUND**

Ingham County Health Department (ICHHD) wishes to purchase 90 cases of PPE gloves from Platinum Code in an amount not to exceed \$31,775. ICHHD uses gloves daily in our seven medical clinics and has activated three mass vaccination clinics that also use gloves while administering the COVID-19 vaccine. This has resulted in a significant increase in our glove usage. By purchasing in bulk, ICHHD will maintain a necessary supply in the most cost-effective way.

### **ALTERNATIVES**

ICHHD obtained quotes from 3 separate vendors. Platinum Code was the lowest quote.

### **FINANCIAL IMPACT**

The purchase of 90 cases of gloves is not to exceed \$31,775. The cost of this agreement will be covered through the COVID-19 Immunization MI Supplemental grant funding.

### **STRATEGIC PLANNING IMPACT**

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

### **OTHER CONSIDERATIONS**

There are no other considerations.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support authorizing the bulk purchase of 90 cases of PPE gloves from Platinum Code for an amount not to exceed \$31,775.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE PURCHASE OF PERSONAL PROTECTION EQUIPMENT  
(PPE) GLOVES FROM PLATINUM CODE**

WHEREAS, Ingham County Health Department (ICHD) wishes to purchase 90 cases of PPE gloves from Platinum Code in an amount not to exceed \$31,775; and

WHEREAS, ICHD uses gloves daily in our seven medical clinics and has activated three mass vaccination clinics that also use gloves while administering the COVID-19 vaccine; and

WHEREAS, this has resulted in a significant increase in our glove usage; and

WHEREAS, by purchasing in bulk, ICHD will maintain a necessary supply in the most cost effective way; and

WHEREAS, ICHD obtained three quotes from multiple vendors and recommends using Platinum Code for our bulk purchase of gloves to be used at all medical clinics and vaccination sites; and

WHEREAS, funds are available from the COVID-19 Immunization MI Supplemental grant award; and

WHEREAS, the Health Officer recommends purchasing 90 cases of PPE gloves from Platinum Code in an amount not to exceed \$31,775.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the purchase of PPE gloves from Platinum Code in an amount not to exceed \$31,775.

BE IT FURTHER RESOLVED, that the total cost will be paid from the COVID-19 Immunization MI Supplemental grant award.

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



**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** March 18, 2021  
**SUBJECT:** Authorization to Enter Agreement with St. Vincent Catholic Charities  
For the meeting agendas of April 5, and April 7, 2021

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to enter into an agreement with St. Vincent Catholic Charities (STVCC) in an amount not to exceed \$8,400, effective April 1, 2021 through September 30, 2021. STVCC will provide phone outreach to 1,294 unduplicated Ingham County residents ages 16 and older to discuss their interest in registering with Ingham County Health Department to get the COVID-19 vaccine. Calls will offer to register individuals age 16 and older via the ICHD registration form and/or schedule vaccination appointments. STVCC will also inquire about any concerns that people in the home age 16 and older may have about receiving the COVID-19 vaccine. In addition, STVCC will be available to provide up to 50 hours of on-call interpretation services for individuals needing language assistance at mass vaccination or pop-up vaccination events.

**ALTERNATIVES**

Refugee Development Center (RDC) also provides this type of education and outreach to refugees and newcomers in Ingham County. ICHD wishes to enter into a separate contract with RDC for outreach to a separate group of 1,000 unduplicated refugees and newcomers presently being served by that organization. Individuals that STVCC will contact are a separate group from those that RDC will contact.

**FINANCIAL IMPACT**

This agreement will cost up to \$8,400, all costs of this agreement are included in grant funds that will be received through Amendment #3 of the comprehensive agreement.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an agreement with St. Vincent Catholic Charities Refugee Services effective April 1, 2021 through September 30, 2021 in an amount not to exceed \$8,400.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH ST. VINCENT  
CATHOLIC CHARITIES REFUGEE SERVICES**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with St. Vincent Catholic Charities (STVCC) in an amount not to exceed \$8,400, effective April 1, 2021 through September 30, 2021; and

WHEREAS, STVCC will provide phone outreach to 1,294 unduplicated Ingham County residents ages 16 and older to discuss their interest in registering with Ingham County Health Department to get the COVID-19 vaccine; and

WHEREAS, calls will offer to register individuals age 16 and older via the ICHD registration form and/or schedule vaccination appointments; and

WHEREAS, STVCC will also inquire about any concerns that people in the home age 16 and older may have about receiving the COVID-19 vaccine; and

WHEREAS, in addition, STVCC will be available to provide up to 50 hours of on-call interpretation services for individuals needing language assistance at mass vaccination or pop-up vaccination events; and

WHEREAS, this agreement will cost up to \$8,400, and all costs of this agreement are included in grant funds that will be received through Amendment #3 of the comprehensive agreement; and

WHEREAS, the Health Officer recommends entering into an agreement with STVCC in an amount up to \$8,400 for phone outreach and in-person interpreter support related to COVID-19 vaccination, effective April 1, 2021 through September 30, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with STVCC from April 1, 2021 to September 30, 2021 in an amount up to \$8,400 for phone outreach and in-person interpreter support related to COVID-19 vaccination.

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

**TO:** Board of Commissioners Humans Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** March 18, 2021  
**SUBJECT:** Resolution to Authorize an Agreement with Refugee Development Center  
For the Meeting Agendas of April 5 and April 7, 2021

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to enter an agreement with Refugee Development Center (RDC) to assist with outreach efforts related to the COVID-19 vaccine, in an amount not to exceed \$7,032 effective April 1, 2021 through September 30, 2021. RDC will provide phone outreach to 1,000 unduplicated Ingham County residents/refugees ages 16 and older to discuss their interest in registering with ICHD to get the COVID-19 vaccine. Calling residents will notify those who have not yet been vaccinated that if they are a patient through our Community Health Centers (CHCs), they can make an appointment to get vaccinated, can receive assistance with scheduling appointments, and can be notified of their vaccine appointment date and time administered at Forest CHC. RDC staff will also offer to register individuals age 16 and older via the ICHD registration form and/or schedule vaccination appointments, and inquire about any concerns that people in the home age 16 and older may have about getting vaccinated. In addition to phone outreach, RDC will also provide interpreters to individuals needing language assistance at mass vaccination or pop-up vaccination events.

**ALTERNATIVES**

St. Vincent Catholic Charities (STVCC) Refugee Services also provides this type of education and outreach to refugees and newcomers in Ingham County. ICHD wishes to enter into a separate contract with STVCC for outreach to a separate group of 1,300 unduplicated refugees and newcomers presently being served by that organization. Individuals that STVCC will contact are a separate group from those that RDC will contact.

**FINANCIAL IMPACT**

ICHD will pay RDC up to \$7,032. All costs of this agreement will be covered by grant funds authorized in Amendment #3 of the Comprehensive agreement with Michigan Department of Health and Human Services (MDHHS).

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an agreement with Refugee Development Center effective April 1, 2021 through September 30, 2021 in an amount not to exceed \$7,032.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH REFUGEE DEVELOPMENT CENTER**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Refugee Development Center (RDC) to assist with outreach efforts related to the COVID-19 vaccine, in an amount not to exceed \$7,032 effective April 1, 2021 through September 30, 2021; and

WHEREAS, RDC will provide phone outreach to 1,000 unduplicated Ingham County residents/refugees ages 16 and older to discuss their interest in registering with ICHD to get the COVID-19 vaccine; and

WHEREAS, calling residents will notify those who have not yet been vaccinated that if they are a patient through our Community Health Centers (CHCs), they can make an appointment to get vaccinated, can receive assistance with scheduling appointments, and can be notified of their vaccine appointment date and time administered at Forest CHC; and

WHEREAS, RDC staff will also offer to register individuals age 16 and older via the ICHD registration form and/or schedule vaccination appointments, and inquire about any concerns that people in the home age 16 and older may have about getting vaccinated; and

WHEREAS, in addition to phone outreach, RDC will also provide interpreters to individuals needing language assistance at mass vaccination or pop-up vaccination events; and

WHEREAS, ICHD will pay RDC in an amount not to exceed \$7,032, and all costs of this agreement will be covered by grant funds authorized in Amendment #3 of the Comprehensive agreement with Michigan Department of Health and Human Services (MDHHS); and

WHEREAS, the Health Officer recommends entering into an agreement with RDC effective April 1, 2021 through September 30, 2021 in an amount not to exceed \$7,032 for phone outreach and in-person interpreter support related to COVID-19 vaccination.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with RDC from April 1, 2021 to September 30, 2021 in an amount not to exceed \$7,032 for phone outreach and in-person interpreter support related to COVID-19 vaccination.

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** March 18, 2021  
**SUBJECT:** Resolution to Authorize Agreement with Uno Deuce for the Development of Videos Promoting COVID-19 Vaccination in Communities of Color  
For meeting agendas of April 5 and April 7, 2021

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to enter into an agreement with Uno Deuce for the filming and editing of 10-12 short videos specifically designed to decrease COVID-19 vaccine hesitancy, particularly in communities of color. The Ad Council has found that 58% of Black people and 40% of Hispanic people have hesitancy (resistance or skepticism) around vaccination compared to 37% of white people. Local BIPOC (Black, Indigenous and People of Color) partners and residents, with whom ICHHD has been meeting weekly, agree that vaccine hesitancy is especially problematic in their communities. The videos will highlight up to ten people individually, and footage from these videos will be used to produce two longer videos suitable for paid advertising and social media. ICHHD was awarded a grant from the Michigan Department of Health & Human Services (MDHHS) to fight the COVID-19 pandemic (Account # 221-60055-01156). The \$6,000 to support this project will come from these grant funds. This work builds in part upon a previous video project produced by Uno Deuce with ICHHD's Community Health Centers (CHCs).

**ALTERNATIVES**

ICHHD could seek to enter into an agreement with a new vendor but would then be unable to easily build upon work created for the Ingham Community Health Centers.

**FINANCIAL IMPACT**

The amount of this agreement will not exceed \$6,000. These funds will come from the MDHHS grant (Account #221-60055-01156).

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objectives of providing access to services that promote the well-being of county residents, Goal A, and improving service by enhancing the quality of communication, Goal B.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Board of Commissioners authorize an agreement with Uno Deuce effective March 20, 2021 through June 30, 2021 in an amount not to exceed \$6,000 for the development of videos promoting COVID-19 vaccination in communities of color.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH UNO DEUCE FOR DEVELOPMENT OF VIDEOS PROMOTING COVID-19 VACCINATION IN COMMUNITIES OF COLOR**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Uno Deuce for the development of videos promoting COVID-19 vaccination in communities of color effective March 20, 2021 through June 30, 2021 in an amount not to exceed \$6,000; and

WHEREAS, the Ad Council has found that 58% of Black people and 40% of Hispanic people have hesitancy around the COVID-19 vaccination compared to 37% of white people; and

WHEREAS, local BIPOC (Black, Indigenous and People of Color) partners and residents, with whom ICHD meets weekly, agree that vaccine hesitancy is especially problematic in their communities; and

WHEREAS, Uno Deuce previously worked with the Ingham Community Health Centers to create videos about the COVID-19 vaccine and new videos can build upon these; and

WHEREAS, Uno Deuce will film and edit 10-12 short videos specifically designed to decrease COVID-19 vaccine hesitancy, particularly in communities of color; and

WHEREAS, the agreement with Uno Deuce will not exceed \$6,000; and

WHEREAS, the project will be entirely funded by a grant ICHD was awarded from Michigan Department of Health & Human Services (MDHHS) to fight the COVID-19 pandemic; and

WHEREAS, the Health Officer recommends authorizing an agreement with Uno Deuce in an amount not to exceed \$6,000 effective March 20, 2021 through June 30, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a grant agreement with Uno Deuce for the development of videos promoting COVID-19 vaccination within communities of color in an amount not to exceed \$6,000 effective March 20, 2021 through June 30, 2021.

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

## Agenda Item 11a

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** March 23, 2021  
**SUBJECT:** Exercising option to extend contract with Comsource, Inc for an additional two years  
For the meeting agenda of 4/5/21 Human Services and 4/7/21 Finance

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### **BACKGROUND**

Board of Commissioner Resolution #18-154 authorized a contract with Comsource, Inc. for the use of eight radios for three years and an option to renew for an additional two years. We are requesting to exercise the option to extend this contract for an additional two years. Comsource, Inc. has agreed to honor the current cost of \$3,360 for the eight radios. Staff would also like to add the annual cost of \$192 to provide for a cell phone application that would allow the managers cell phones' to also act as radios.

### **ALTERNATIVES**

Due to communication being vital within the parks, there are no other alternatives.

### **FINANCIAL IMPACT**

This resolution requests \$3,552.00. There are funds available as detailed below:

<b>Contract</b>	<b>Line Item Project #</b>	<b>Beginning Allocation</b>	<b>Current Balance</b>	<b>Original Requested Amount</b>	<b>Additional Amount Requested</b>	<b>Remaining Balance</b>
Comsource	208- 75600- 818000	\$3,360	\$6,360	\$3,360	\$192	\$2,808

### **STRATEGIC PLANNING IMPACT**

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

### **OTHER CONSIDERATIONS**

The Ingham County Park Commission supported this Resolution at their March 22, 2021 meeting.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached Resolution authorizing the two-year extension to the original contract with Comsource, Inc.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE TO EXTEND THE CONTRACT WITH COMSOURCE, INC.  
FOR RADIOS AT HAWK ISLAND COUNTY PARK**

WHEREAS, Resolution #18-154 authorized a contract with Comsource, Inc. for the use of eight radios for three years and an option to renew for an additional two years; and

WHEREAS, the Ingham County Parks is requesting to exercise the option to extend this contract for an additional two years.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes to extend the contract for two additional years at the current cost of \$3,360 for eight radios plus an additional \$192 annually for a cell phone application that would allow managers cell phones to act as radios.

BE IT FURTHER RESOLVED, that the terms of the Agreement will extend to June 10, 2023.

BE IT FURTHER RESOLVED, that the funds are available in line item 208-75600-81800.

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 11b**

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** March 23, 2021  
**SUBJECT:** Contract with Scarlett Excavating  
For the meeting agenda of 4/5/21 Human Services and 4/7/21 Finance

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### **BACKGROUND**

The Purchasing Department solicited proposals from qualified and experienced contractors for the purpose of entering into a contract for installing a County purchased snow making tube at Hawk Island County Park. The Evaluation Committee recommends that a contract be awarded to Scarlett Excavating.

### **ALTERNATIVES**

Due to excessive corrosion on the existing snow making pipe infrastructure, it has become necessary to replace the existing snow making pipe. The alternative is to not complete the project.

### **FINANCIAL IMPACT**

This resolution requests authorization to use the Parks 208 fund balance. There are funds available to do this project in the Parks Department 208 fund balance and we are requesting a transfer of \$49,350.00 from the Parks Department 208 fund balance into line item 208-75600-818000.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - maintain and improve existing parkland, facilities, and features.

### **OTHER CONSIDERATIONS**

The Ingham County Park Commission supported this resolution at their March 22, 2021 meeting.

### **RECOMMENDATION**

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

**Agenda Item 11b**

TO: Timothy Morgan, Parks Director

FROM: James Hudgins, Director of Purchasing

DATE: March 6, 2021

RE: Memorandum of Performance for RFP No. 37-21 Installation of Snow Making Tube

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

The scope of work includes, but is not limited to, excavating a trench to a depth defined by local code; boring under existing asphalt path in order to connect County-purchased piping through wall of snow making pump house to the snowmaking pump; and, providing fill trench with one foot of fill sand on all sides of new pipe prior to backfilling with existing spoils.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	61	23
Vendors responding	2	0

Summary of the vendors' costs.

Vendor Name	Local Pref	Install Snow Making Tube Total Cost
Scarlett Excavating	No, Lansing (Clinton County) MI	\$49,350.00
Rumsey and Sons Inc.	No, Dimondale MI	\$56,666.64

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

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

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process. If I can be of further assistance, please do not hesitate to contact me by e-mail at [jhudgins@ingham.org](mailto:jhudgins@ingham.org) or by phone at 676-7309.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH SCARLETT EXCAVATING TO INSTALL  
A COUNTY PURCHASED SNOW MAKING TUBE AT HAWK ISLAND COUNTY PARK**

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced contractors for the purpose of entering into a contract for installing a County purchased snow making tube at Hawk Island County Park; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Scarlett Excavating.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Scarlett Excavating for a total amount of \$49,350.00 from the Parks Departments Operating Fund Balance for the installation of the snow making tube at Hawk Island County Park.

BE IT FURTHER RESOLVED, that this agreement shall be effective the date of execution through December 31, 2021.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes \$49,350.00 from the Parks Department 208 fund balance for the project and that the Controller/Administrator is authorized to transfer \$49,350.00 from the Parks Department 208 fund balance into line item 208-75600-818000.

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

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** March 23, 2021  
**SUBJECT:** Contract with James Clark Tree Service  
For the meeting agenda of 4/5/21 Human Services and 4/7/21 Finance

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**BACKGROUND**

The Parks Department solicited proposals from qualified and experienced contractors for the purpose of entering into a contract for hazardous tree removal at Hawk Island County Park. Staff recommends that a contract be awarded to James Clark Tree Service.

**ALTERNATIVES**

Due to the age and condition of some trees within Hawk Island County Park it has become necessary to remove the hazardous trees. The alternative is to not complete the project.

**FINANCIAL IMPACT**

There are funds available in line item project numbers 21P01 as detailed below:

<b>Project</b>	<b>Beginning Allocation</b>	<b>Current Balance</b>	<b>Requested Amount</b>	<b>Remaining Balance</b>
Hawk Island Hazard Tree Removal and Reforestation 208-75200-97400-21P01	\$25,000.00	\$25,000.00	\$16,400.00	\$8,600.00

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - maintain and improve existing parkland, facilities, and features.

**OTHER CONSIDERATIONS**

The Ingham County Park Commission supported this resolution at their March 22, 2021 meeting.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with James Clark Tree Service.

**Agenda Item 11c**

TO: Timothy Morgan, Parks Director

FROM: James Hudgins, Director of Purchasing

DATE: March 23, 2021

RE: Memorandum of Performance for RFP No. 52-21 Tree Removal at Hawk Island County Park.

Proposals were sought from qualified and experienced vendors for the removal of approximately forty (40) poplar trees located on the east side of the park entry driveway, one (1) maple tree located at the base of the snow tubing hill and thirty five (35) various caliper trees surrounding the maintenance building within Hawk Island County Park.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	7	4
Vendors responding	4	3

A summary of the vendors' costs:

Vendor	Local Preference	Cost
James Clark Tree Service	Yes, Holt MI	\$16,400.00
Upper Cut Tree Service	Yes, Williamston MI	\$18,250.00
J & D Logging	No, Charlotte MI	\$18,500.00
Harper Hill Forestry Products LLC	Yes, Mason MI	\$20,200.00

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

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

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE CONTRACT WITH JAMES CLARK TREE SERVICE  
FOR TREE REMOVAL AT HAWK ISLAND COUNTY PARK**

WHEREAS, the Parks Department solicited proposals from qualified and experienced contractors for the purpose of entering into a contract for hazardous tree removal at Hawk Island County Park; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to James Clark Tree Service.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorized entering into a contract with James Clark Tree Service, effective the date of execution through October 31, 2020, in an amount not to exceed \$16,400 for hazardous tree removal at Hawk Island County Park.

BE IT FURTHER RESOLVED, that there are funds available in line item 208-75200-974000-21P01 for the project.

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 11d**

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** March 23, 2021  
**SUBJECT:** Livery Fees at Burchfield Park  
For the meeting agenda of 4/5/21 Human Services and 4/7/21 Finance

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### **BACKGROUND**

Park staff is proposing a livery fee be implemented for any business wishing to use Burchfield County Park river access for their boat livery business.

### **ALTERNATIVES**

Allow boat livery businesses to operate at no charge through a written agreement and proof of insurance.

### **FINANCIAL IMPACT**

This could offer a new source of revenue for the Ingham County Parks. The proposed fee is \$1,000 per year.

### **STRATEGIC PLANNING IMPACT**

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

### **OTHER CONSIDERATIONS**

The Ingham County Park Commission supported this resolution at their March 22, 2021 meeting.

### **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 LIVERY FEES AT BURCHFIELD COUNTY PARK**

WHEREAS, the Ingham County Board of Commissioners authorizes a livery fee be implemented at Burchfield County Park; and

WHEREAS, park staff and the Park Commission recommend fees for livery services provided by canoe/kayak livery for profit businesses.

THEREFORE BE IT RESOLVED, that effective upon passage of this resolution by the Ingham County Board of Commissioners an annual livery fee is established at Burchfield County Park in the amount of \$1,000 for the use of Burchfield Park facilities by for-profit canoe/kayak liveries.

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



**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** March 23, 2021  
**SUBJECT:** Contract with Salebien Trucking and Excavating Inc.  
For the meeting agenda of 4/5/21 Human Services and 4/7/21 Finance

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**BACKGROUND**

The Purchasing Department solicited proposals from qualified and experienced demolition vendors for the purpose of entering into a contract for the demolition and legal disposal of a house at Lake Lansing South County Park. The bids were evaluated by the Purchasing Department and it is their recommendation, with the concurrence of Parks Department staff, to award the contract to Salebien Trucking and Excavating Inc. for the base bid \$27,500.

**ALTERNATIVES**

The condition of the house has deteriorated to the point where the cost to repair it exceeds what we would be willing to put into it to maintain it as a rental option. The Park Commission approved this approach. The demolition would create more green space within the park for other types of recreation and facilities.

**FINANCIAL IMPACT**

There are funds available in line item 208-75200-976000-20P01 as detailed below:

<b>Project</b>	<b>Beginning Allocation</b>	<b>Current Balance</b>	<b>Requested Amount</b>	<b>Remaining Balance</b>
Lake Lansing South Rental House Demolition #20P01	\$20,000	\$18,150	\$18,150	\$0

The remainder of the cost in the amount of \$9,350 will come from the Parks Department 208 fund balance.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

The Ingham County Park Commission supported this resolution at their March 22, 2021 meeting.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with Salebien Trucking and Excavating Inc.

## Agenda Item 11e

TO: Timothy Morgan, Parks Director

FROM: James Hudgins, Director of Purchasing

DATE: February 19, 2021

RE: Memorandum of Performance for RFP No. 1-21 Lake Lansing South County Park Rental House Demolition and Disposal Services

Per your request, the Purchasing Department sought proposals from qualified and experienced demolition vendors for the purpose of entering into a contract for the demolition and legal disposal of a house at Lake Lansing South County Park.

Vendor shall comply with Michigan Occupational Safety and Health Administration, Occupational Safety and Health Administration, Environmental Protection Act and Asbestos Hazard Emergency Response Act.

Debris shall be disposed of in a manner acceptable by the Michigan Department of Environmental Quality for Solid Waste Management and all other applicable governmental regulating agencies. Materials are to be re-used and/or recycled as much as possible instead of deposited into a landfill.

The scope of work includes, but is not limited to, obtaining all necessary licenses and permits, providing all necessary labor and equipment, fencing, barricading, dust control, in addition to submitting all waste manifest and landfill receipts for all debris and material.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	66	21
Vendors responding	3	0

A summary of the vendors' costs:

Vendor Name	Local Pref	Total Bid
Salebien Trucking and Excavating Inc.	No, Dundee, MI	\$27,500.00
Bolle Contracting	No, St. Clare, MI	\$30,860.00
MKC Group Inc.	No, Bay City, MI	\$68,777.00

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

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

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

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH SALEBIEN TRUCKING  
AND EXCAVATING INC.**

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced demolition vendors for the purpose of entering into a contract for the demolition and legal disposal of a house at Lake Lansing South County Park; and

WHEREAS, the County desires for the materials to be reused and/or recycled as much as possible instead of deposited into a landfill; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Salebien Trucking and Excavating Inc.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Salebien Trucking and Excavating Inc. for the base bid in the amount not to exceed \$27,500 for the demolition and legal disposal of a house at Lake Lansing South County Park.

BE IT FURTHER RESOLVED, that this agreement shall be effective the date of execution through May 28, 2021.

BE IT FURTHER RESOLVED, there is \$18,150 is available in line item 208-75200-976000-20P01 for the project.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer up to \$9,350 from the Parks Department fund balance to cover the remainder of the cost of the project.

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

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** March 23, 2021  
**SUBJECT:** Amendment to the City of Lansing Agreement TR085  
For the meeting agenda of 4/5/21 Human Services and 4/7/21 Finance

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**BACKGROUND**

Ingham County Board of Commissioners Resolution #20-028 authorized entering into a contract with the City of Lansing to fund Agreement TR085- Friends of the Lansing Regional Trails (FLRT) Volunteer Trail Ambassador. FLRT is requesting an amendment to this Agreement for an additional \$20,000 for funding the position from July 1, 2021 to June 30, 2022 as detailed in Exhibit A.

**ALTERNATIVES**

The Park Commission approved this approach at their March 22, 2021 meeting.

**FINANCIAL IMPACT**

The financial impact from this request will be an additional \$20,000 from the Trails and Parks Millage Fund balance.

<b>Project</b>	<b>Line Item Project #</b>	<b>Beginning Allocation</b>	<b>Requested Additional Amount</b>	<b>Overall 2021-2026 Available (Total collected less expend/encumbered/and forecasted)</b>
Volunteer Trail Ambassador	TR085	\$15,000	\$20,000	\$6,798,215.27

The full detailed report of the trails and park millage project status is available online:  
[http://parks.ingham.org/trails\\_and\\_parks\\_millage/awards.php](http://parks.ingham.org/trails_and_parks_millage/awards.php).

If applicable, we would request funding from the American Rescue Plan Dollars.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

See attached letter from the Friends of the Lansing Regional Trails– Exhibit A.

If applicable, we would request funding from the American Rescue Plan Dollars.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the resolution authorizing an amendment to the Agreement with the City of Lansing.

## Exhibit A

Ingham County Board of Commissioners  
Ingham County Parks Commission  
Attn: Tim Morgan, Nicole Wallace  
Re: Friends of the Lansing Regional Trails  
Trail Ambassador Agreement Amendment

Dear Mr. Morgan and Ms. Wallace,

The Friends of the Lansing Regional Trails requests an amendment to contract #TR085, for additional funding to help FLRT support the Trail Ambassador position. Ingham County has helped FLRT support this position throughout the first 5 rounds of trail funding. FLRT did not apply for funding in round 6. We at FLRT felt we could support this Trail Ambassador position ourselves through advertising revenue derived from the signage program. Due the slower than expected rollout of the signage project, this advertising program and the revenue that we projected to earn has been extremely limited. And the covid pandemic has negatively impacted fundraising. We still believe that FLRT will eventually be able to support the great work of our Trail Ambassador program as the pandemic recedes.

FLRT hereby requests \$20,000 to fund the Trail Ambassador program for the period starting July 1, 2021 to June 30, 2022, which represents the time frame covered by the 6<sup>th</sup> round of funding.

Our Trail Ambassador program benefits the entire countywide trail system in many ways. Regular trail cleanups beautify the trails and encourage volunteers to participate with us. Newsletters and social media campaigns coordinated by the Trail Ambassador promote trail awareness and build support in the community for our trails. Events coordinated by the Trail Ambassador bring out participation from all over the County and are extremely popular. FLRT and the Trail Ambassador helped pass the millage renewal in 2020.

We at FLRT are very grateful for all the support Ingham County has shown us in the past. We hope you continue this support through the pandemic.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul Brogan". The signature is fluid and cursive, with a large initial "P" and "B".

Paul Brogan

President

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE CITY OF LANSING  
TRAILS AND PARKS MILLAGE AGREEMENT TR085**

WHEREAS, Board of Commissioners Resolution #20-028 authorized entering into a contract with the City of Lansing for Agreement TR085 Friends of the Lansing Regional Trails (FLRT) Volunteer Trail Ambassador; and

WHEREAS, FLRT is requesting an amendment to Agreement TR085 for additional funding in the amount of \$20,000 for the time period from July 1, 2021 to June 30, 2022.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an Amendment to Agreement TR085 Friends of the Lansing Regional Trails Volunteer Trail Ambassador with the City of Lansing for additional funding in the amount of \$20,000 from the Trails and Parks Millage fund balance for the time period from July 1, 2021 to June 30, 2022.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$20,000 from the Trails and Parks Millage fund balance into line item 228-62800-967000-TR085.

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

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** March 23, 2021  
**SUBJECT:** Contract with Soldan's Feeds and Pet Supplies, Inc.  
For the meeting agenda of 4/5/21 Human Services and 4/7/21 Finance

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**BACKGROUND**

A contract with Soldan's Feeds and Pet Supplies, Inc. was approved by a short form which authorizes them to sell fob cards for access to Soldan Dog Park at its local stores. The current contract expires May 1, 2021. This request is to extend the contract five (5) more years, with an option to renew for an additional three (3) years at the expiration of the five year contract.

**ALTERNATIVES**

Patrons would have less locations to purchase fobs and this could reduce revenue.

**FINANCIAL IMPACT**

There is no payment to Soldan's Feeds and Pet Supplies, Inc. for this service. The money collected for the FOBs is paid back to the county.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

The Ingham County Park Commission supported this resolution at their March 22, 2021 meeting.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing the contract with Soldan's Feeds and Pet Supplies, Inc.



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH SOLDAN'S FEEDS AND  
PET SUPPLIES INC. FOR SELLING FOBS FOR THE SOLDAN DOG PARK**

WHEREAS, the County operates Soldan Dog Park in the City of Lansing and sells passes known as fob cards that allow registered guests to access the Dog Park; and

WHEREAS, the Contractor has indicated a desire and a willingness to sell fob cards for access to Soldan Dog Park at its local stores.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an Agreement with Soldan's Feeds and Pet Supplies Inc. for selling fob cards to Soldan Dog Park.

BE IT FURTHER RESOLVED, that the term of this Agreement shall continue for a period of five (5) years, through the 1<sup>st</sup> of May, 2026 at which this Agreement shall terminate, unless the County exercises the option to renew this Agreement for an optional additional three (3) years.

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: County Services Committee  
Finance Committee  
Ingham County Board of Commissioners

FROM: William E. Fowler, Director  
Equalization/Tax Mapping Department

DATE: March 18, 2021

RE: **RESOLUTION TO AUTHORIZE THE POSTING AND FUNDING OF THE  
DEPUTY EQUALIZATION DIRECTOR POSITION WITHIN THE INGHAM  
COUNTY EQUALIZATION/TAX MAPPING DEPARTMENT**

Attached please find the resolution approving and authorizing the posting of the Deputy Equalization Director position within the Equalization/Tax Mapping Department. The Department's 2021 budget was reduced with the understanding that if qualified candidates were identified, the funding would be restored with funds from the 2021 contingency account to cover the necessary salary and benefits.

Respectfully,

Introduced by the County Services and Finance Committees:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE POSTING AND FUNDING OF THE  
DEPUTY EQUALIZATION DIRECTOR POSITION WITHIN THE INGHAM COUNTY  
EQUALIZATION/TAX MAPPING DEPARTMENT**

WHEREAS, the position of Deputy Equalization Director (ICEA County Pro 08) within the Ingham County Equalization/Tax Mapping Department has been vacant since July 19, 2019 due to the retirement of the former Deputy Equalization Director; and

WHEREAS, for fiscal year 2021 the position still remains within the organizational structure of the Ingham County Equalization/Tax Mapping Department; and

WHEREAS, for fiscal year 2021 the allocated budgetary funding for salary and benefits for the deputy director position was removed from the Ingham County Equalization/Tax Mapping Department's budget as adopted by the Ingham County Board of Commissioners; and

WHEREAS, based upon expressed interests of qualified potential candidates, it is the desire of the Director of the Ingham County Equalization/Tax Mapping Department that the position of Deputy Equalization Director be posted pursuant to established policies and procedures to secure possible internal and possible external candidate applications for employment; and

WHEREAS, the long-term annual cost of the position is approximately \$125,000, and, if the position were to be filled by May 1, 2021, the 2021 cost would be up to \$85,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the re-instatement of the Deputy Equalization Director position (Position #225002) to the 2021 fiscal year budget for the Ingham County Equalization/Tax Mapping Department and that up to \$85,000 be transferred from the 2021 contingency account to fund all salary and benefits for this position.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves and directs the Director of the Ingham County Equalization/Tax Mapping Department and the Director of the Ingham County Department of Human Resources to post the vacant position of Deputy Equalization Director in accordance with its policies and procedures to secure and entertain possible internal and possible external candidate applications for employment.

BE IT FURTHER RESOLVED, that the County Controller/Administrator is authorized to make any necessary adjustments to the 2021 Budget and position allocation list consistent with this resolution.

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

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

**DATE:** March 23, 2021

**SUBJECT:** Proposed Resolution to Enter into a 2<sup>nd</sup> Party Agreement with MEDC and a 3<sup>rd</sup> Party Agreement with the City of Lansing for the Forest Road and Collins Road Infrastructure Improvements Project

For the Meeting Agendas of April 6, 7, and 13

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### **BACKGROUND**

McLaren of Greater Lansing is consolidating its two locations in Lansing (Greenlawn Campus and Pennsylvania Campus) into one location at the southwest corner of Collins Road and Forest Road in Lansing. Construction of the medical campus is scheduled to be completed in late 2021 with a move scheduled for early 2022. Prior to the start of construction, McLaren hired a traffic consultant to prepare a study to look at operational issues on the roadways surrounding the new location. Several issues were identified including traffic signal timing changes, freeway ramp improvements, the need for a center turn lane on Forest Road and improvements to the Collins/Forest intersection.

The City of Lansing and McLaren, working with Tri-County Regional Planning Commission and the State of Michigan, were able to secure multiple funding sources to address roadway issues on the Forest Road and Collins Road corridors. Based on the funding sources, the work is broken into two projects.

One phase of the project will use CMAQ/TAP funding allocated to the City of Lansing. No involvement from the Ingham County Road Department or Ingham County is necessary for this funding source.

The second phase of the project is using funding from the Michigan Economic Development Corporation (MEDC) in the amount of \$1.7 million from the fiscal year 2021 state appropriations bill to construct a center turn lane on Forest Road in front of the McLaren campus and a roundabout at the intersection of Forest Road and Collins Road. Based on the way the appropriations bill was written, Ingham County is the recipient of the funding for the improvements to Forest Road and Collins Road as described above.

Since these portions of Forest Road and Collins Road are under the jurisdiction of the City of Lansing, in order for construction of these improvements to occur, Ingham County would need to enter into the grant agreement with MEDC. Additionally, an agreement between Ingham County and the City of Lansing is needed to reimburse the City of Lansing for construction expenditures. The funding from the MEDC would be paid to the Ingham County Road Department in a lump sum amount and then the City of Lansing would be reimbursed for eligible construction costs, based upon evidence of expenditures submitted to the Road Department. There is no local match for this grant funding for the City of Lansing, the Ingham County Road Department, or Ingham County. The designated agent from the Road Department to administer the project will be Kelly R. Jones, County Highway Engineer.

The City of Lansing has prepared all necessary plans and specifications to bid the project according to the Michigan Department of Transportation standards. Prior to bid advertisement, the Road Department will be provided the opportunity to review the bid documents. Construction is expected to occur during the 2021 construction season.

### **ALTERNATIVES**

If Ingham County elects to not accept the grant on behalf of the City of Lansing, the \$1.7 million funding source would be forfeited and the work proposed for Forest Road and Collins Road would not be completed.

### **FINANCIAL IMPACT**

This is a City of Lansing project, where Ingham County is only acting as the grant recipient for the funding from the MEDC. The City of Lansing has paid for all design engineering to date and will pay for the construction engineering costs associated with the project. The Road Department's role will be to receive the lump sum funding amount from the MEDC, submit any necessary documentation to the MDEC as required, and reimburse the City of Lansing for construction costs based on provided evidence of expenditures.

Minimal financial impact will be realized by the Road Department. Typically in these types of situations, the 3<sup>rd</sup> party agreement would include a flat \$5,000 fee to cover expenses incurred by the Road Department on behalf of the City of Lansing to administer the project with the MEDC.

### **OTHER CONSIDERATIONS**

N/A

### **RECOMMENDATION**

Based on the information provided, I respectfully recommend approval of the attached resolution to enter into a 2<sup>nd</sup> party agreement with the MEDC and a 3<sup>rd</sup> party agreement with the City of Lansing for the work proposed at the Forest Road and Collins Road intersection.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A SECOND PARTY AGREEMENT WITH MEDC AND A  
THIRD PARTY AGREEMENT WITH THE CITY OF LANSING FOR THE FOREST ROAD AND  
COLLINS ROAD INFRASTRUCTURE IMPROVEMENTS PROJECT**

WHEREAS, McLaren Hospital is constructing a new medical campus at the southwest corner of Forest Road and Collins Road; and

WHEREAS, the traffic study prepared for this new facility recommended improvements to roadways in the vicinity of the medical campus; and

WHEREAS, the improvements include the addition of a center turn lane on Forest Road in front of the McLaren campus and a roundabout at the intersection of Forest Road and Collins Road; and

WHEREAS, the improvements identified within the traffic study are for roadways under jurisdiction of the City of Lansing; and

WHEREAS, funding for these improvements, in the amount of \$1.7 million, was provided by the Michigan Economic Development Corporation (MEDC); and

WHEREAS, Ingham County is the designated grant recipient on behalf of the City of Lansing for these funds based on the language of the fiscal year 2021 state appropriations bill; and

WHEREAS, no local funding from the City of Lansing, Ingham County Road Department, or Ingham County is required to match this state funding; and

WHEREAS, the City of Lansing has requested that Ingham County enter into an agreement with the MEDC to receive these funds; and

WHEREAS, the City of Lansing has requested that Ingham County enter into an agreement with the City of Lansing to allow the City to oversee the construction project; and

WHEREAS, the City of Lansing will prepare all documentation and submittals required by MEDC as detailed in the grant agreement; and

WHEREAS, Ingham County will administer the grant funds and reimburse the City of Lansing for grant eligible expenditures after review of documentation; and

WHEREAS, Kelly R. Jones, the County Highway Engineer for the Ingham County Road Department, will act as the agent on behalf of this project; and

WHEREAS, the Ingham County Road Department and the City of Lansing agree that the City will administer the construction engineering portion of the project, and will pay any and all local match costs incurred by the project, plus \$5,000 for project administration and oversight provided by the Ingham County Road Department.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners approves acceptance of the grant and authorizes an agreement with the Michigan Economic Development Corporation in the amount of \$1.7 million for the Forest Road and Collins Road Infrastructure Improvements Project on behalf of the City of Lansing.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a third party agreement with the City of Lansing that allows the City to oversee the roadway improvements and be reimbursed for grant eligible expenditures by the Ingham County 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.

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Teri Morton, Deputy Controller  
**DATE:** March 25, 2021  
**SUBJECT:** Resolution Authorizing a Contract with the Cardinal Group II to Assist in the Selection Process for the 9-1-1 Central Dispatch Center Director

For the meeting agendas of April 1 and 7

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### **BACKGROUND**

The position of 9-1-1 Central Dispatch Director is currently vacant. The Controller's Office is recommending contracting with the Cardinal Group II to assist in the selection process of a new Director. This position is critically important to the successful operation of the 9-1-1 Central Dispatch Center. Ingham County and the Center have an established relationship with the Cardinal Group II and they are familiar with Center operations and staffing issues.

Two options were presented by the Cardinal Group II. The detailed proposal is attached. The contract provides for a competency based interview design and implementation, trained assessors, post event reporting, and an option for a competency based assessment center design and implementation, including three role players.

### **ALTERNATIVES**

The County could use its traditional interview based selection process. This may result in a successful candidate, but research has shown that assessment centers and competency-based interviews have a greater chance of identifying the best candidate.

### **FINANCIAL IMPACT**

Of the two options presented, the option recommended by the Controller's Office, and included in the proposed resolution, is for \$20,700. Understanding that this is a large expense, an alternate proposal of \$10,350 is also presented. This proposal would eliminate the assessment center portion of the proposal, but maintain the competency-based interview and trained assessors. The lower cost option would also be a valuable improvement to our current process, but the Controller's Office considers the greater expense to be worth the investment in order to identify the best candidate. Funds are available in the 9-1-1 Fund for this expense.

### **OTHER CONSIDERATIONS**

While previous Directors of the 9-1-1 Center have each had their areas of strength, neither was able to provide the necessary leadership to support and motivate staff or ensure a healthy climate at the Center. It is hoped that a more robust selection process will identify a candidate who can meet these expectations.

### **RECOMMENDATION**

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



**Proposal**  
***Conduct Selection Process***  
***Director 9-1-1 Central Dispatch***  
***Center***

**Prepared for**

***Ingham County Administration***

**Submitted by The Cardinal Group II**  
PO Box 130718, Green Rd.  
Ann Arbor, MI 48107

March 25, 2021



**ABOUT THE CARDINAL GROUP II**

Founded in 2015, The Cardinal Group II offers professional development consulting and training curricula development covering topics including executive leadership, communications training program design and interpersonal communications for police service professionals.

The Cardinal Group II brings an innovative approach to training design and delivery by incorporating its “Ultimate Outcomes” philosophy, allowing forward-thinking organizations to maximize their effectiveness by deliberately targeting specific behavioral changes of its employees. These behavioral changes translate into enhanced performance, higher quality interactions and achievement of organizational goals.

The Cardinal Group II is comprised of public safety professionals, curriculum design experts, and research partners in a variety of fields and disciplines.

**ABOUT JERRY L. CLAYTON, CEO**

Jerry L Clayton is a 30-year criminal justice professional with experience in police service, corrections and special weapons and tactics. Jerry has provided training, consulting and subject matter services to a wide array of public and private sector clients. Jerry has leveraged his experience and training to deliver progressive instruction to his clients based on an “Ultimate Outcomes” philosophy.

**ABOUT J. ERIC WADDELL, CLO**

J. Eric Waddell is a 20-year public safety professional specializing in public safety communications, training curricula design and instructor development. Eric has designed adult learning-based courses for police service professionals, public safety dispatchers, corrections officers and other government agencies. In addition to curricula development, Eric is a frequent presenter at the Michigan APCO and NENA conferences covering topics ranging from interpersonal communications to effective leadership.

## **SERVICE REQUEST**

Ingham County Administration is seeking to hire a new Director of the Ingham County 911 Central Dispatch Center. Currently the position is filled on an interim basis by a member of the Dispatch Center administration staff.

Ingham County Administration has indicated a preference for conducting a competency-based assessment center (CBAC) process for evaluation of candidates and selection of final candidates for consideration for an offer of employment.

## **PROPOSED STRATEGY**

We propose the utilization of a Competency-Based Assessment Center (CBAC) for the selection of the next 911 Director. An assessment center is a tool for making personnel decisions, including the selections, promotion, and transfers. A team of individuals, including key stakeholders, personnel experts, and others impacted by the agency, can make up the center. The team employs numerous assessment activities to help them recommend a personnel action. The activities help them analyze the knowledge, skills, abilities and associated competencies the employee may have to successfully perform the job. For purposes of a CBAC, we define competencies as a group of related behaviors, which when demonstrated by a candidate, and observed by an assessor, indicates competence in a particular aspect of the target job.

## **ASSESSMENT CENTER CONSTRUCT**

TCG2 will develop assessment center activities and procedures that have a content and construct valid relationship with the results of our job analysis and identification of core competencies. Content validity refers to activities selected from the potential types of actual activities that the 911 Director will perform. By comparison, construct validity relates to the underlying skills, knowledge, abilities, behavior, and traits the 911 Director needs to perform the critical or important aspects of their job.

- Based on information gathered from key stakeholders, TCG2 will work with County Administration and conduct a job analysis identifying job related performance expectations and key characteristics, such as the ability to analyze particular problems or build relationships with a variety of constituencies. TCG2 will design activities that can measure behaviors indicating competence in the identified skills and abilities areas related to the job of 911 Director.
- Utilizing the County-approved job description and information gathered from key stakeholders regarding performance expectations, TCG2 will recommend a set of core competencies and develop the competency framework that will be used to establish the evaluation criteria used during the CBAC.
- In collaboration with County Administration, TCG2 will establish scoring criteria based on the following: core competency prioritization, activity weighting, and final candidate banding labels.

## **PROPOSED APPROACH AND ACTIVITIES**

TCG2 will design and proctor a full day assessment center incorporating the following activities:

- Pre-Session assignment and follow-up stakeholder interview
- Interactive scenarios designed to place each candidate in a position to demonstrate strengths or weaknesses in the core competencies.
- Competency-Based Interview: structured interview, with panelists asking questions and scoring answers based on behavioral indicator-based criteria.

**Candidate Briefing** - TCG2 will meet with candidates and explain the assessment process, what they can expect during the assessment process, as well as the rating methods. We will also provide the candidates an opportunity to ask any questions they may have about the Center.

**Assessment Center Management** - During the CBAC, TCG2 staff will be available to answer questions and direct all activities, ensure that all participants (candidates, assessors, role-players) have all required materials/supplies and information and are in the correct locations at the correct times.

**Assessor Scoring** - Upon completion of the Center activities each assessor will compile a score for each of the candidates based on their performance during the assessment exercises. After each assessor has completed their individual scoring, all assessors will meet during an Integration Session to discuss their ratings and to achieve a consensus score for each candidate.

**Candidate Ranking** - After reaching a consensus on each score, TCG2 will rank the candidates by converting the values into percentage ratings. By transforming the scores into percentages, TCG2 can factor in the relative weight for the assessment center score into the candidates' overall evaluation scores, including the pre-session assignment and key stakeholder interview ratings. TCG2 will evaluate candidates against the clearly defined standards established in consultation with Ingham County Administration and not against each other.

**Narrative Report** - TCG2 will compose a narrative report detailing candidates' behavior and responses during the activities, and other appropriate characteristics observed during the assessment. The CBAC Narrative Report will assist Ingham County Administration in understanding the reasons for the scores each candidate received.

**Debrief Candidates (optional for external)** - TCG2 will provide an opportunity for candidates to voluntarily talk to the assessors and receive feedback on their performances and reasons for their scores. This discussion of strengths and weaknesses not only informs candidates why they placed where they did but allows them to use the feedback to capitalize on their strengths and improve their weaknesses. For internal candidates who have an interest, the session proves beneficial for their career development.

## SERVICE DELIVERY OPTIONS

The Cardinal Group II offers two proposed options for consideration:

	OPTION 1	OPTION 2
	Competency Based Assessment Center & Competency Based Interview Model <sup>1</sup>	Competency Based Interview Model
Competency Based Interview Design & Implementation	Yes	Yes
Competency Based Assessment Center Design & Implementation	Yes	No
Trained Assessors	Yes (3)	Yes (3)
Trained Role Players	Yes (3)	No
Administrative Support Staff	Yes (3)	Yes (2)
Post Event Reporting	Yes	Yes
<b>Total Cost</b>	<b>\$20,700.00*</b>	<b>\$10,350.00*</b>

<sup>1</sup> While there is no such thing as a flawless selection process. Research has found that Assessment Centers identify the best candidate approximately 65% of the time compared to traditional interviews which identify the best candidate 19% of the time. This meta-analysis was completed by Mike Smith from UMIST, based on the findings of Hunter, J E and Hunter R (1984), 'Validity and utility of alternate predictors of job performance', Psychological Bulletin, 96, 72-8. Two other studies gave validities of 0.41 and 0.37 for Assessment Centres (see Gaugler, BB et al. (1987), 'Meta-analysis of Assessment Centre validity', Journal of Applied Psychology, monograph; and Schmidt N, et al. 'Meta-analysis of validity studies published between 1964 and 1982 and the investigation of study characteristics', Personnel Psychology, 37, 407-22).

\*These fees are reflective of our public safety/government reduced rates and in recognition of our longstanding relationship with Ingham County Government.

## SERVICE DELIVERY FEES

The Cardinal Group II proposes an all-inclusive cost (includes travel, and per diem for TCGII staff) for services provided in this proposal. Cost of the engagement is dependent on the option selected by the Ingham County Administration. TCGII will submit a single invoice upon submittal and acceptance of the CBAC Final Report by Ingham County Administration.

### OPTION 1: PROPOSED FEES

ACTIVITY	HOURS	COST
CBAC Design <sup>2</sup>	32	\$4,800.00
CBAC <sup>3</sup>	96	\$14,400.00
Post Event Reporting <sup>4</sup>	10	\$1,500.00
Total Fees		\$ 20,700.00

### OPTION 2: PROPOSED FEES

ACTIVITY	HOURS	COST
CBI Design <sup>5</sup>	20	\$3,000.00
CBI <sup>6</sup>	44	\$6,600.00
Post Event Reporting <sup>7</sup>	5	\$750.00
Total Fees		\$ 10,350.00

<sup>2</sup> **CBAC Design** - Interviewing stakeholders, reviewing job descriptions, identifying core competencies, developing competency frameworks, developing competency-based questions, weighing assessment center activities, developing pre-session assignments and interview questions, AC scenario development, developing CBAC event schedule and agenda, hiring and preparing role players and assessors.

<sup>3</sup> **CBAC** - Full day assessment center requires a minimum 12-hour commitment for 3 TCG2 staff and at least 10 hours for a minimum of 3 assessors and role players.

<sup>4</sup> **Post Event Reporting** - Compile scores, candidate narratives, event narrative, provide candidate debriefing, provide briefing for Ingham County Administration.

<sup>5</sup> **CBI Design** - Interviewing stakeholders, reviewing job descriptions, identifying core competencies, developing competency frameworks, developing competency-based questions, developing pre-session assignments and interview questions, weighing competency interview questions, developing CB Interview schedule and agenda, hiring and preparing interview assessors.

<sup>6</sup> **CBI** - Full day competency interview process requires a minimum 12-hour commitment for 2 TCG2 staff and at least 10 hours for a minimum of 3 assessors.

<sup>7</sup> **Post Event Reporting** - Compile scores, candidate narratives, event narrative, provide candidate debriefing, provide briefing for Ingham County Administration.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT WITH THE CARDINAL GROUP II TO ASSIST IN  
THE SELECTION PROCESS FOR THE 9-1-1 CENTRAL DISPATCH CENTER DIRECTOR**

WHEREAS, the 9-1-1 Central Dispatch Center Director Position is currently vacant; and

WHEREAS, the selection of the best candidate is critical to ensuring the successful operation of the 9-1-1 Central Dispatch Center; and

WHEREAS, the Controller's Office is recommending the development of a more thorough and focused selection process, utilizing competency-based selection criteria and trained assessors; and

WHEREAS, Ingham County has an established relationship with the Cardinal Group II, and they are familiar with the operations and staffing issues at the Center.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract with the Cardinal Group II to assist in the selection process for the 9-1-1 Central Dispatch Director for a cost not to exceed \$20,700.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to increase the budgeted use of fund balance and the contractual services line item in the 9-1-1 fund up to \$20,700 for this expense.

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

## Agenda Item 14b

**TO:** Board of Commissioners, County Services and Finance Committees  
**FROM:** Gregg Todd, Controller  
**DATE:** March 15, 2021  
**SUBJECT:** Discussion: American Rescue Plan Act of 2021 Proposals  
For the April 6, 7 Meetings

The American Rescue Plan Act of 2021 (ARP) provides funding to units of local government to: *mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (COVID-19)*. Ingham County is to receive \$56.7 million (estimate) in funding from the ARPA (cities and townships will receive separate funds).

The existing guidelines in the ARPA are as follows:

- 1) **Funding Disbursement** – First Tranche (50%) within 60 days of bill enactment. Second Tranche (50%) not earlier than 12 months after the date of First Tranche payment.
- 2) **Use of Funds Deadline** – December 31, 2024.
- 3) **Eligibility** –
  - a. To respond to the public health emergency with respect to COVID-19 or its negative economic impacts, including assistance to households, small businesses, or aid to impacted industries such as tourism, travel, and hospitality;
  - b. To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers\* that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;
  - c. For the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency;
  - d. To make necessary investments in water, sewer, or broadband infrastructure.
  - e. Pension Funds contributions are specially identified as not eligible.
- 4) **Transfer Authority** – funds may be transferred to private nonprofit organizations, a public benefit corporation involved in the transportation of passengers or cargo, or a special-purpose unit of State or local government.
- 5) **Reporting** – provide to Treasury Secretary periodic reports providing a detailed accounting of the uses including such other information as the Secretary may require.
- 6) **Recoupment** – failure to comply with requirements shall require repayment in amount equal to amount of funds used in violation to requirements.
- 7) **Regulations** – The Treasury Secretary shall have the authority to issue such regulations as may be necessary or appropriate.

Please see attached spreadsheet of proposed funding options for the ARP funds. While the federal regulations have not been finalized, these proposals fit within the eligibility categories listed above.



American Rescue Plan Funding Proposals March 25, 2021

<b>Revenue</b>		
<b>Tranche 1 May 2021 - May 2022</b>	<b>\$</b>	<b>28,355,172</b>
<b>Expense</b>		
Premium Pay Benefit	\$ 2,100,000	Work share pay for non-eligible essential workers during COVID and premium pay for other essential non-remote working employees
IT Upgrades for Remote Work/Connectivity	\$ 250,000	Upgrades/Wireless at Park facilities, Fairground, other remote facilities
Health Department	\$ 2,691,000	Expanded vaccination clinics, mobile vaccination/testing, contact tracing
Small Business Rescue Grants	\$ 11,000,000	Administered by LEAP (includes Overhead/Administration)
Assistance to Residents	\$ 6,500,000	Administered by Capital Area Community Services; debt counseling, direct aid, behavioral health services, etc. (includes Overhead/Administration)
Mortgage Assistance	\$ 1,000,000	Administered by Capital Area Housing Partners (includes Overhead/Administration)
Property Tax Forbearance (2020 delinquent taxes)	\$ 1,500,000	Administered by Treasury Office
Tourism/Travel/Hospitality	\$ 1,400,000	Direct payment to GLCVC lost revenue due to COVID
Scholarship Program	\$ 500,000	Focus on low income in layoff susceptible professions
Marketing	\$ 300,000	Promote Ingham County
Additional Staffing (2 full time)	\$ 140,000	Finance Dept/Treasury
<b>Total Tranche 1 Expense</b>	<b>\$</b>	<b>27,381,000</b>
<b>Tranche 1 Net</b>	<b>\$</b>	<b>974,172</b>
<b>Revenue</b>		
<b>Tranche 2 May 2022 - Dec 2024</b>	<b>\$</b>	<b>28,355,172</b>
<b>Expense</b>		
Revenue Reimbursement	\$ 7,000,000	Lost revenue for years 2020-2021
Housing Trust Fund	\$ 9,000,000	Administered by Land Bank (includes Overhead/Administration)
Property Tax Forbearance (2021 delinquent taxes)	\$ 1,500,000	Administered by Treasury
Sewer/Water/Broadband Revolving Loan Fund	\$ 11,550,000	Partner with townships, cities to address critical water/sewer needs including plant upgrades and homeowner systems
Additional Staffing (same as Tranche 1 for years 2-3)	\$ 280,000	Finance Dept/Treasury
<b>Total Tranche 2 Expense</b>	<b>\$</b>	<b>29,330,000</b>
<b>Tranche 2 Net</b>	<b>\$</b>	<b>(974,828)</b>
<b>ARP Final</b>	<b>\$</b>	<b>(656)</b>