

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 SCHAFFER
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, FEBRUARY 17, 2021 AT 6:00 P.M. THE MEETING WILL BE HELD VIRTUALLY AT <https://ingham.zoom.us/j/89553313795>.

Agenda

Call to Order

Approval of the [February 3, 2021](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Treasurer's Office – Resolution Authorizing [Transfer of a Surplus](#) from the Ingham County Delinquent Tax Revolving Fund to the Ingham County General Fund
2. Circuit Court – Resolution to Amend Contract for [Graphic Sciences, Inc.](#) for Supplies and Packing of Circuit Court Files
3. Circuit Court – Family Division
 - a. Resolution to Authorize a Contract with [Child and Family Charities](#) for Recruiting and Licensing a Foster Home
 - b. Resolution to Authorize a Vehicle Lease Agreement between Ingham County and [Highfields, Inc.](#)
4. Community Corrections – Resolution to Authorize [Revisions](#) to Originally Approved FY 2020-2021 State Funded Community Corrections Program Subcontract Allocations
5. 9-1-1 Dispatch Center – Resolution to Renew the Contract with [911 Solutions](#)
6. Parks Department
 - a. Resolution to Authorize an Amendment to the Agreement with Miller's American Rentals dba [American Rentals, Inc.](#) to Provide Sanitation Services for the Ingham County Parks Department and Ingham County Fairgrounds
 - b. Resolution to Authorize Use of the Parks General Fund Balance for a Mountain Bike [Skills Park](#) at Burchfield Park
 - c. Resolution to Authorize an Amendment to the Contract with [F.D. Hayes](#) for a Generator System at Burchfield Park
 - d. Resolution to Approve the Application Form, Scoring Criteria for the Trails and Parks Millage, and Declaring that a Seventh Round of [Applications](#) for the Trails and Parks Millage Funds will be Taken Beginning March 1, 2021
 - e. Resolution to Authorize an Amendment to the Contract with [Spicer Group, Inc.](#) to Provide Consulting Services for a Phase II Feasibility Study for the Holt to Mason Trail Project

7. Health Department
 - a. Resolution to Authorize an Agreement for 0.1 FTE Psychiatry Services with [Dr. Afiah Arshan](#)
 - b. Resolution to Authorize Agreement with [Azara Healthcare, LLC](#) for UDS Quality Improvement
 - c. Resolution to Authorize an Agreement with [Linkedin Learning](#)
 - d. Resolution to Amend the FY2021 Contract with [Mid-State Health Network](#)
 - e. Resolution to Authorize an Agreement with [Turning Corners Consulting](#)
 - f. Resolution to Authorize an Agreement with [MiCHWA](#)
 - g. Resolution to Amend Resolution #19-159 for an [Infectious Disease Physician](#) Services Agreement with the College of Osteopathic Medicine at Michigan State University
8. Facilities Department
 - a. Resolution Creating a [Project Manager](#) Position in the Facilities Department
 - b. Resolution to Authorize an Agreement Amendment with [Safety Systems Inc.](#) to Monitor the Two Additional Temperature Sensors at the Human Services Building
 - c. Resolution to Authorize an Agreement with [Wolverine Engineers & Surveyors, Inc.](#) for Architectural and Engineering Services for the Asphalt Surface at the Ingham County Fair Grounds
9. Human Resources Department
 - a. Resolution Authorizing Enrollment in [Davenport University's](#) Certificate of Management Program (Cohort Two)
 - b. Resolution to Authorize [MERS](#) Adoption Agreement Addendums
10. Controller/Administrator – Resolution of Intent to [Authorize Publication of Notice of Intent](#) and to Declare Intent to Reimburse

Announcements
Public Comment
Adjournment

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

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

FINANCE COMMITTEE
February 3, 2021
Draft Minutes

The meeting was called to order by Chairperson Grebner at 6:03 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: Michael Townsend, Teri Morton, Jared Cypher, Richard Terrill, Deb Fett, Bill Fowler, Aimee Eisen, Eric Thelen, Mike Cheltenham, Judith Kindel, Stacy Byers, and Michael Tanis.

Approval of January 20, 2021 Minutes

CHAIRPERSON GREBNER STATED THAT, WITHOUT OBJECTION, THE MINUTES OF THE JANUARY 20, 2021 FINANCE COMMITTEE MEETING WERE APPROVED AS WRITTEN.

Additions to the Agenda

None.

Limited Public Comment

None.

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

1. Sheriff's Office – Resolution to Accept Grant Funds from the Michigan Commission on Law Enforcement Standards Michigan Justice Training Fund for the 2021 Capital Area Emergency Vehicle Operations Training Program
2. Prosecuting Attorney's Office – Resolution to Authorize Work Study Agreement between the Ingham County Prosecutor's Office and the Michigan State University College of Law
3. Facilities Department – Resolution to Authorize a Purchase Order to Justice Fence Co. for the Security Gate Operator Replacement at the Ingham County Youth Center

4. Health Department
 - a. Resolution Authorize a Michigan Agriculture Environmental Assurance Program (MAEAP) Clean Sweep Program Agreement with the Michigan Department of Agriculture and Rural Development (MDARD)
 - b. Resolution to Authorize Amendment #2 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 Agreement with Graphic Sciences, Inc. for the Transport, Storage, and Retrieval of Health Department Files
6. Financial Services Department – Resolution for Software Management Services with Tyler Technologies
7. Innovation and Technology Department – Resolution to Approve Purchase of Training from Global Knowledge
8. Road Department
 - a. Resolution to Authorize an Engineering Services Contract for the 2021-2022 Bridge Inspection Program
 - b. Resolution to Authorize Boiler & Backflow Inspection Services for the Road Department
 - c. Resolution to Authorize an Engineering Design Services Contract with Fishbeck for the Dietz Road Bridge Project
 - d. Resolution to Authorize Acceptance of the Final Plat of Silverstone Estates Subdivision in Meridian Township; Acceptance of Silverstone Way as a County Public Road; and Authorization of Two Related Road Completion Agreements
 - e. Resolution to Authorize an Engineering Services Contract for As-Needed Signal Modeling and Timing Permit Services for 2021-2022

THE MOTION CARRIED UNANIMOUSLY.

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

5. Farmland and Open Space Preservation Board – Resolution to Approve the Ranking of the 2020 Farmland and Open Space Preservation Programs Application Cycle Ranking and Recommendation to Purchase Permanent Conservation Easement Deeds on the Top Ranked Properties

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

Commissioner Maiville stated that he wanted to disclose that the third-ranked property was next to his in-laws property. He further stated that he knew the people and had a current ag-relationship.

Chairperson Grebner stated that he would be voting against the resolution because he continued to mildly oppose the program. He further stated that he would give a lecture about it next year.

THE MOTION CARRIED. **Yeas:** Tennis, Crenshaw, Polsdofer, Stivers, Schafer, Maiville
Nays: Grebner **Absent:** None

9. Human Resources Department – Resolution to Reorganize the Human Resources Department

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

Commissioner Crenshaw stated that he had concerns about how the reorganization was being done. He further stated that it was being called a reorganization of the department, but it only concerned one division of the department.

Commissioner Crenshaw stated that there were additional costs in personnel being taken out of the Employee Benefit Fund and eventually rolled into the budget for next year. He further stated that he could not support it as it was presented.

Commissioner Tennis stated that he agreed with Commissioner Crenshaw. He further stated that unless he heard compelling reasons on why this needed to be done, he was inclined to vote against.

Commissioner Stivers stated that previously, there was a lot of drama with the department because there was not enough attention being paid to employee benefits. She further stated that she did not want that to happen again.

Commissioner Stivers stated that Commissioner Slaughter asked a number of questions about the reorganization and the County Services Committee received a detailed response. She further stated that this reorganization solved the problems in the department and she found the case compelling.

Commissioner Tennis stated that what Commissioner Stivers said was what he wanted to hear.

Chairperson Grebner stated that the County did not have the ability to give people raises. He further stated that the County had reclassification or reorganization and each had their own rules, and this was a reorganization because it involved more than one position.

Chairperson Grebner stated that he understood the Controller was supportive of the reorganization. He further stated that the County had a formal policy that when the Human Resources Department requested a reclassification or reorganization, it was reviewed by the Controller's Office.

Commissioner Stivers stated that she forwarded the email from the Human Resources Department to the Finance Committee.

THE MOTION CARRIED UNANIMOUSLY.

10. Board of Commissioners – Appointments to the Equalization Subcommittee (*No Material*)

Discussion.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. TENNIS, TO NOMINATE COMMISSIONER MAIVILLE AND COMMISSIONER GREBNER TO THE EQUALIZATION SUBCOMMITTEE.

Teri Morton, Deputy Controller, stated that the appointments did not require a resolution but rather an appointment by the Finance Committee.

Chairperson Grebner stated that 50 years ago, this system was created because townships and cities did a poor job at tax assessing. He further stated that the State of Michigan created an equalization system at the County-level and required the counties to review.

Chairperson Grebner stated that Equalization Department reviewed a sample of the assessments and brought to the Board of Commissioners to correct mistakes. He further stated that they stopped making mistakes 30 years ago, so now the process was meaningless.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

11. Board Referrals

- a. Notice of Public Hearing from Delhi Charter Township Regarding the Application for Industrial Facilities Exemption Certificate by Molded Plastics Industries
- b. Letter from Michigan Department of Treasury State Tax Commission Executive Director David Buick Regarding the Petition for Approval of a Designated Assessor for Ingham County

Chairperson Grebner directed Michael Townsend, Budget Director, to respond to the letter from Michigan Department of Treasury State Tax Commission Executive Director David Buick.

Announcements

Commissioner Tennis stated that he had interned for Mr. Buick in 1990 when he was an inspector at the Michigan Department of Public Health. He further stated that from inspecting schools for asbestos to assessing property values, it was an amazing achievement for Mr. Buick.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:23 p.m.

FEBRUARY 17, 2021 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

1. **Treasurer's Office** – *Resolution Authorizing Transfer of a Surplus from the Ingham County Delinquent Tax Revolving Fund to the Ingham County General Fund*

This resolution will authorize the Ingham County Treasurer to transfer \$1,700,000 from the DTRF to the General Fund for fiscal year 2020.

2. **Circuit Court** – *Resolution to Amend Contract with Graphic Sciences, Inc. for Supplies and Packing of Circuit Court Files*

This resolution will authorize an amendment to the ongoing contract with Graphic Sciences, Inc. by adding \$15,000 to pay for ongoing supplies and packing of Circuit Court files, effective January 1, 2021. The current contract is for a not to exceed sum certain of \$18,856, to pay for supplies, packing, listing and labeling Circuit Court files through June 2023. The contract also provides for an annual budget of \$20,341 for file storage. Circuit Court has continued to close files and has depleted its onsite file storage space, necessitating the increase to the sum certain amount by \$15,000. Funds for this amendment are available within the Court's contractual services account.

See memo for details.

- 3a. **Circuit Court – Family Division** – *Resolution to Authorize a Contract with Child and Family Charities for Recruiting and Licensing a Foster Home*

This resolution will authorize a contract with Child and Family Charities for the purposes of recruiting, licensing, and monitoring a foster home, at a pass through rate not to exceed \$120.00 per day and administrative rate of \$23.10 per day for a total amount not to exceed \$91,154.70 for the contract period of January 1, 2021 through September 30, 2022. The foster home is to be used exclusively for Phoenix Court youth. Phoenix Court is a specialty court to address the needs of youth who have experienced sexual trauma and exploitation by offering services and opportunities to foster healing, resiliency, empowerment, and stability. By establishing a foster home for Phoenix Court youth, the Circuit Court Juvenile Division would be able to accelerate the early return home to the community for these youth. Child and Family Charities recruits, licenses and monitors foster homes for neglect and abuse cases and has agreed to partner with the Juvenile Division to provide these additional services at cost.

See memo for details.

- 3b. **Circuit Court – Family Division** – *Resolution to Authorize a Vehicle Lease Agreement between Ingham County and Highfields, Inc.*

This resolution will authorize a Vehicle Lease Agreement with Highfields Inc., for two transit vans, for the purposes of transporting adjudicated youth to and from the Ingham County Family Center. It is necessary for there to be a Vehicle Lease Agreement in order for Highfields staff to transport adjudicated youth. All vans currently at the Ingham County Family Center have these Vehicle Lease Agreements in place. This is for two new vans, one delivered at the end of January, and one expected to be delivered with the next few weeks.

See memo for details.

4. Community Corrections – Resolution to Authorize Revisions to Originally Approved FY 2020-2021 State Funded Community Corrections Program Subcontract Allocations

This resolution will authorize revisions to the FY 2020-2021 State Funded Community Corrections Program Subcontract Allocations originally approved by Resolution #20-266. Due to the impact of COVID-19 on FY 2019-2020 program utilization, the FY 2020-2021 Michigan Department of Corrections – Office of Community (MDOC-OCC) contract provides the opportunity to revise and re-submit individual program budget allocations. The revisions to the individual program budget allocations are as follows:

- Relapse Prevention and Recovery outpatient treatment provided by CEI-CMH from \$67,898 to \$71,918
- Domestic Violence Intervention Groups provided by Prevention and Training Services from \$24,900 to \$31,903
- Day Reporting services provided by Northwest Initiative – ARRO from \$40,274 to \$40,000
- MRT provided by Prevention and Training Services, Inc. from \$32,082 to \$22,000
- Opioid Specific Program provided by Tri-County Community Adjudication Services (TRI-CAP) from \$29,850 to \$30,000.

See memo for details.

5. 9-1-1 Central Dispatch Center – Resolution to Renew the Contract with 911 Solutions

This resolution will approve the continuation of services from 911Solutions for data services, analysis, and tracking of all required 9-1-1 phone surcharges effective April 1, 2021, to April 1, 2022, for an annual cost of \$22,800. This is to ensure that phone carriers are collecting the correct surcharge amounts and remitting them to the County. The contractor will continue to gather data for 2017 and 2018, run a complete analysis on the data and show statistical trends in the surcharge, follow up with companies regarding any missing or incongruent surcharge reporting and create a four-year statistical report. Funds are available for this contract within the 9-1-1 fund.

6a. Parks Department - Resolution to Authorize an Amendment to the Agreement with Miller's American Rentals dba. American Rentals, Inc. to Provide Sanitation Services for the Ingham County Parks Department and Ingham County Fairgrounds

This resolution authorizes an Amendment to the Agreement with Miller's American Rentals dba. American Rentals, Inc. to provide portable restroom services at various County parks and the Ingham County Fairgrounds for an additional two years providing there are no cost increases during the term of the Agreement.

6b. Parks Department - Resolution to Authorize Use of the Parks General Fund Balance for a Mountain Bike Skills Park at Burchfield Park

This resolution authorizes use of the Parks fund balance in the amount of \$25,000 (\$20,000 for match for the grant and an additional \$5,000 to be used for purchase of mountain bikes and equipment for kids and adults to rent at Burchfield Park in the future).

6c. Parks Department - Resolution to Authorize an Amendment to the Contract with F.D. Hayes for a Generator System at Burchfield Park

This resolution authorizes an amendment to the contract with F.D. Hayes in an amount of \$1,000 for Burchfield Park to provide additional materials and labor for installation of the generator. Funds for this project are included in the Parks Department budget.

6d. Parks Department - Resolution to Approve the Application Form, Scoring Criteria for the Trails and Parks Millage, and Declaring that a Seventh Round of Applications for the Trails and Parks Millage Funds Will Be Taken Beginning March 1, 2021

This resolution authorizes the next round of trails and parks millage applications, and sets the scoring criteria.

6e. Parks Department - Resolution to Authorize an Amendment to the Contract with Spicer Group, Inc. to Provide Consulting Services for a Phase II Feasibility Study for the Holt to Mason Trail Project

This resolution amends the existing contract with Spicer Group to conduct a Phase II Feasibility Study for the Holt to Mason trail project for a total amount not to exceed \$25,000. Funds are available from the Trails and Parks Millage.

7a. Health Department - Resolution to Authorize an Agreement for 0.1 FTE Psychiatry Services with Dr. Afiah Arshan

This resolution authorizes an agreement with Dr. Afiah Arshan for individual outpatient psychiatry services to people living with HIV, effective March 1, 2021 through September 30, 2021 for an amount not to exceed \$24,420. Costs for this agreement will be covered by funds approved as part of the MDHHS Comprehensive Agreement.

7b. Health Department - Resolution to Authorize Agreement with Azara Healthcare, LLC for UDS Quality Improvement

This resolution authorizes an agreement with Azara Healthcare, LLC for Uniform Data Systems (UDS) quality improvement technical assistance effective February 28, 2021 through March 1, 2022, for an amount not to exceed \$6,000. Funding is available through the 2021 Quality Improvement Award.

7c. Health Department - Resolution to Authorize an Agreement with LinkedIn Learning

This resolution authorizes an agreement with LinkedIn Learning, in an amount not to exceed \$5,000 effective March 1, 2021 through February 28, 2022. The training will ensure Ryan White staff are best able to serve their patients. Costs will be covered by Ryan White 340b funds.

7d. Health Department - Resolution to Amend the FY2021 Contract with Mid-State Health Network

This resolution authorizes amending Resolution #20-481 to accept a reduction of grant funds from MSHN and change the amount from \$105,565 to \$96,656.

7e. Health Department - Resolution to Authorize an Agreement with Turning Corners Consulting

This resolution authorizes an amendment to the agreement with Turning Corners Consulting to facilitate 10 support groups aimed at fathers and families in the Region 7 area, effective February 1, 2021 through September 30, 2021 for an amount not to exceed \$22,000. All costs associated with this agreement have been included in the Region 7 Perinatal Collaborative funding approved through Resolution #20-306.

7f. Health Department - Resolution to Authorize an Agreement with MiCHWA

This resolution authorizes an agreement with MiCHWA totaling \$6,500.00 for year one, and a \$1,000.00 annual renewal fee to allow one ICHD staff member to participate in a “Train the Instructor” training, enabling them to train both internal and external CHWs effective January 1, 2021 through December 31, 2021.

7g. Health Department - Resolution to Amend Resolution #19-159 for an Infectious Disease Physician Services Agreement with the College of Osteopathic Medicine at Michigan State University

This resolution authorizes an agreement with MSU COM for 0.40 FTE infectious disease physician services effective January 1, 2021 through December 31, 2022. The financial impact will be \$101,415.54 (2021) and \$103,443.85 (2022). These physician services will be funded through the Comprehensive Agreement with state funds for the HIV Ryan White Part B program.

8a. Facilities Department – Resolution Creating a Project Manager Position in the Facilities Department

This resolution would approve the creation of a Project Manager position in the Facilities Department. 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

See memo for details.

8b. Facilities Department – Resolution to Authorize an Agreement Amendment with Safety Systems Inc. to Monitor the Two Additional Temperature Sensors at the Human Services Building

This resolution authorizes an agreement amendment with Safety Systems, Inc. for two additional temperature sensors at the Human Services Building for an additional \$24/year for two years to monitor the COVID vaccine freezers.

See memo for details.

8c. Facilities Department – Resolution to Authorize an Agreement with Wolverine Engineers & Surveyors, Inc. for Architectural and Engineering Services for the Asphalt Surface at the Ingham County Fair Grounds

This resolution authorizes an agreement with Wolverine Engineers & Surveyors, Inc., for architectural and engineering services for the east side asphalt at the Fair Grounds. The cost of the agreement will not exceed \$29,000 and funds available in the Hotel/Motel Fund.

See memo for details.

9a. Human Resources Department – Resolution Authorizing Enrollment in Davenport University’s Certificate of Management Program (Cohort Two)

This resolution authorizes enrollment in Davenport University’s Certificate of Management Program. This would be our second cohort of enrollees; the first 20 that went through the program in late 2020 were very complementary of the program and felt that it gave them valuable management skills. Program cost would be not to exceed \$47,500 (20 employees at \$2,950). We are requesting it through the contingency fund/fund balance.

See memo for details.

9b. Human Resources Department – Resolution to Authorize MERS Adoption Agreement Addendums

This resolution authorizes the adoption of agreement addendums with MERS. Over the past year, MERS has been made aware of confusion from some municipalities regarding how different defined benefit, defined contribution, and hybrid plans are administered. In response to these issues, MERS is requiring an addendum for each division and confirmation from Ingham County on how we would like our plan administered. Even though we are not modifying any provisions of our plans, MERS still requires the agreement addendums be completed.

See memo for details.

10. Controller’s Office – Resolution of Intent to Authorize Publication of Notice of Intent and to Declare Intent to Reimburse

This resolution authorizes the issuance of a bond in the amount of \$3.2 million and the funding of a project manager position for the following projects:

- 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

See memo for details.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING TRANSFER OF A SURPLUS FROM THE INGHAM COUNTY
DELINQUENT TAX REVOLVING FUND TO THE INGHAM COUNTY GENERAL FUND**

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

WHEREAS, the Ingham County Treasurer has reviewed the amounts which are currently available in the DTRF and the amounts which are provided from the issuance of General Obligation Limited Tax Notes, Series 2020 and has determined that \$1,700,000 may be transferred as a “surplus” to the General Fund for the 2020 fiscal year; and

WHEREAS, the Ingham County Treasurer has declared that a surplus of at least \$1,700,000 exists in the DTRF.

THEREFORE BE IT RESOLVED, the Ingham County Treasurer is authorized to transfer \$1,700,000 from the DTRF to the General Fund for fiscal year 2020.

BE IT FURTHER RESOLVED, that any further transfers of surplus amounts will be specifically approved after recommendation by the Ingham County Treasurer by resolution of the Board of Commissioners.

Agenda Item 2

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

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

DATE : February 3, 2021

SUBJECT: Resolution Amending Contract with Graphic Sciences, Inc. for
Supplies and Packing of Circuit Court Files

For the meeting agendas of February 11 and 17, 2021

BACKGROUND

In 2015, Ingham County Circuit Court was granted funding and entered into a contract with Graphic Sciences, Inc., not to exceed a sum certain of \$18,856.00, to pay for supplies, packing, listing and labeling Circuit Court files through June 2023. The contract also provides for an annual budget of \$20,341.00 for file storage. (Resolution #15-422).

The Resolution attached with this memorandum requests the authority to amend the contract with Graphic Sciences, Inc. by funding an additional \$15,000.00 which increases the remaining sum certain available from \$4,990.40 to \$19,990.40, to pay for supplies, packing, labeling, and listing of Circuit Court files by Graphic Sciences, Inc.

Circuit Court has continued to close files and has depleted its onsite file storage space. Other closed files are currently housed at different off-site locations. At this time, approximately 220 linear feet of Circuit Court files remains housed at the Road Commission Building, but must be permanently moved as the 911 Communications Center requires use of this space. In addition, 1,312 linear feet of files are housed at the Hilliard Building and may need to be temporarily packed and stored elsewhere if the electronic filing system is replaced.

ALTERNATIVES

The Circuit Court contracted with Graphic Sciences, Inc. in 2015 to store files because the previous storage locations in the Annex and Hilliard buildings had deteriorated, causing files to be exposed to elements detrimental to their preservation and safekeeping. The Circuit Court does not have an alternative location where the remaining files can be stored and are accessible, and which provides a secure environment.

FINANCIAL IMPACT

Funding is available through the Contractual Services line item of the Circuit Court budget, (101-13001-818000). The increase in funding of \$15,000.00 will pay for the necessary supplies, packing, listing and labeling for approximately 1,532 linear feet of files. When the original contract was considered, costs for supplies, packing, listing, and labeling did not accurately contemplate the ongoing closure of files and need to store offsite. Further, the potential replacement of the newly installed electronic filing system at Hilliard has caused the Circuit Court to seek out an alternative file storage location if the system is replaced.

STRATEGIC PLANNING IMPACT

Continued contracting with Graphic Sciences, Inc. for the storage of Circuit Court files furthers the overarching County priority of enhancing access to and the safekeeping of County records.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the funding increase of \$15,000.00 for Graphic Sciences, Inc. to provide supplies and perform the services to pack, list, and label Circuit Court files.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND CONTRACT FOR GRAPHIC SCIENCES, INC. FOR SUPPLIES
AND PACKING OF CIRCUIT COURT FILES**

WHEREAS, the Ingham County Circuit Court wishes to amend the contract with Graphic Sciences, Inc. in an amount of \$15,000.00 to increase the current monies available for the supplies and packing of Circuit Court files for storage per contract and Resolution #15-422; and

WHEREAS, the contract in 2015 initially provided a sum certain of \$18,856.00 for the supplies and packing of Circuit Court files; and

WHEREAS, the remaining balance for supplies and packing Circuit Court files is now \$4,990.40; and

WHEREAS, approximately 220 linear feet of files temporarily stored at the Road Department building located at 301 N. Bush Street in Mason must be packed, labeled, listed, and moved at an estimated cost of \$1,325.20 to provide necessary space for the 9-1-1 Operations Center; and

WHEREAS, 1,312 linear feet of files at the Hilliard Building in Mason must be temporarily packed, labeled, listed, moved, and returned at an estimated cost of \$13,394.40, while the current electronic shelving system is replaced and/or removed; and

WHEREAS, Ingham County Circuit Court seeks an amendment to the agreement with Graphic Sciences, Inc. to add \$15,000.00 to the contractual amount for supplies and packing; and

WHEREAS, money has been approved in the Ingham County Circuit Court 2021 budget, line item 101-13001-818000 - Contractual Services Record Storage and Retrieval; and

WHEREAS, Circuit Court recommends the Board of Commissioners authorize an amendment to the contract with Graphic Sciences, Inc. in an amount of \$15,000.00, for the supplies and packing of Circuit Court files to be paid from the General Fund, line item #101-13001-818000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an amendment to the agreement between Ingham County Circuit Court and Graphic Sciences, Inc. to increase the sum certain dollar amount from \$4,990.40 to \$19,990.40 for supplies and packing of Circuit Court files.

BE IT FURTHER RESOLVED, that the Ingham County Circuit Court is hereby authorized to amend the ongoing contract with Graphic Sciences, Inc. by adding \$15,000.00 to pay for ongoing supplies and packing, effective January 1, 2021, to be paid from #101-13001-818000 - Contractual Services Record Storage and Retrieval.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is hereby authorized to make any adjustments to the 2021 budget necessary to properly budget and account for these expenditures.

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

TO: Law and Courts and Finance Committees
FROM: Scott LeRoy, Deputy Court Administrator
DATE: February 02, 2021
SUBJECT: Resolution Authorizing a Contract with Child and Family Charities for Purposes of Recruiting and Licensing a Foster Home. For the Meeting Agendas of February 11 and February 17, 2021

BACKGROUND

The resolution attached with this memo is requesting authorization for the Circuit Court Juvenile Division to enter into a contract with Child and Family Charities for purposes of recruiting and licensing a foster home to be used exclusively for youth in Phoenix Court.

The mission of Phoenix Court is to address the needs of youth who have experienced sexual trauma and exploitation by offering services and opportunities to foster healing, resiliency, empowerment, and stability. Phoenix Court is comprised of a talented treatment team of professionals from the Juvenile Division, the Department of Health and Human Services (DHHS), the Ingham County Prosecutor's Office and various private attorneys and community service providers. Phoenix Court has cultivated a supportive and nurturing courtroom and treatment environment where youth are viewed as victims, and not offenders, and where the court and the treatment team understand that bad behavior can be a manifestation of trauma. Our goal is to provide the youth with an alternative view of their potential and what is possible in their lives so they will have an opportunity to do more in life than simply survive.

There is a need for youth in Phoenix Court to have a stable home environment when entering back to the Ingham County community, post residential placement. Many youth in Phoenix Court are low/moderate risk on the criminogenic risk assessment but lack a structured home environment to return to. This has caused youth to linger in residential care for longer than necessary.

Child and Family Charities currently recruits, licenses and monitors foster homes for neglect and abuse wards and has agreed to partner with the Juvenile Division to provide these services at cost. Essentially, the Juvenile Division will pay Child and Family Charities a "pass-through" amount that will be allocated directly to the foster parent. This pass through amount will be determined based on the criminogenic risk of the youth prior to placement (low risk = \$80.00/day, moderate risk = \$100.00/day and high risk = \$120.00/day). The thought is that youth who are higher risk will likely have higher needs. Additionally, the Juvenile Division will pay Child and Family Charities half of an administrative rate as determined by the Michigan Department of Health and Human Services. The rate is half as the Juvenile Division will maintain case supervision. The administrative rate is currently \$46.20. By paying half of this rate, the Juvenile Division is covering the cost for Child and Family Charities to recruit, license and maintain the foster home.

ALTERNATIVES

The Juvenile Division continues its reliance on residential placement for youth in Phoenix Court.

FINANCIAL IMPACT

Funds to support this contract have been allocated in the 2021 County budget and Child Care Fund Annual Plan and Budget. The contract will cost the Juvenile Division around \$45,000.00 annually. It should be noted that the average cost of residential placement for this population is around \$275.00/day or roughly \$100,000 annually. The foster home is eligible for Child Care Fund reimbursement. No additional funding for this contract is required.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

None

RECOMMENDATION

Enter into a contract

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH CHILD AND FAMILY CHARITIES
FOR RECRUITING AND LICENSING A FOSTER HOME**

WHEREAS, the Circuit Court Juvenile Division operates Phoenix Court, a specialty court to address the needs of youth who have experienced sexual trauma and exploitation by offering services and opportunities to foster healing, resiliency, empowerment, and stability; and

WHEREAS, the Circuit Court Juvenile Division has an immediate need for a foster home to be used exclusively for Phoenix Court youth; and

WHEREAS, the Circuit Court Juvenile Division would be able to accelerate the early return home to the community for youth in Phoenix Court by having an established foster home; and

WHEREAS, Child and Family Charities recruits, licenses, and monitors foster homes for neglect and abuse cases and has agreed to partner with the Juvenile Division to provide these services at cost; and

WHEREAS, the Circuit Court Juvenile Division will pay Child and Family Charities a “pass-through” amount that will be allocated directly to the foster parent; and

WHEREAS, the Circuit Court Juvenile Division will pay Child and Family Charities half of an administrative rate as determined by the Michigan Department of Health and Human Services; and

WHEREAS, the Circuit Court Juvenile Division has funds in the 2021 county budget and 2021 Child Care Fund Annual Plan and Budget to support the cost of the contract.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners is hereby authorizes a contract with Child and Family Charities for purposes of recruiting, licensing and monitoring a foster home, at a pass through rate not to exceed \$120.00 per day and administrative rate of \$23.10 per day for a total amount not to exceed \$91,154.70 for the duration of the contract.

BE IT FURTHER RESOLVED, that the contract would be effective 01/01/2021 through 09/30/2022.

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

Agenda Item 3b

TO: Law and Courts and Finance Committees
FROM: Scott LeRoy, Deputy Court Administrator
DATE: February 02, 2021
SUBJECT: Resolution Authorizing a Lease Agreement between Ingham County and Highfields, Inc. For the Meeting Agendas of February 11 and February 17, 2021

BACKGROUND

The Ingham County Family Center has a fleet of vans used to transport students to and from the Ingham Academy and other court programming. The Juvenile Division was authorized to purchase two new vans for the Family Center via resolution #19-560 and #20-466. For various reasons there was a delay in the vehicles being delivered. However, the first van was delivered January 26, 2021 and the second van is expected to be delivered in the next few weeks.

The resolution attached with this memo is requesting authorization for Ingham County and Highfields, Inc. to enter into a Vehicle Lease Agreement. It is necessary for there to be a Vehicle Lease Agreement in order for Highfields staff to transport adjudicated youth. Typically, the Vehicle Lease Agreement would be authorized via a Contract Authorization Form but with COVID-19 it was recommended that the Juvenile Division submit a resolution for authorization.

ALTERNATIVES

Only Court and County employees would be able to use the vans if the Vehicle Lease Agreement is not authorized.

FINANCIAL IMPACT

Funds to support this contract have been allocated in the 2021 County budget and Child Care Fund Annual Plan and Budget. The Lease Agreement for each van is \$1.00. Furthermore, Highfields, Inc. becomes responsible for the care and maintenance of the vehicles per the Vehicle Lease Agreement.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

None

RECOMMENDATION

Enter into a contract

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A VEHICLE LEASE AGREEMENT BETWEEN
INGHAM COUNTY AND HIGHFIELDS, INC.**

WHEREAS, the Ingham County Family Center has a fleet of vans used to transport adjudicated youth to and from the Ingham Academy as well as other court programming; and

WHEREAS, all vans currently at the Ingham County Family Center are currently in a Vehicle Lease Agreement as approved to form by the County Attorney; and

WHEREAS, the Circuit Court Juvenile Division recently purchased two new vans; and

WHEREAS, Highfields, Inc. provides the transportation using the county owned vehicles; and

WHEREAS, it is necessary for there to be a Vehicle Lease Agreement between Ingham County and Highfields Inc. in order for Highfields employees to transport youth.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners is hereby authorizes a Vehicle Lease Agreement with Highfields Inc., for the purposes of transporting adjudicated youth to and from the Ingham County Family Center.

BE IT FURTHERRESOLVED, that the vehicles are a 2020 Ford Transit 150 Wagon 10 Passenger (VIN 1FMZK1Y81LKB78666) and 2020 Ford Transit 150 Wagon 10 Passenger (VIN 1FMZK1Y83MKA04714).

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

TO: Board of Commissioners Law and Courts and Finance Committees
FROM: Mary Sabaj, CCAB Manager
DATE: February 1, 2021
**SUBJECT: RESOLUTION TO AUTHORIZE REVISIONS TO ORIGINALLY
APPROVED FY 2020-2021 COMMUNITY CORRECTIONS
PROGRAM SUBCONTRACT ALLOCATIONS**

For the meeting agendas of February 11 and February 17

BACKGROUND

The Michigan Department of Corrections – Office of Community Corrections (MDOC-OCC) recognized the ongoing impact of COVID-19 on program utilization and cost was not understood until well after the FY2020-2021 Application and Plan was submitted on May 1, 2020. Consequently, the FY2020-2021 MDOC-OCC contract provides the opportunity to revise individual program budgets. Original allocations were approved by County Resolution #20-266 on June 23, 2020. CCAB proposed individual program budget revisions were MDOC-OCC approved on January 21, 2021. This Resolution seeks authorization to enter program subcontracts in compensation amounts not to exceed the revised allocations. Budget Adjustment Requests can be made should utilization shift during this FY.

ALTERNATIVES

Without State approved grant funds for these programs, services will only be available on a client pay basis. Most likely precluding access to these much needed treatment and services.

FINANCIAL IMPACT

State approved revisions are to individual program allocations and do not impact the overall State allocation of \$285,312. Subcontracts are funded with the FY 2020-2021 Community Corrections State grant award.

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

Community Corrections programs provide safe program alternatives to incarceration while effectively addressing barriers to offender success. Jail beds were saved and participants are able to receive treatment and services in the community, enabling them to take responsibility for themselves and their families, as well as meet their court ordered obligations.

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 REVISIONS TO ORIGINALLY
APPROVED FY 2020-2021 STATE FUNDED COMMUNITY CORRECTIONS
PROGRAM SUBCONTRACT ALLOCATIONS**

WHEREAS, the State Community Corrections Advisory Board, Lansing City Council, Ingham County Board of Commissioners and Michigan Department of Corrections – Office of Community Corrections (MDOC-OCC) approved the FY 2020-2021 Community Corrections Plan and Application; and

WHEREAS, pursuant to the FY 2020-2021 MDOC-OCC contract approved in Resolution #20-534 on November 24, 2020, the County may enter into subcontracts for the purpose of implementing programs identified in the Community Corrections Plan and Application; and

WHEREAS, due to the impact of COVID-19 on FY 2019-2020 program utilization, the FY 2020-2021 MDOC-OCC contract provides the opportunity to revise and re-submit individual program budget allocations; and

WHEREAS, on January 21, 2021, the MDOC-OCC approved revised individual program budget allocations for Relapse Prevention and Recovery outpatient treatment provided by CEI-CMH from \$67,898 to \$71,918; Domestic Violence Intervention Groups provided by Prevention and Training Services from \$24,900 to \$31,903; Day Reporting services provided by Northwest Initiative – ARRO from \$40,274 to \$40,000; MRT provided by Prevention and Training Services, Inc. from \$32,082 to \$22,000; the Opioid Specific Program provided by Tri-County Community Adjudication Services (TRI-CAP) from \$29,850 to \$30,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering the following subcontracts for FY 2020-2021 Community Corrections programming: Relapse Prevention and Recovery provided by CEI-CMH not to exceed \$71,918; Domestic Violence Intervention Groups provided by Prevention and Training Services not to exceed \$31,903; Day Reporting services provided by Northwest Initiative – ARRO not to exceed \$40,000; MRT provided by Prevention and Training Services not to exceed \$22,000; and the Opioid Specific Program provided by Tri-County Community Adjudication Services (TRI-CAP) not to exceed \$30,000.

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

Agenda Item 5

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Terri Thornberry, Director 9-1-1
DATE: February 2, 2021
SUBJECT: Continuation of agreement with 911Solutions
For meeting agenda of Law & Court on February 11, 2021

BACKGROUND

A contract has been in place between 911Solutions and Ingham County 9-1-1 for the development of Line County Reconciliation since early September 2020.

ALTERNATIVES

We have researched alternatives however we are satisfied with the level of responsiveness from 911Solutions as they identified an additional \$42,000.00 that Ingham County 9-1-1 will be receiving from their work.

FINANCIAL IMPACT

The cost to continue to gather data for 2017 and 2018, run a complete analysis on the data and show statistical trends in the surcharge, follow up with companies regarding any missing or incongruent surcharge reporting and create a four-year statistical report is labor-intensive.

The project would take 60 hours quarterly and cost \$5,700.00 per quarter for a yearly total of \$22,800. To be billed at the end of each quarter.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to renew our agreement with 911Solutions.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RENEW THE CONTRACT WITH 911 SOLUTIONS

WHEREAS, a major source of funding for the 9-1-1 Dispatch Center is a surcharge collected on phone devices within Ingham County, which are collected by telephone carriers and remitted to the County; and

WHEREAS, it is important to ensure that the correct amount of funds are being collected; and

WHEREAS, a contract has been in place between 911Solutions and Ingham County 9-1-1 for the development of Line County Reconciliation since early September 2020; and

WHEREAS, the 9-1-1 Central Dispatch Director has determined that the program has been a necessary and valuable part of the Center's reconciliation of line payments from carriers; and

WHEREAS, this resolution seeks approval to continue the contract with 911Solutions to maintain receipt of surcharges based on the carriers who remitted payment and those who do not remit payments; and

WHEREAS, 911Solutions will develop a database on all carriers who serves Ingham County 9-1-1 and will create a report on a bi-annual basis to Ingham County 911 and the Treasurer's Office; and

WHEREAS, 911Solutions will create a four-year statistical report and will create a report on a bi-annual basis.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the continuation of services from 911Solutions for Ingham County 9-1-1 Central Dispatch for data services, analysis, and to track all required phone surcharges effective April 1, 2021, to April 1, 2022, for an annual cost of \$22,800.00.

BE IT FURTHER RESOLVED, that this will be paid from the Ingham County 9-1-1 Fund.

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

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: February 1, 2021
SUBJECT: Resolution Authorizing an Amendment to the Agreement with Miller's American Rentals dba. American Rentals, Inc. to Provide Sanitation Services for the Ingham County Parks Department and Ingham County Fairgrounds

For the meeting agenda of 2/22/21 Human Services and 2/17/21 Finance

BACKGROUND

The current Agreement approved by Board of Commissioners Resolution #18-087 with Miller's American Rentals dba. American Rentals, Inc. to provide portable restroom services at various Ingham County Parks and the Ingham County Fair will expire on March 31, 2021. A decision was made to renew the Agreement for the Parks and Fairgrounds for an additional 2 years.

ALTERNATIVES

None.

FINANCIAL IMPACT

This has already been budgeted for in the 2021 budget. There are no cost increases during the term of the Agreement.

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 will review this resolution at their February 22, 2021 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing the renewal Agreement with Miller's American Rentals dba. American Rentals, Inc. to Provide Sanitation Services.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE AGREEMENT WITH
MILLER'S AMERICAN RENTALS DBA. AMERICAN RENTALS, INC. TO PROVIDE
SANITATION SERVICES FOR THE INGHAM COUNTY PARKS DEPARTMENT AND
INGHAM COUNTY FAIRGROUNDS**

WHEREAS, Resolution #18-078 authorized the current Agreement with Miller's American Rentals dba. American Rentals, Inc. at various Ingham County Parks and the Ingham County Fairgrounds; and

WHEREAS, a decision was made to renew the Agreement that expires on March 31, 2021 by the Ingham County Parks Department and Ingham County Fairgrounds.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an amendment to the agreement with Miller's American Rentals dba. American Rentals, Inc. to provide portable restroom services at various Ingham County parks and the Ingham County Fairgrounds for an additional two years effective April 1, 2021 at an annual cost not to exceed \$10,305 (\$6,120 Parks Department and \$4,185 Fairgrounds).

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

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: February 1, 2021
SUBJECT: Burchfield Park Mountain Bike Skills Park
For the meeting agenda of 2/22/21 Human Services and 2/17/21 Finance

BACKGROUND

The Parks Department and the Mid-Michigan Mountain Biking Association (MMMBA) has identified a need for a mountain bike skills park at Burchfield Park. This would include a bicycle playground and mountain bike skills course. Its goal is to introduce young and beginner riders to off-road bike handling skills – providing kids with an alternative form of recreation that challenges, inspires confidence, fosters independence, and offers a whole lot of fun. MMMBA will submit a grant application to the Capital Region Community Foundation for a mountain bike skills park at Burchfield Park. Below are photos of the proposed area for the skills course and examples photos of other skill parks.



Proposed Dirt School Bicycle Playground and Skills Course area in Burchfield Park



Sample Bicycle Playground and Skills Park images. Burchfield Park “Dirt School” will include a short trail in the woods with varied natural obstacles to help riders prepare for the trails within the park.

ALTERNATIVES

Not to do the project.

FINANCIAL IMPACT

This resolution requests authorization to use \$25,000 from the Parks 208 fund balance. There are funds available to do this project in the Parks Department 208 fund balance. The total project amount is \$150,000. MMMBA is submitting a grant application to Capital Region Community Foundation in the amount of \$75,000. MMMBA is providing \$55,000 in match through various sources and is requesting the County provide a portion of the matching funds in the amount of \$20,000. We are also requesting an additional \$5,000 to be used for purchase of mountain bikes and equipment for kids and adults to rent at Burchfield Park in the future for the total request of \$25,000.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

The Parks & Recreation Commission supported this resolution with the passage of a motion at their January 25, 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 USE OF THE PARKS FUND BALANCE
FOR A MOUNTAIN BIKE SKILLS PARK AT BURCHFIELD PARK**

WHEREAS, the Ingham County Parks and Recreation Commission supports the Ingham County Parks staff working with the Mid-Michigan Mountain Biking Association (MMMBA) for a grant application to the Capital Region Community Foundation for a mountain bike skills park at Burchfield Park; and

WHEREAS, the Parks Department requests authorization to use the Parks Department fund balance in the amount of \$25,000 (\$20,000 for match for the grant and an additional \$5,000 to be used for purchase of mountain bikes and equipment for kids and adults to rent at Burchfield Park in the future).

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a commitment not to exceed \$25,000 from the Parks Department fund balance for the project.

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: February 1, 2021
SUBJECT: Amendment to the Contract with F.D. Hayes
For the meeting agenda of 2/22/21 Human Services and 2/17/21 Finance

BACKGROUND

Board of Commissioner Resolution #20-429 authorized a contract with F.D. Hayes to provide and install a backup generator system at Burchfield Park and Lake Lansing South. We are requesting an additional \$1,000. MISS DIG located underground utilities near the proposed site of the backup generator and park staff has determined a new location that requires F.D. Hayes to provide additional materials and labor for installation.

ALTERNATIVES

None.

FINANCIAL IMPACT

This resolution requests an additional \$1,000 for the project. There are funds available as detailed below:

Project	Line Item Project #	Beginning Allocation	Current Balance	Original Requested Amount	Additional Amount Requested	Remaining Balance
Burchfield Park Generator	20P09	\$15,000	\$15,000	\$10,769	\$1,000	\$3,231

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 January 25, 2021 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing an amendment to the contract with F.D. Hayes.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE CONTRACT WITH F.D. HAYES
FOR A GENERATOR SYSTEM AT BURCHFIELD PARK**

WHEREAS, Resolution #20-429 authorized a contract with F.D. Hayes to provide and install a backup generator system at Burchfield Park; and

WHEREAS, MISS DIG located underground utilities near the proposed site of the backup generator and park staff has determined a new location that requires F.D. Hayes to provide additional materials and labor for installation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an amendment to the contract with F.D. Hayes for an additional amount not to exceed \$1,000 for Burchfield Park to provide additional materials and labor for installation of the generator.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to carry over/transfer the 2020 funds in line item 664-75299-978000-20P09 into 2021.

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 Committee

FROM: Tim Morgan, Parks Director

DATE: February 1, 2021

SUBJECT: Opening of the Next Round of Trails and Parks Millage Grant Applications and Updates to the Scoring Criteria and Application

For the meeting agenda of 2/22/21 Human Services and 2/17/21 Finance

BACKGROUND

The Park Commission reviewed and edited the Trails and Parks Millage Grant Application (Exhibit A) and Scoring Criteria (Exhibit B). The Park Commission would like to recommend that a seventh round of applications will be taken beginning March 1, 2021, with no required match for the following categories: trail, blueway, boardwalk, bridge, planning & engineering, other project and small grant requests with a cap of \$300,000 for municipalities contributing less than 5% of total county millage revenue collected to date, which includes rehabilitation and new project applications. Encouraging municipalities contributing less than 5% of the total county millage to apply and seek projects to be considered for funding, was identified as a priority by the Park Commission and both the Board of Commissioners Human Services and Finance Committees.

The Scoring Criteria shown in Exhibit B has been edited to adjust the points received for small community grants up to \$300,000.00 for municipalities contributing less than 5% of total county millage revenue collected to date. The resolution opens the application period for the seventh round of grants. Applications will be open on March 1, 2021 and be due on July 30, 2021. Following due diligence by staff and the Park Commission, final approval is expected from the Board of Commissioners in November 2021.

ALTERNATIVES

This process will be reviewed by the Park Commission annually, moving forward with the Trails & Parks Millage to ensure that the application and scoring criteria stay current and are in line with the needs of the program.

FINANCIAL IMPACT

The need to balance fiscal responsibility as well as keep the momentum going for future planning and projects is a high priority for the Park Commission and the Board of Commissioners. This resolution would allow communities to apply for grants from the Trails and Parks Millage Fund and the applications be scored using the attached criteria to help guide the Park Commission to make recommendations to the Board of Commissioners. The forecast for 2021-2026 projects that \$6,848,215.27 is available as of today as detailed in the attached summary of the trails and park millage project status:

7th Round Trails and Parks Millage Applications	Overall 2021-2026 Available (Total collected less expend/encumbered/and forecasted) \$6,848,215.27
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The full detailed trails and park millage project status report is available online:
http://parks.ingham.org/trails_and_parks_millage/awards.php.

TRAILS AND PARKS MILLAGE
PROJECT STATUS / ACCOUNTING
INGHAM COUNTY, MI

Project No.	Project Description	Contract Amount	Amended Contract Total	Actual Expend. 2015-2021	Encumbered 2015-2021	Projected Projects 2022-2026	Total Reimbursed/ Paid Amount	Total Encumbered Balance	Left Over Balance	2020 Projected Expenditures	2021 Projected Expenditures	2022 Projected Expenditures
	Total Budgeted	\$38,442,594.56	\$38,442,594.56						\$724,213.30	\$34,906.00	\$5,426,210.58	\$10,974,854.68
	Total Expended / Projected	\$16,520,842.88		\$16,520,842.88	---	\$2,981,298.86	\$17,219,141.74	\$21,021,826.03				
	Total Encumbrances	\$15,131,285.30		---	\$15,131,285.30	---						
	Actual Millage Collected (2015-2020)	\$26,277,946.30		\$22,274,422.30		---						
	Estimated Millage to Collect (2021-2026)	\$19,207,220.00				\$19,207,220.00						
	Fund Balance (Total Collected less Expend/Encumbered)	-\$9,377,705.87		-\$9,377,705.87								
	Fund Balance (Total Estimated to Collect less Projected)	\$14,300,643.41				\$14,300,643.41						

2021-26 Millage less Expend/Encumbered Funds \$9,829,514.13
2021-26 Millage less Expend/Encumbered Funds, less Projected Funds \$6,848,215.27

Current Cash On Hand Amount	12/31/20	\$5,495,987.60	
Projected Expenditures	12/31/20	\$34,906.00	(expected invoices against 2020 contracts)
Projected Cash On Hand	1/1/21	\$5,461,081.60	
2021 Millage Revenue	1/31/21	\$4,003,524.00	
Projected Expenditures	6/30/21	\$2,713,105.29	
Projected Cash On Hand	7/1/21	\$6,751,500.31	
Projected Expenditures	12/31/21	\$2,713,105.29	
Projected Cash On Hand	1/1/22	\$4,038,395.02	
2022 Millage Revenue	1/31/22	\$3,841,444.00	
Projected Cash On Hand	1/31/22	\$7,879,839.02	

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 Parks & Recreation Commission supported this resolution at their January 25, 2021 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the resolution authorizing the next round of trails and parks millage applications.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE APPLICATION FORM, SCORING CRITERIA FOR THE TRAILS AND PARKS MILLAGE, AND DECLARING THAT A SEVENTH ROUND OF APPLICATIONS FOR THE TRAILS AND PARKS MILLAGE FUNDS WILL BE TAKEN BEGINNING MARCH 1, 2021

WHEREAS, in March 2020, the electorate renewed a countywide trails and parks millage levy of 50/100 (.50) of one mill to be used for the purpose of creating and maintaining a county system of recreational trails and adjacent parks trail system, which may incorporate trails or parks created by local units of government, including Lansing's River Trail, and may acquire rights of way to connect and extend existing trails; and

WHEREAS, the Park Commission reviewed and edited the Application and Scoring Criteria forms and has developed the following attachments for approval by the Board of Commissioners; and

WHEREAS, the Application shown in Exhibit A reflects changes outlining that eligible projects must fit the following categories: trail, blueway, boardwalk, bridge, planning & engineering, other project and small grant which includes rehabilitation and new project applications; and

WHEREAS, the Scoring Criteria shown in Exhibit B has been edited to adjust the points received for small community grants up to \$300,000.00 for municipalities contributing less than 5% of total county millage revenue collected to date; and

WHEREAS, the applicant is not required to provide match, however, applicants that do contribute match will receive additional points under the Scoring Criteria; and

WHEREAS, the Park Commission recommends that a seventh round of applications will be taken beginning March 1, 2021, and applications are due on July 30, 2021 (Exhibit C).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners adopts the recommended application edits for Trails and Parks Millage funding (Exhibit A) with the changes outlined above.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners adopts the scoring criteria for use by Park Commission and staff for scoring applications for funding (Exhibit B) with the changes outlined above.

BE IT FURTHER RESOLVED, that a seventh round of applications will be taken beginning March 1, 2021, and applications are due on July 30, 2021 with no required match for the following categories: trail, blueway, boardwalk, bridge, planning & engineering, other project and small grant requests with a cap of \$300,000 for municipalities contributing less than 5% of total county millage revenue collected to date, which includes rehabilitation and new project applications.

BE IT FURTHER RESOLVED, that application forms and scoring criteria will be reviewed and approved by the Board of Commissioners prior to the eighth round.

EXHIBIT A:

Ingham County Trails and Parks Program Application



Ingham County Parks
Attn: Nicole Wallace: nwallace@ingham.org
P.O. Box 178
121 E. Maple Street, Suite 102
Mason, MI 48854

Trails and Parks Program Application

The overall goal of the Ingham County Regional Trails and Parks Millage Fund is to create and maintain a sustainable countywide system of recreation trails and adjacent parks within Ingham County. All Ingham County municipalities are eligible to apply. In addition, 501(c) (3) non-profit organizations may apply for grant funds so long as they partner with an Ingham County municipality which contributes tax dollars to the Trails and Parks Millage.

Funds may be matched by the local community with their own funds, or in-kind services, or funds obtained from other sources, i.e., state, federal, private or other allocations. Applications for County Trails and Parks Program funding must include a **resolution (s) of support** for the project from the governing body (ies) of the community where the trail project or blueways project is proposed. Eligible projects must fit the following categories: trail, blueway, boardwalk, bridge, planning & engineering. This includes rehabilitation and new project applications.

Project applications must be received by **5:00pm July 30** for funding consideration in the following year. Projects deemed worthy of funding may be approved at the November Ingham County Board of Commissioners meeting. The following information will be used by the Ingham County Parks and Recreation Commission in determining and recommending which projects should be funded by the Board of Commissioners. Projects already locally approved and bid will not be eligible for millage funding.

APPLICANT			
Agencies:		Contact Person:	
Address:			
City:		State:	ZIP Code:
Phone:	Fax:	Email:	
PROJECT SUMMARY			
Project Title:			
Total Millage Funds Requested (round to nearest 100): \$			
Distance of repaired/new construction in feet/miles:			
Trail:		Boardwalk:	Bridge:
Categories:	<input type="checkbox"/> Planning & Engineering <input type="checkbox"/> Boardwalk		<input type="checkbox"/> Bridge <input type="checkbox"/> Other Project
<input type="checkbox"/> Blueway <input type="checkbox"/> Trail			
<input type="checkbox"/> Small grant: Requests up to \$300,000 for municipalities contributing less than 5% of total county millage revenue collected to date. See Attachment A.			

Ingham County Trails and Parks Program Application

If you have applied for *multiple projects*, please prioritize and rank your projects in order of your community's highest priority to lowest priority:

Rank: 1, 2, 3, etc.:

Town, Range and Section Numbers of Site Location

(Town):

(Range):

(Section):

Brief Project Description (Provide a brief project description and why it should be funded. 250 word limit.)

Ingham County Trails and Parks Program Application

ESTIMATED COSTS/BUDGET

Provide each scope/budget item and how the budgeted amount was calculated. List amounts requested from local sources, state or federal grants as well as amounts from foundations, corporations, and other funding sources (in-kind support or other). Engineering amount generally not to exceed 15% of total project expenses. Contingency amount not to exceed 10%.

EXPENSES

Scope Item(s):	Quantity	Amount
1-Acquisition/Right-of-Way/Easement/Permits		
2-Design Engineering		
3-Construction		
4-Construction Engineering		
5-Wayfinding/Signage		
6-Contingency		
7-Other		
Other Fees (i.e., Permitting, etc...)		
Total Project Expenses		\$
Please attached a detailed cost estimate for Project if applicable		

APPLICANT FUNDS

When municipalities apply for funding from the Ingham County Trails and Parks Millage using a local match, the match should represent new investment in land acquisition and trail development, as opposed to dollars spent in previous years. See attachment C concerning match.

Local Contribution		Amount
		\$ _____
<u>Other Grant Contributions</u>		
Name of Grantor(s)	Amount	
_____	\$ _____	
_____	\$ _____	
Name of Partner(s)	Amount	
_____	\$ _____	
_____	\$ _____	
Name of Donor(s)	Amount	
_____	\$ _____	
_____	\$ _____	
<u>In-Kind Support</u>		
Name of Organization	Description	Value
_____	_____	\$ _____
_____	_____	\$ _____
<u>Other</u>		Amount
_____		\$ _____
Total Applicant Funds (includes all non-millage funding)		\$ _____
*Millage Funds REQUESTED (round to nearest 100)		\$ _____
*This amount (Millage Funds Request) plus the Total Applicant Funds must equal Total Project Expenses		
Total % of matching Funds (millage requested /total project)	%	Match

Ingham County Trails and Parks Program Application

DESIGN/SCOPE OF THE PROJECT-(Attachments as needed)

Provide a (detailed) description of the project you are proposing, with reference to specific scope items and deliverables. Describe the features of the project and all factors that affected your design or program. Describe how your design was chosen, and why it is appropriate for the proposed project. Use this opportunity to explain why you chose the type and placement of particular scope and design elements. Explain how your project design meets or exceeds standards. (If your project addresses a clearly identified item from the Ingham County Trails and Parks Comprehensive Report, please identify that with a reference to the report – page #, table #, or identifying marker (ie. Bridge # CL-01-SCT-SC)). (No minimum word count-attachments as needed).

Ingham County Trails and Parks Program Application

PROJECT INFORMATION & DETAILED DESCRIPTION (as applicable)

1. Describe in detail any other available funders and partners.

Your discussion should address whether your project has funding available through grants or partner contributions; has funding available through donations or in-kind services; and/or has funding available through local community match and what total percent of the project these all account for. This should be detailed on the Estimated Costs/Budget sheet also. Local agencies are required to list Ingham County Parks as a contact in TAP applications that propose Ingham County Parks Millage funding as part of their match. 250 word limit.

2. Discuss how the project is improving regional connectivity.

Your discussion should address how the project provides, supports and relates to the Ingham County regional priority corridors as depicted on Figure 24 (http://cms3.revize.com/revize/ingham_parks/Documents/MillageDocs/IngCtyTPCompReportAdopted.pdf) of the Ingham County Regional Trails and Parks Network either as an existing trail repair/rehabilitation/long-term maintenance, new regional trail construction or new local trail access to the regional network (including enabling water trail access); improves access to Ingham County Parks; improves access to major regional destinations such as commercial and employment centers as well as community facilities, schools, colleges and universities; expands transportation options; provides for recreation; increases access to sites of natural, scenic or historic interest; and any other related information. 250 word limit.

Ingham County Trails and Parks Program Application

3. Describe how the project responds to public demand and has public support.

Your discussion should address how the project is based on public demand; has been prioritized in adopted plans; has volunteer and/or partner organization support; is a community interest project that supports partnerships, shared resources or coincides with other planning and development activities; has the support of multiple jurisdictions and/or stakeholders; and any other related information. Reference Figure 18 - Attachment D. 250 word limit.

4. Explain how the project meets acceptable design standards and is the best design solution.

*You must have on staff, or hire a Michigan licensed professional engineer or a landscape architect, and all construction (new or rehab) must be according to current MDOT standard and specifications for construction of trails, bridges, and boardwalks and any other support facilities. Trail repair and maintenance projects may not require an engineer or landscape architect. (Deviation from this requirement needs to be stated and explained. The County will review on a case by case basis). Any work in the road Right of Way, not just ped crossings, needs to meet applicable permit requirements. You must meet permit requirements for any pedestrian crossings of the given road agency— Michigan Department of Transportation (MDOT), Ingham County Road Department or whatever City your community is in. You must have the necessary/required permitting, be it public/road rights-of-way, local ordinance (township or municipality), environmental (Michigan Department of Environmental Quality-MDEQ), Drain office, etc. Your description should address how the project is physically separated from streets and roadways where possible; provides a variety of experiences that can be enjoyed by a diversity of users, including people of all ages and abilities; meets or exceeds the minimum accessibility requirements of the ADA; design alternatives to the project have been examined to minimize impact on the environment; meets AASHTO guidelines for alignment, grade, width, vertical clearance, and loading intersection and crossing design (deviation from AASHTO guidelines need to be stated and explained. The County will review on a case by case basis.); considers low impact development techniques that protect and enhance significant natural features; and any other related information. **Please review Attachment B- BOC Resolution #18-054 for design standard clarification.** 250 word limit.*

Ingham County Trails and Parks Program Application

5. Explain how the project is feasible and ready for implementation or development.

Your discussion should address whether your project area is under public ownership or is currently accessible for public use; does not require complex or lengthy acquisition process; does not require a complex or lengthy permitting process; is within an existing corridor such as a transmission line and railroad corridor where it may be feasible to negotiate public access without needing to acquire land; there is an imminent threat to lose the project opportunity; demonstrates cost efficiency; and/or is appropriate and in line with available funds. 250 word limit.

6. Discuss how the project supports equitable opportunities.

The overall Ingham County Strategic Plan includes the following Goal: A: Service to Residents: Provide easy access to quality, innovation, cost-effective services that promote well-being and quality of life for the residents of Ingham County. Since the onset of the Covid epidemic, parks across the world have seen large increase in use by persons wishing to partake in safe, outdoor activities for both health and mental revitalization. Your discussion should address how your project increases or improves access provides low cost transportation and recreation options for low income populations; is located in a high use area, is located in an underserved area; and/or contributes to an equitable geographical distribution of the millage funds. 250 word limit.

Ingham County Trails and Parks Program Application

7. Maintenance Commitment & Plan

Describe your operation and maintenance plan (with budget costs) detailing the amount of money needed to operate and maintain the trail after it is completed, and identify who will be responsible for the work. Describe in detail how the trail will be managed. Include discussion on season length, hours of operation, enforcement provisions, and scheduling. 250 word limit.

Ingham County Trails and Parks Program Application

ATTACHMENTS - REQUIREMENTS

1. Project Location Map & Photos. *Attach a project location map and site photographs (clearly identify photos and locations in correlation with your location map).*
2. Site Plan. *The site plan must show the entire site to be improved/developed, and should delineate and label the location and type of all existing and proposed uses. Features such as wooded areas, wetlands, water bodies, overhead utility lines, and all existing uses, including buildings and other development, need to be identified. The placement of all scope items proposed in the application should be depicted on the site plan. Indicate on your site plan the destinations to which the proposed trail project will connect. Provide a map of the trail network (existing or proposed) to which your project will link.*
3. Documentation of Other Funding Sources. *You must provide documentation for all the funding sources you indicated on your application form, as outlined in Attachment C.*
4. Certified Resolution. *The governing body of the local unit of government must pass a resolution. The resolution should list and commit to the amount of the local match in terms of dollar amount or percentage of total project cost, and all source(s) of match as specified in the application. (This may be obtained and submitted after submission of the application if timing is an issue, but must be before the date of the award by the BOC).*
5. After the award, and during construction, entities must display temporary millage recognition signage on site of projects provided by the County. Once complete, must display a permanent recognition plaque on site also provided by the County. You are required to document with photos pre-project, during and completed and submit with your final reimbursement request.
6. After completion of the project, entities must agree to participate and provide approved signage in the County wide wayfinding signage plan. Communities should budget for necessary signage to be installed for approved projects.

CERTIFICATION

Signature of Applicant:

Date:

ATTACHMENT A.**Ingham County Trails and Parks Millage
Estimated Revenue by Municipality**

Municipality	2014 – 2020 Estimated Revenue Total	Percent of total collected to date
Alaeidon Township	595,518	2.7%
Aurelius Township	421,582	1.9%
Bunkerhill Township	225,460	1.0%
Delhi Township	2,146,321	9.8%
Ingham Township (including Dansville)	218,277	1.0%
Lansing Township	832,831	3.8%
Leroy Township (including Webberville)	353,418	1.6%
Leslie Township	267,936	1.2%
Locke Township	212,190	1.0%
Meridian Township	4,895,257	22.3%
Onondaga Township	260,622	1.2%
Stockbridge Township	691,717	3.1%
Vevay Township	381,186	1.7%
Wheatfield Township	212,977	1.0%
White Oak Township	207,460	0.9%
Williamstown Township	681,392	3.1%
East Lansing (City)	2,608,155	11.9%
Lansing (City)	5,712,413	26.0%
Leslie (City)	102,877	0.5%
Mason (City)	641,118	2.9%
Williamston (City)	312,274	1.4%
Total	21,980,980	100.0%

Updated 1-26-21

*Estimated revenue is actual revenue due to current year tax collections, Payments in Lieu of Taxes, Industrial Facilities Tax, Delinquent Personal Property Tax and adjustments to prior year taxable values proportioned each year by taxable value. This overstates the collections in municipalities with substantial Tax Increment Financing plans and understates the collections in other municipalities.

Ingham County Trails and Parks Program Application

ATTACHMENT B.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION CLARIFYING DESIGN STANDARDS FOR TRAILS AND PARKS MILLAGE PROJECTS

RESOLUTION # 18 – 054

WHEREAS, the Ingham County Trails and Parks Program Application states that the Trails and Parks Millage projects must meet acceptable design standards and is the best design solution as adopted by Board of Commissioners Resolution 17-275; and

WHEREAS, the County will review any deviations from such standards on a case by case basis; and

WHEREAS, applicants must obtain necessary permits for the projects, be it public/road rights-of-way, local ordinance (township or municipality), environmental (Michigan Department of Environmental Quality-MDEQ), Drain office, etc.; and

WHEREAS, at least one case has surfaced where the announced design standards of the Trails and Parks Millage may conflict with the standards and rules of a permitting agency; and

WHEREAS, on reflection, the Parks Commission does not believe that wise administration of the millage money should require the applicant to be caught between the standards of a permitting agency and the general standards demanded by the County for its millage projects.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners adopt the following policy: in cases where a permitting authority disagrees with use of a particular county standard, the terms of the draft permit proposed by the permitting authority will control; but the applicant is required to promptly notify the County Park Commission of the permitting authority's position.

BE IT FURTHER RESOLVED, Parks Department staff are to raise any concerns with the permit in consultations with the applicant and the permitting authority.

BE IT FURTHER RESOLVED, this policy is retroactive for any signed agreements that have not yet been completed and any future agreements.

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.

HUMAN SERVICES: Yeas: Banas, Tennis, Sebolt, Nolan, Koenig **Nays:** None **Absent:** Naeyaert
Approved 02/05/2018

FINANCE: Yeas: Grebner, Anthony, Crenshaw, Tennis
Nays: None **Absent:** Koenig, Schafer **Approved 02/07/2018**

Ingham County Trails and Parks Program Application

ATTACHMENT C.

Match Requirement for Ingham County Trails & Parks Millage

The applicant is not required to provide match, however, applicants that do contribute match will receive additional points under the Scoring Criteria. Match being the applicant provided a portion of the total project cost.

Applicant match can be met by general funds, cash donations, and other grants or by donation of a portion of land that will be used for the project. All land value donations must be clearly documented in the grant application and supported by a letter of commitment by the landowner.

Additional forms of match may consist of credit for certain applicant-assumed costs directly related to the construction of the proposed project, including charged for local government-owned equipment and labor performed by the applicant's employees. Donations of goods and services may be used as all or part of the match if the applicant specifies the nature and can document actual values of the items or services. The source and amount of ALL donations must be clearly stated in the grant application and supported by a letter of commitment from the donor.

Match commitments must be secured prior to the application deadline for that current application round. Proof of secured match must be provided to the County grant coordinator on or before the deadline. Applications using millage funds as match for Federal or State grants will be reviewed on a case by case basis. Failure to provide match documentation by the application deadline may be declared ineligible.

Examples of secured match include:

- General fund-Resolution from local governing body committing to the match
- Cash donations- Letters of commitment from donors
- Other awarded grants- Letter from granting organization committing to the grant, explaining conditions of award, and information on the scope of work provided by the other grant. Applications for other grants are not considered a secure match source
- Donation of land value- Letter from land owner committing to donate a fixed percentage of the appraised fair market value.
- Donation of goods and services- Letter from the donor explaining the nature and value of the goods and services. The letter of donation must indicate number of hours or quantity of materials. The letter must include the quantity, dollar amount and for labor the number of hours and hourly rate. Pre-bid discounts such as percentage off a price are not accepted for documentation of match.
- In-kind/Force-account- Resolution from the governing body committing to the match

Secured match ensures there should not be a cash flow problems threatening the completion of the project. Changing match after the application deadline is highly discouraged and will require approval by the County and the grantee must provide documentation for this change.

ATTACHMENT D.

Table 18. New Trail Preferences

New Trail Preferences	Highlighted Corridor*	South Lansing/Delhi Township	Meridian Township	East Lansing	North Lansing	Mason/Leslie/Dansville/Stockbridge	Williamston/Webberville	Total	Online Survey	Combined Total
MSU to Lake Lansing Parks	M	10	19	12	7	3	1	52	126	178
Holt to Mason	J	14	6	6	4	34	2	66	65	131
Lansing River Trail North Extension	P	3	0	3	0	0	0	6	89	95
Lansing River Trail South Extension	Q	2	0	0	0	0	0	2	92	94
Lansing River Trail to Northern Tier Trail	N	0	0	3	1	0	0	4	87	91
Lansing River Trail to Clinton County	O	0	0	0	0	0	0	0	74	74
Red Cedar Water Trail	R	1	12	6	1	0	11	31	44	75
RAM Trail to Burchfield Park	H	10	0	1	6	0	1	18	53	71
Grand River Water Trail	S	2	0	0	0	0	1	3	43	46
Hayhoe Trail to Vevay Twp. Hall	C	1	0	1	0	20	1	23	16	39
Holt RAM Trail Extension East	I	1	0	0	3	0	0	4	33	37
Meridian Township to Webberville	K	0	5	0	0	0	2	7	22	29
North-South artery along Onondaga Rd.	D	0	0	0	0	1	0	1	17	18
Mason west to Eaton County	G	0	0	0	3	1	0	4	11	15
Southwest connector to Eaton and Jackson counties	A	0	0	0	0	1	0	1	13	14
Mason East to M-52	F	0	0	1	0	4	0	5	7	12
M-52 connection -Stockbridge to Webberville	E	0	0	1	0	0	1	2	6	8
Bellevue Rd. Connection -Leslie to Eaton County	B	0	0	0	0	1	0	1	5	6
M-52 connection -Webberville to Shiawassee County	L	0	0	0	0	0	0	0	1	1

* The highlighted corridors are shown on Figure 32.

EXHIBIT B:

Ingham County Trails and Parks Program Scoring Criteria

The following criteria will be used to evaluate and select projects. The project's final score will be based on the sum of all the scores. Criteria to be scored are as follows:

1. Does this project either contribute to the completion of one of the top five scoring New Trail Preferences as listed in the Ingham County Trails and Parks Comprehensive Report Table 18 (attached)?

0= no 5= yes

_____pts. (Max 10%)

2. Does this contribute to County connectivity?

0= no 10= yes (If you meet *any* of the criteria listed below, you get 10 points).

_____pts. (Max 20%)

Improves Regional Connectivity Projects that improve regional connectivity and access throughout Ingham County will receive a higher priority. To determine whether a project improves regional connectivity or access, the project should address the following

- Contributes to the completion of the Ingham County regional priority corridors as depicted on Figure 24 (attachment A) either as existing trail reconstruction, new regional trail gap construction or new local trail access to the regional network (including enabling water trail access);
- Improves access to or within Ingham County Parks;
- Improves access to major regional destinations such as commercial and employment centers as well as community facilities, schools, colleges and universities;
- Expands transportation options as well as provide for recreation;
- Increases access to sites of natural, scenic or historic interest.

3. Did this project apply for other funding partners such as state or federal grants, donations, individual contributions, local contribution, or other funding sources?

Yes or No?

0= no 5=yes

_____pts. (Max 10%)

4. Overall, how do you rate the project?

Considerations

- Project area is under public ownership or is currently accessible for public use;
- Does not require complex or lengthy acquisition process;
- Does not require a complex or lengthy permitting process;
- Is within an existing corridor such as a transmission line and railroad corridor where it may be feasible to negotiate public access without needing to acquire land;
- There is an imminent threat to lose the project opportunity;
- Demonstrates cost efficiency;
- Is appropriate and in line with available funds.
- Has been prioritized in adopted plans;
- Has volunteer and/or partner organization support;
- Is a community interest project that supports partnerships, shared resources or coincides with other planning and development activities;
- Has the support of multiple jurisdictions and/or stakeholders.
- The project increases or improves access and provides low cost transportation and recreation options for low income populations;
- Is located in a high use area;
- Is located in an underserved area;
- Contributes to an equitable geographical distribution of the millage funds.

Rate the project on a scale of 1-20. 1 being least desirable and 20 being most desirable.

_____pts. (Max 40%)

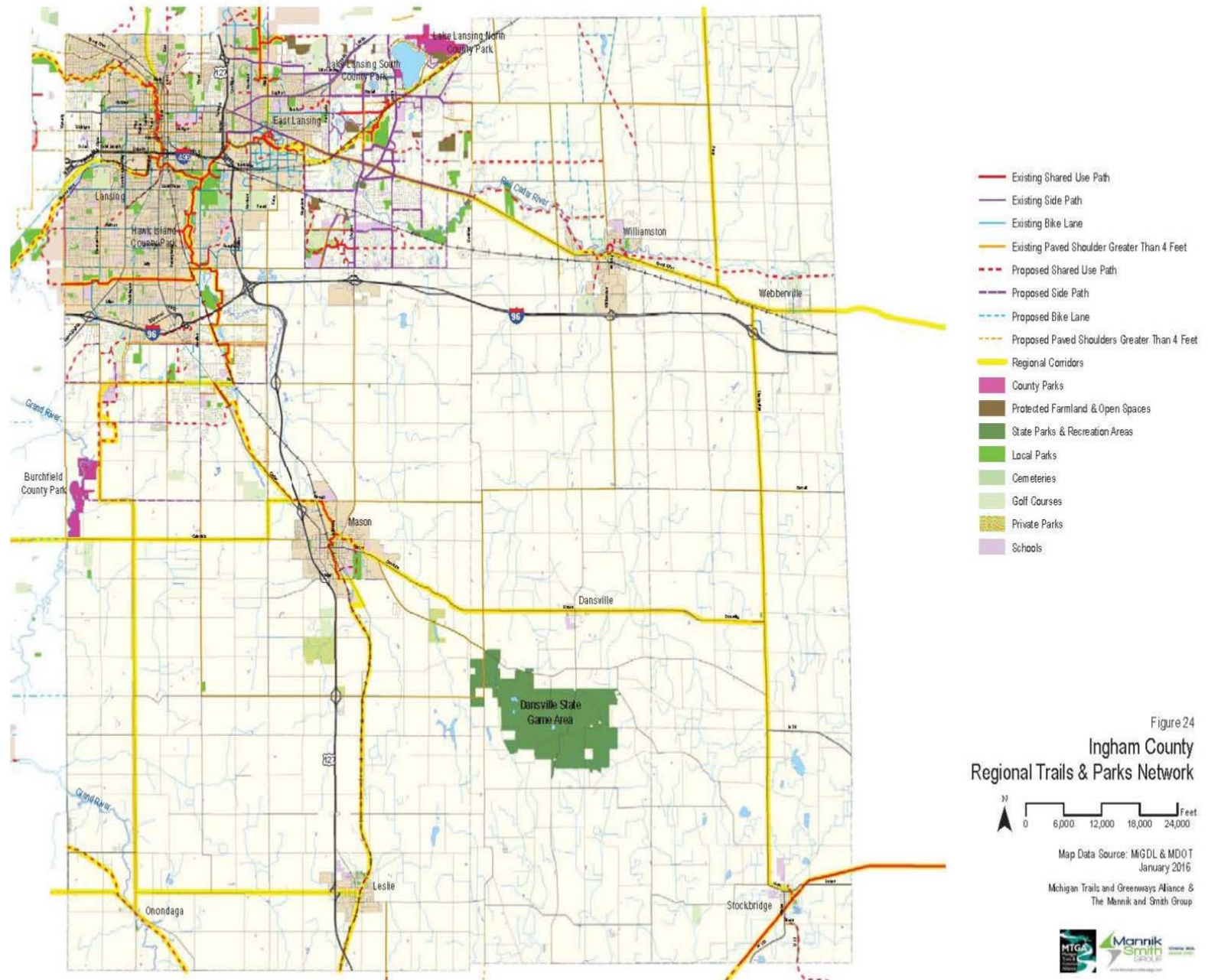
5. Is this project a small grant-requests up to \$300,000 for municipalities contributing less than 5% of total county millage revenue collected to date? Reference Attachment B.

0= no 10= yes

_____pts. (Max 20%)

_____Total Points Scored (Total Possible 50)

Attachment A: Figure 24



Attachment B

Ingham County Trails and Parks Millage Estimated Revenue by Municipality

Municipality	2014 – 2020 Estimated Revenue Total	Percent of total collected to date
Alaeidon Township	595,518	2.7%
Aurelius Township	421,582	1.9%
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Stockbridge Township	691,717	3.1%
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Updated 1-26-21

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EXHIBIT C:

Timeline for Trails and Parks Millage Application Round

March 1 - Application period opens

Last Friday in July at 5:00 pm - Applications Due

August - Park Staff Review Applications & work with consultant on validating cost estimates and project viability, staff will get any supplemental materials from applicants requested.

August-TBD - if needed meeting with MDOT, MDNR, and TCRPC to review/coordinate their grant applicants

Mid-August to Mid-September - TBD - Park Staff posts applications in shared drive for commissioners. Park Commissioners begin to do preliminary review and scoring on own.

August/Early September - Site Visits with Park Staff and Park Commissioners

Mid-September - Draft viability report sent to each applicant

Fourth Monday in September - Applicants present their proposals and Spicer Group presents their review to the Park Commission.

Mid-October to 3rd week in October - Deadline for Park Commissioners online scoring and prepare Condensed Report of preliminary scoring for the October Park Commission meeting

Fourth Monday in October - Parks Commission Meeting: Go over applications, review spreadsheet of scores, and come to consensus on scoring and recommendations

October - Deadline to get on agendas

November - Human Services

November - Finance

November - BOC

December - Applicants notified of decision



TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: February 1, 2021
SUBJECT: Amendment to the Contract with Spicer Group, Inc. for Consulting Services for the Trails and Parks Millage
For the meeting agenda of 2/22/21 Human Services and 2/17/21 Finance

BACKGROUND

Board of Commissioners Resolution #20-564 authorized that the Ingham County Parks Department should pursue a potential Michigan Department of Transportation TAP (Transportation Alternatives Program) grant for Phase III of the Holt to Mason trail that will go along Cedar and Howell Roads from College Road to Kearns Road. An initial meeting was held with MDOT staff and it was determined that the next step would be to obtain a Phase II Feasibility Study. The Phase I Feasibility Study was completed in 2014, and since that time, federal standards have changed substantially which make it necessary to obtain a Phase II Feasibility Study before pursuing the TAP grant.

Board of Commissioners Resolution #20-560 authorized a contract with Spicer Group, Inc. to provide consulting services to and assist the Ingham County Parks staff with the delivery of certain millage related items. The current agreement with Spicer Group, Inc. allows for the completion of this plan (scope item #11). However, since MDOT advised a new study was required, we need to amend the contract and request additional funding to complete this study. This resolution authorizes an amendment to the contract and funding for the Phase II Feasibility Study as detailed in Exhibit A.

ALTERNATIVES

None. A new feasibility study is required to pursue a TAP grant for Phase III of the Holt to Mason trail.

FINANCIAL IMPACT

The financial impact from this request will be an additional \$25,000.00 from the Trails and Parks Millage Fund balance.

Project	Line Item Project #	Beginning Allocation	Requested Additional Amount	Overall 2021-2026 Available (Total collected less expend/encumbered/and forecasted)	Remaining Balance Overall 2021-2026 Available (Total collected less expend/encumbered/and forecasted)
Consulting Services	228-62800-802000	\$322,557.00	\$25,000.00	\$6,848,215.27	\$6,823,215.27

See attached summary of the trails and park millage project status – Exhibit B. The full detailed report is available online: http://parks.ingham.org/trails_and_parks_millage/awards.php.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

The Parks & Recreation Commission supported this resolution unanimously with the passage of a resolution at their January 25, 2021 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend the resolution authorizing an amendment to the contract with Spicer Group, Inc. be approved.



January 21, 2021

Tim Morgan
Ingham County Parks
121 E. Maple St.
Mason, MI 48854

RE: Feasibility Study, Phase 2, Holt to Mason Trail, College Rd. to Kerns Rd.
Ingham County, Michigan
Letter Agreement for Professional Services

Tim:

Thank you for the opportunity to assist Ingham County with the Holt to Mason Trail. We have had preliminary discussions with MDOT TAP (Transportation Alternatives Program) grant staff who are requiring you to complete a Phase 2 Feasibility Study.

BACKGROUND

Mannik & Smith completed a Feasibility Study for the Holt to Mason Trail in 2014. Since that study was completed, sections of the trail in Delhi Township are funded and sections in the City of Mason have been constructed. The gap includes the section between College Road and Kerns Road which includes crossing over US-127. Ingham County Parks would like to apply for an MDOT TAP grant to close this gap.

The 2014 study is very thorough and comprehensive, however MDOT, via FHWA (Federal Highway Administration) has changes some of their standards. Because of this, MDOT TAP grant staff are recommending if the County wants to fund this trail with a TAP grant.

Listed below is the proposed scope of work for the initial phase of this project.

SCOPE OF WORK

1. Attend a Project Kick-off meeting with the Project Team (Ingham County Park and Road Department staff, MDOT staff, and other key stakeholders).
2. Review the Mannik & Smith Study to understand the routes studied and their outcomes.
3. Review the FHWA Standards in relationship to the US-127 crossing.
4. Drive the proposed route(s) and identify the proposed path location. At this time, we will also inventory road crossings, drain crossings, low areas and other potential challenges. We will take photos and mark the proposed location on an aerial base map.
5. Develop a conceptual layout of the proposed path indicating drain crossings, road crossings, low areas, and termination/connection points.
6. Once we have completed these steps, we will meet with the Project Team and review our findings and conceptual layout. We will discuss the path and its design elements and determine what we need to modify.
7. Our next step will be to develop a Preliminary Estimate of Cost. This estimate will include all the anticipated costs associated with the development of the proposed path. We have designed and bid a number of recent path projects, so the numbers will reflect typical costs.

8. Develop typical path cross sections.
9. Develop a report summary of the findings and study.
10. Develop a plan of the path indicating location and width of path along entire route from College Road to Kerns Road. We will develop the plan based on the steps above indicating the anticipated location of the path, as well as any areas requiring future easements. The goal will be to show one final route and rule out the alternate routes.
11. Review the final plan and estimates with the Project Team.
12. Make final changes and submit the final plan.

It will also provide us with needed information to seek the next phase of grants.

PROPOSED FEE

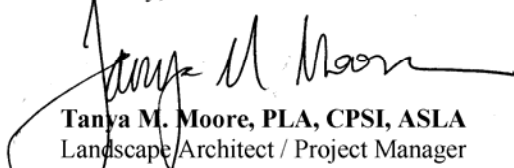
Our proposed fee shall be an hourly estimated fee of **\$25,000.00**.

We will submit monthly invoices to you for services furnished and for any reimbursable expenses. The fee is an estimated hourly fee where the invoices will be based on the current standard hourly rates of our personnel assigned to this project applied to the time they spend on it.


If this proposal meets with your approval, please acknowledge with an authorized signature below. Please return one executed copy to us and maintain the other for your records.

We deeply appreciate your confidence in Spicer Group and look forward to working with you on this project.

Sincerely,



Tanya M. Moore, PLA, CPSI, ASLA
Landscape Architect / Project Manager



Robert Eggers, AICP
President / Principal in Charge
SPICER GROUP, INC.
230 S. Washington Avenue
Saginaw, MI 48607
Phone: (989) 754-4717 ext. 5568
Fax: (989) 754-4440
mailto: tanyam@spicergroup.com

Cc: SGI File 129934SG2021
ALE, Acctg.

Above proposal accepted and approved by Owner.

INGHAM COUNTY

By: _____

Authorized Signature

Printed Name

Title

Date: _____

TRAILS AND PARKS MILLAGE
PROJECT STATUS / ACCOUNTING
INGHAM COUNTY, MI

Project No.	Project Description	Contract Amount	Amended Contract Total	Actual Expend. 2015-2021	Encumbered 2015-2021	Projected Projects 2022-2026	Total Reimbursed/ Paid Amount	Total Encumbered Balance	Left Over Balance	2020 Projected Expenditures	2021 Projected Expenditures	2022 Projected Expenditures
	Total Budgeted	\$38,442,594.56	\$38,442,594.56						\$724,213.30	\$34,906.00	\$5,426,210.58	\$10,974,854.68
	Total Expended / Projected	\$16,520,842.88		\$16,520,842.88	---	\$2,981,298.86	\$17,219,141.74	\$21,021,826.03				
	Total Encumbrances	\$15,131,285.30		---	\$15,131,285.30	---						
	Actual Millage Collected (2015-2020)	\$26,277,946.30		\$22,274,422.30		---						
	Estimated Millage to Collect (2021-2026)	\$19,207,220.00				\$19,207,220.00						
	Fund Balance (Total Collected less Expend/Encumbered)	-\$9,377,705.87		-\$9,377,705.87								
	Fund Balance (Total Estimated to Collect less Projected)	\$14,300,643.41				\$14,300,643.41						

2021-26 Millage less Expend/Encumbered Funds \$9,829,514.13
2021-26 Millage less Expend/Encumbered Funds, less Projected Funds \$6,848,215.27

Current Cash On Hand Amount	12/31/20	\$5,495,987.60	
Projected Expenditures	12/31/20	\$34,906.00	(expected invoices against 2020 contracts)
Projected Cash On Hand	1/1/21	\$5,461,081.60	
2021 Millage Revenue	1/31/21	\$4,003,524.00	
Projected Expenditures	6/30/21	\$2,713,105.29	
Projected Cash On Hand	7/1/21	\$6,751,500.31	
Projected Expenditures	12/31/21	\$2,713,105.29	
Projected Cash On Hand	1/1/22	\$4,038,395.02	
2022 Millage Revenue	1/31/22	\$3,841,444.00	
Projected Cash On Hand	1/31/22	\$7,879,839.02	

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE CONTRACT WITH
SPICER GROUP, INC. TO PROVIDE CONSULTING SERVICES FOR A PHASE II
FEASIBILITY STUDY FOR THE HOLT TO MASON TRAIL PROJECT**

WHEREAS, Board of Commissioners Resolution #20-564 authorized a financial commitment for Phase III of the Holt to Mason trail to allow the Ingham County Parks Department to pursue a possible Michigan Department of Transportation TAP (Transportation Alternatives Program) grant; and

WHEREAS, the Phase I Feasibility Study was completed in 2014; and

WHEREAS, federal standards have changed substantially and it is necessary to complete a Phase II Feasibility Study before pursuing a TAP grant; and

WHEREAS, Board of Commissioners Resolution #20-560 authorized a contract with Spicer Group, Inc. to provide consulting services to and assist the Ingham County Parks staff with the delivery of certain millage related items; and

WHEREAS, the current agreement with Spicer Group, Inc. allows for the completion of this type of plan (scope item #11); and

WHEREAS, since it was not anticipated a Phase II study would be required, it is necessary to authorize an amendment to the contract with Spicer Group, Inc. for additional funding to complete a new plan.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an amendment to the contract with Spicer Group, Inc. to authorize a Phase II Feasibility Study for the Holt to Mason trail project for a total amount not to exceed \$25,000.00.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an additional \$25,000 from the Trails and Parks Millage fund balance for the Phase II Feasibility Study and the Controller/Administrator is authorized to transfer \$25,000 from the Trails and Parks Millage fund balance into line item 228-62800-802000.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: January 25, 2021
SUBJECT: Authorization to Enter Agreement for 0.1 FTE Psychiatry Services with Dr. Afiah Arshan
For the meeting agendas of February 17 and February 23, 2021

BACKGROUND

Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to enter an agreement for four hours a week (0.1 FTE) of Psychiatry Services with Dr. Afiah Arshan, effective March 1, 2021 through September 30, 2021. These services will be provided at a rate of \$185.00 per hour, for an amount not to exceed \$24,420.00 for the remainder of FY21. This position will support the Ryan White HIV/AIDS program at Forest CHC, and allow ICHD's CHCs to provide individual outpatient psychiatry services to people living with HIV, pursuant to the Ryan White Service Standards. Resolution #18-147 authorized a 2020-2021 agreement with the Michigan Department of Health and Human Services (MDHHS) for the delivery of Public Health services under the Comprehensive Agreement. ICHD was awarded \$581,172.00 to the Ryan White HIV/AIDS program to provide HIV Care Coordination Services to eligible individuals for improving mental health outcomes.

ALTERNATIVES

There is a shortage of licensed psychiatrists across Michigan and in the greater Lansing area. There are limited effective and sustainable alternatives to maximize psychiatry resources to meet the needs of CHC patients.

FINANCIAL IMPACT

Dr. Arshan will provide the equivalent of four (4) hours a week of services (0.1 FTE) at the rate of \$185.00 per hour. The costs of this agreement will be covered through the MDHHS Comprehensive Agreement authorized by Resolution #20-306.

STRATEGIC PLAN

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize entering into an agreement with Dr. Afiah Arshan for individual outpatient psychiatry services to people living with HIV, effective March 1, 2021 through September 30, 2021 for an amount not to exceed \$24,420.00.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT FOR 0.1 FTE PSYCHIATRY SERVICES
WITH DR. AFIAH ARSHAN**

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to enter an agreement for four (4) hours a week (0.1 FTE) of Psychiatry Services with Dr. Afiah Arshan, effective March 1, 2021 through September 30, 2021; and

WHEREAS, these services will be provided at a rate of \$185 per hour, for an amount not to exceed \$24,420 for the remainder of FY 2021; and

WHEREAS, this position will support the Ryan White HIV/AIDS program at Forest CHC, and allow ICHD's CHCs to provide individual outpatient psychiatry services to people living with HIV, pursuant to the Ryan White service standards; and

WHEREAS, Resolution #20-306 authorized a 2020-2021 agreement with MDHHS for the delivery of Public Health services under the Comprehensive Agreement; and

WHEREAS, ICHD was awarded \$581,172 to the Ryan White HIV/AIDS program to provide HIV Care Coordination Services to eligible individuals to improve their mental health outcomes; and

WHEREAS, the Ingham CHC Board of Directors and the Health Officer recommend that the Ingham County Board of Commissioners authorize entering into an agreement with Dr. Afiah Arshan for providing individual outpatient psychiatry services to people living with HIV, effective March 1, 2021 through September 30, 2021 for an amount not to exceed \$24,420.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize entering into an agreement with Dr. Afiah Arshan for providing individual outpatient psychiatry services to people living with HIV, effective March 1, 2021 through September 30, 2021 for an amount not to exceed \$24,420.

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: January 25, 2021

SUBJECT: Authorization to Enter into Agreement with Azara Healthcare, LLC for UDS Quality Improvement

For the meeting agenda of February 17 and February 23, 2021

BACKGROUND

Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to enter into an agreement with Azara Healthcare, LLC effective February 28, 2021 through March 1, 2022 for Uniform Data Systems (UDS) quality improvement technical assistance. The UDS is an annual reporting requirement for Health Resources and Service Administration (HRSA) awardees that receive federal funds under the Health Center Program authorized by section 330 of the Public Health Service (PHS) Act (42 U.S.C. 254b). Resolution #17-163 authorized an agreement with Azara Healthcare, LLC for the Azara Data Reporting & Visualization Solutions (DRVS) reporting tool. Azara Healthcare, LLC will provide UDS preparation sessions to identify data errors, highlight care gaps and surface opportunities for workflow improvement and data integrity. The cost of the 12-month contract will be \$4,000 plus travel and lodging for on-site services, which will not exceed \$6,000 and will be paid through the 2021 Quality Improvement Award.

ALTERNATIVES

Azara Healthcare LLC, for the Azara Data Reporting & Visualization Solutions (DRVS) reporting tool is proprietary and therefore no alternative exists.

FINANCIAL IMPACT

The cost of the 12-month contract will be \$4,000 plus travel and lodging for on-site services, which will not exceed \$6,000 and will be paid through the 2021 Quality Improvement Award.

STRATEGIC PLAN

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize entering into an agreement with Azara Healthcare, LLC for Uniform Data Systems (UDS) quality improvement technical assistance effective February 28, 2021 through March 1, 2022, for an amount not to exceed \$6,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AGREEMENT WITH AZARA HEALTHCARE, LLC
FOR UDS QUALITY IMPROVEMENT**

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to enter into an agreement with Azara Healthcare, LLC effective February 28, 2021 through March 1, 2022 for Uniform Data Systems (UDS) quality improvement technical assistance; and

WHEREAS, the UDS is an annual reporting requirement for Health Resources and Service Administration (HRSA) awardees that receive federal funds under the Health Center Program authorized by section 330 of the Public Health Service (PHS) Act (42 U.S.C. 254b); and

WHEREAS, Resolution #17-163 authorized an agreement with Azara Healthcare LLC, for the Azara Data Reporting & Visualization Solutions (DRVS) reporting tool; and

WHEREAS, Azara Healthcare LLC will provide UDS preparation sessions to identify data errors, highlight care gaps and surface opportunities for workflow improvement and data integrity; and

WHEREAS, the cost of the 12-month contract will be \$4,000 plus travel and lodging for on-site services, which will not exceed \$6,000 and will be paid through the 2021 Quality Improvement Award; and

WHEREAS, the Ingham CHC Board of Directors and the Health Officer recommend that the Ingham County Board of Commissioners authorize entering into an agreement with Azara Healthcare, LLC for Uniform Data Systems (UDS) quality improvement technical assistance effective February 28, 2021 through March 1, 2022 for an amount not to exceed \$6,000.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorize an agreement with Azara Healthcare, LLC for Uniform Data Systems (UDS) quality improvement technical assistance effective February 28, 2021 through March 1, 2022 for an amount not to exceed \$6,000.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: January 14, 2021
SUBJECT: Authorization to Enter Agreement with LinkedIn Government at Carahsoft

For the Meeting Agendas of February 17 and February 23, 2021

BACKGROUND

Ingham County Health Department's (ICHD's), Community Health Center's (CHC's), Ryan White program wishes to enter into an agreement with LinkedIn Government at Carahsoft, effective March 1, 2021 through February 28, 2022, in an amount not to exceed \$5,000. LinkedIn Government at Carahsoft, a subsidiary of LinkedIn, is a training platform offering video courses taught by industry experts in software, creative, and business skills. This training platform teaches users how to manage time and projects; be more productive with business software and technology; and lead teams to ensure Ryan White staff are best able to serve their patients.

ALTERNATIVES

Not entering into an agreement with LinkedIn Learnings' online learning platform would prohibit ICHD employees from accessing more than 13,000 courses taught by experts designed to enhance skillsets.

FINANCIAL IMPACT

The estimated cost associated with this agreement is for an amount not to exceed \$5,000. This will cover up to 25 users as the cost of \$200 annually per user. Costs will be covered by Ryan White 340b funds.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize entering into an agreement with LinkedIn Learning, in an amount not to exceed \$5,000 effective March 1, 2021 through February 28, 2022.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH LINKEDIN LEARNING

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Center's (CHC's) Ryan White program wishes to enter into an agreement with LinkedIn Learning, for an amount not to exceed \$5,000 effective March 1, 2021 through February 28, 2022; and

WHEREAS, LinkedIn Learning is online training with a plethora of courses to ensure Ryan White staff are best able to serve their patients; and

WHEREAS, the estimated cost associated for this agreement will not exceed \$5,000 and will cover up to 25 users at the cost of \$200 annually per user; and

WHEREAS, costs will be covered by Ryan White 340b funds; and

WHEREAS, the Ingham CHC Board of Directors and the Health Officer recommend that the Ingham County Board of Commissioners authorize entering into an agreement with LinkedIn Learning, in an amount not to exceed \$5,000 effective March 1, 2021 through February 28, 2022.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize entering into an agreement with LinkedIn Learning, in an amount not to exceed \$5,000 effective March 1, 2021 through February 28, 2022.

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, County Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: January 28, 2021
SUBJECT: Resolution to amend FY21 contract with Mid-State Health Network

For the Meeting Agendas of February 17 and February 22, 2021

BACKGROUND

Ingham County Health Department (ICHD) wishes to amend Resolution #20-481 to accommodate a reduction in funding from Mid-State Health Network (MSHN). On January 15, 2021, ICHD entered into a contract with MSHN for Substance Use Disorder Prevention Services for the period October 1, 2020 through September 30, 2021. The funding amount of the agreement was for \$105,656.00. On December 9, 2020, MSHN notified ICHD that, due to a reduction in block grant funding coming to their agency, MSHN would reduce ICHD's funding from \$105,656.00 to \$96,656.00.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

MSHN has reduced the award amount from \$105,656.00 to \$96,656.00.

This reduction in funding will change the following:

- Lead Social Worker – Pathways to Care (position #601525, ICEA Pro 8) from a .10 FTE to a .04 FTE, and the difference in funding for this position will be covered by funding from Medicaid Outreach

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 amending Resolution #20-481 to accept a reduction of grant funds from MSHN and change the amount from \$105,565.00 to \$96,656.00.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE FY2021 CONTRACT WITH MID-STATE HEALTH NETWORK

WHEREAS, Ingham County Health Department (ICHD) wishes to amend Resolution #20-481 to accommodate a reduction in funding from Mid-State Health Network (MSHN); and

WHEREAS, on January 15, 2021, ICHD entered into a contract with MSHN for Substance Use Disorder Prevention Services for the period October 1, 2020 through September 30, 2021; and

WHEREAS, the funding amount of the agreement was originally for \$105,656; and

WHEREAS, on December 9, 2020, MSHN notified ICHD that, due to a reduction in block grant funding coming to their agency, MSHN would reduce ICHD's funding from \$105,656 to \$96,656; and

WHEREAS, this reduction in funding will change the following:

- Lead Social Worker – Pathways to Care (position #601525, ICEA Pro 8, \$59,140.99-\$70997.30) from a .10FTE to a .04 FTE, and the difference in funding for this position will be covered by funding from Medicaid Outreach; and

WHEREAS, the Health Officer recommends amending Resolution #20-481 to accept a reduction of grant funds from MSHN by changing the amount from \$105,565 to \$96,656.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize amending Resolution #20-481 to accept a reduction of grant funds from MSHN by changing the amount from \$105,565 to \$96,656.

BE IT FURTHER RESOLVED, that this reduction in funding will change the following:

- Lead Social Worker – Pathways to Care (position #601525, ICEA Pro 8, \$59,140.99-\$70997.30) from a .10FTE to a .04 FTE, and the difference in funding for this position will be covered by funding from Medicaid Outreach

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: December 28, 2020
SUBJECT: Resolution to Enter Agreement with Turning Corners Consulting
For the Meeting Agendas of February 17, 2021 and February 22, 2021

BACKGROUND

Ingham County Health Department (ICHHD) wishes to amend Resolution #21-048 which authorized an agreement with Turning Corners Consulting to provide support groups to expecting mothers and new mothers. This amendment will add up to 10 additional support groups aimed at fathers and families in Eaton, Clinton and Ingham Counties, for an additional \$7,000.00 making the total of the agreement \$22,000.00. These 10 support groups will be in addition to the 18 support groups for new and expecting mothers already approved through Resolution #21-048. Turning Corners Consulting will provide a therapist to help develop and facilitate these support group meetings for fathers and families. Additionally, Turning Corners Consulting will provide messaging and outreach to fathers and families; and work with the Region 7 leadership team to develop and build content tools and materials for the support groups. This agreement will be effective February 1, 2021 through September 30, 2021.

ALTERNATIVES

Choosing not to enter an agreement with Turning Corners would eliminate essential support groups for fathers and families through Turning Corners Consulting.

FINANCIAL IMPACT

All costs associated with this agreement have been included in the Region 7 Perinatal Collaborative funding approved through Resolution #20-306. This amendment will cost an additional \$7,000.00 for a total cost of \$22,000.00.

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 amendment to Resolution #21-048 with Turning Corners Consulting to facilitate 10 support groups aimed at fathers and families in the Region 7 area, effective February 1, 2021 through September 30, 2021 for an amount not to exceed \$22,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH TURNING CORNERS CONSULTING

WHEREAS, Ingham County Health Department (ICHD) wishes to amend Resolution #21-048 which authorized an agreement with Turning Corners Consulting to provide support groups to expecting and new mothers; and

WHEREAS, this amendment will add up to 10 additional support groups aimed at fathers and families in Eaton, Clinton and Ingham Counties, for an additional \$7,000 making the total of this agreement \$22,000; and

WHEREAS, Turning Corners Consulting will provide a therapist to help develop and facilitate these support group meetings for fathers and families; and

WHEREAS, additionally, Turning Corners Consulting will provide messaging and outreach to fathers and families; and work with the Region 7 leadership team to develop and build content tools and materials for the support groups; and

WHEREAS, this agreement will be effective February 1, 2021 through September 30, 2021; and

WHEREAS, all costs associated with this agreement have been included in the Region 7 Perinatal Collaborative funding approved through Resolution #20-306 for a total cost of \$22,000, effective February 1, 2021 through September 30, 2021; and

WHEREAS, the Health Officer recommends amending Resolution #21-048 to add up to 10 additional support groups aimed at fathers and families for a total cost of \$22,000 effective February 1, 2021 through September 30, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #21-048 to add up to 10 additional support groups aimed at fathers and families for a total cost of \$22,000 effective February 1, 2021 through September 30, 2021.

BE IT FURTHER RESOLOVED, 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: December 28, 2020
SUBJECT: Resolution to Enter Agreement with MiCHWA
For the Meeting Agendas of February 17 and February 22, 2021

BACKGROUND

Ingham County Health Department (ICHD) wishes to enter into an agreement with Michigan Community Health Worker Alliance (MiCHWA) to be effective January 1, 2021 through December 31, 2021. MiCHWA has reached out to ICHD to offer “Train the Instructor” training which will allow ICHD to train and certify Community Health Workers (CHWs). CHWs are trusted public health workers that serve as a link between health and social services, and the community. CHWs work to facilitate access to services and improve the quality and cultural competence of service delivery. While training currently costs ICHD \$1200.00 per participant, MiCHWA training of CHWs already employed by ICHD to become trainers, would ultimately eliminate that cost. Certifying ICHD’s CHWs will put ICHD in a position to bill for CHW services, should the State of Michigan opt to create a structure to support direct reimbursement by Medicaid. Additionally, ICHD would have the opportunity to partner with other area agencies to train their CHWs and charge up to \$1,300.00 per participant.

The cost of the “Train the Instructor Training” has a one-time organization partnership fee of \$5000.00 and an instructor training fee of \$1500.00 making the year one cost \$6500.00. For each additional year, ICHD will be responsible for a \$1,000.00 renewal fee. However, ICHD would be required to host at least one training per year which would generate enough revenue to pay the renewal fee.

ALTERNATIVES

ICHD could choose to not to participate in this training and pay an outside organization up to \$1,300.00 per CHW trained.

FINANCIAL IMPACT

All costs of this agreement will be covered by grant funds from Health Resources and Services Administration (HRSA) authorized in Resolution #19-194 and Resolution #20-482.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing an agreement with MiCHWA totaling \$6,500.00 for year one, and a \$1,000.00 annual renewal fee to allow one ICHD staff member to participate in a “Train the Instructor” training, enabling them to train both internal and external CHWs effective January 1, 2021 through December 31, 2021.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MiCHWA

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Michigan Community Health Worker Alliance (MiCHWA) effective January 1, 2021 through December 31, 2021; and

WHEREAS, MiCHWA has reached out to ICHD to offer a “Train the Instructor” training which will allow ICHD to train and certify Community Health Workers (CHWs); and

WHEREAS, CHWs are trusted public health workers that serve as a link between health/social services and the community; and

WHEREAS, CHWs work to facilitate access to services and improve the quality and cultural competence of service delivery; and

WHEREAS, while training currently costs ICHD \$1,200 per participant, the MiCHWA training of CHWs already employed by ICHD to become trainers, would ultimately eliminate that cost; and

WHEREAS, certifying ICHD’s CHWs will put ICHD in a position to bill for CHW services, should the State of Michigan opt to create a structure to support direct reimbursement by Medicaid; and

WHEREAS, additionally, ICHD would have the opportunity to partner with other area agencies to train their CHWs and charge up to \$1,300 per participant; and

WHEREAS, the cost of the “Train the Instructor” training has a one-time organization partnership fee of \$5,000 and an instructor training fee of \$1,500 making the year one cost \$6,500 and each additional year ICHD will be responsible for a \$1,000 renewal fee; and

WHEREAS, ICHD would be required to host at least one training per year which would generate enough revenue to pay the renewal fee; and

WHEREAS, all costs of this agreement will be covered by grant funds from Health Resources and Services Administration (HRSA) authorized in Resolution #19-194 and Resolution #20-482; and

WHEREAS, the Health Officer recommends entering into an agreement with MiCHWA totaling \$6,500 for year one, and a \$1,000 annual renewal fee to allow one ICHD staff member to participate in a “Train the Instructor” training enabling them to train both internal and external CHWs, effective January 1, 2021 through December 31, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with MiCHWA totaling \$6,500 for year one, and a \$1,000 annual renewal fee to allow one ICHD staff member to participate in a “Train the Instructor” training, enabling them to train both internal and external CHWs, effective January 1, 2021 through December 31, 2021.

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: January 25, 2021
SUBJECT: Resolution to Amend #19-159 for an Infectious Disease Physician Services Agreement with the College of Osteopathic Medicine at Michigan State University

For the Meeting Agendas of February 16, February 17 and February 22, 2021

BACKGROUND

Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to extend its agreement with Michigan State University's College of Osteopathic Medicine (MSU COM) for 0.40 FTE infectious disease physician services effective January 1, 2021 through December 31, 2022. Through Resolution #15-413, Resolution #16-150, and Resolution #19-159, this agreement was previously in place for the term of January 1, 2019 through December 31, 2020, and prior to that, for the term of January 1, 2016 through December 31, 2018 and, for the term of January 1, 2013 through December 31, 2015. The new agreement will include a 2% annual increase for the amounts of \$101,415.54 (2021) and \$103,443.85 (2022).

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The financial impact will be \$101,415.54 (2021) and \$103,443.85 (2022). These physician services will be funded through the Comprehensive Agreement with state funds for the HIV Ryan White Part B program.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize entering into an agreement with MSU COM for 0.40 FTE infectious disease physician services effective January 1, 2021 through December 31, 2022.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #19-159 FOR AN INFECTIOUS DISEASE
PHYSICIAN SERVICES AGREEMENT WITH THE COLLEGE OF OSTEOPATHIC MEDICINE
AT MICHIGAN STATE UNIVERSITY**

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to extend an agreement with Michigan State University's College of Osteopathic Medicine (MSU COM) for 0.40 FTE infectious disease physician services effective January 1, 2021 through December 31, 2022; and

WHEREAS, through resolutions #15-413 and #16-150, and #19-159, this agreement was previously in place for the term of January 1, 2019 through December 31, 2020, and prior to that, for the term of January 1, 2016 through December 31, 2018 and, for the term of January 1, 2013 through December 31, 2015; and

WHEREAS, the new agreement will include a 2% annual increase for the amount of \$101,415.54 (2021) and \$103,443.85 (2022); and

WHEREAS, these physician services will be funded through the Comprehensive Agreement with state funds for the HIV Ryan White Part B program; and

WHEREAS, the Ingham Community Health Center Board of Directors supports entering into an agreement with MSU COM for 0.40 FTE infectious disease physician services effective January 1, 2021 through December 31, 2022; and

WHEREAS, the Ingham Community Health Center Board of Directors and the Health Officer recommend that the Board of Commissioners authorize an agreement with MSU COM for 0.40 FTE infectious disease physician services effective January 1, 2021 through December 31, 2022.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with MSU COM for 0.40 FTE infectious disease physician services effective January 1, 2021 through December 31, 2022.

BE IT FURTHER RESOLVED, the cost of the agreement will not exceed \$101,415.54 for 2021 and \$103,443.85 for 2022.

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

Agenda Item 8a

TO: Board of Commissioners County Services and Finance Committees
FROM: Teri Morton, Deputy Controller
DATE: February 1, 2021
SUBJECT: Resolution Creating a Project Manager Position in the Facilities Department
For the meeting agendas of February 16 and 17

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 10 (salary range \$64,745.56 to \$77,714.89), with a long term cost (wages and fringes) of \$137,995. 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.

RECOMMENDATION

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

Agenda Item 8a

TO: Richard Terrill, Facilities Director

FROM: Beth Bliesener, Human Resources Specialist

DATE: December 4, 2020

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

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 10.

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 supervision of the Facilities Director, the Project Manager (PM) is responsible for managing, outlining and developing projects. The PM will help to design the 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. 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.
3. Develops and oversees the beginning of each project, for example getting the permit submission and design evaluations.
4. Coordinates all parties involved in the planning, design, and construction process by assigning tasks and providing guidance and direction for specific functions.
5. Negotiate with vendors, suppliers and subcontractors.
6. 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.
7. Conducts meetings with architect, client and construction crew.
8. 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. Meet budgetary objectives and make adjustments to project constraints.
9. Ensures completion of projects. Manages the close out process and commissioning of all appropriate projects.
10. Prepares contract change order and monitors their execution.
11. Represents the department in both internal and external meetings.
12. 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 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, 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.

(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 10
December 2020

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 10 (salary range \$64,745.56 to \$77,714.89); 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 10.

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 8b

TO: Board of Commissioners, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: February 2, 2021

RE: Resolution to Authorize an Agreement Amendment with Safety Systems, Inc. to Monitor the Two Additional Temperature Sensors at the Human Services Building

For the meeting agendas of: February 16 & 17

BACKGROUND

Two additional sensors were added to monitor the freezers at the Human Services Building that were installed for the COVID-19 vaccines. Due to the urgent circumstances, the Controller and Purchasing Director approved the installation of the sensors. We will need to amend the monitoring agreement for the additional \$24 per year to monitor the two temperature sensors for the next two years.

ALTERNATIVES

The alternative would be to forego the monitoring of the two freezers.

FINANCIAL IMPACT

Funds are available within the maintenance contractual line item number 631-23304-931100.

OTHER CONSIDERATIONS

There are no other considerations that we are aware of at this time.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement amendment with Safety Systems Inc., for the additional monitoring of the two temperature sensors.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT AMENDMENT WITH
SAFETY SYSTEMS INC. TO MONITOR THE TWO ADDITIONAL TEMPERATURE SENSORS
AT THE HUMAN SERVICES BUILDING**

WHEREAS, two additional temperature sensors were added to ensure the COVID-19 vaccine stays within the correct temperature range; and

WHEREAS, it is the recommendation of the Facilities Department amend the agreement with Safety Systems, Inc., to the monitor the two additional temperature sensors at the Human Services Building for an additional \$24.00 per year for the next two years; and

WHEREAS, funds are available in the maintenance contractual line item number 631-23304-931100.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize an agreement amendment with Safety Systems Inc., 2075 Glenn St., Lansing, Michigan 48906, for the monitoring of the two additional temperature sensors at the Human Services Building for an additional \$24.00 per year for the next two years.

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.

Agenda Item 8c

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

FROM: Rick Terrill, Facilities Director

DATE: February 2, 2021

RE: Resolution to Authorize an Agreement with Wolverine Engineers & Surveyor, Inc., for Architectural and Engineering Services for the Asphalt at the Fair Grounds

For the meeting agendas of: February 16, 17 & 22

BACKGROUND

The asphalt surface on the east side of the horse arena is structurally failing and beyond repairs. Wolverine Engineers & Surveyors submitted the lowest responsive and responsible proposal of \$29,000.00. The scope of work will include two phases, the first phase includes the assessments, preliminary design, and a construction budget. The second phase includes the final design and construction.

ALTERNATIVES

The alternative would be to do a formal RFP, prolonging the project and the possibility of higher costs.

FINANCIAL IMPACT

Funds are available in the Hotel/Motel Fund line item #561-76900-974000. The funds for this project have been saved for multiple years, so the funding will not fall short to complete the needed asphalt replacement.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
561-76900-974000	\$321,475.00	\$321,475.00	\$29,000.00	\$292,475.00
Hotel/Motel Fund				

OTHER CONSIDERATIONS

There are no other considerations that we are aware of at this time.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Wolverine Engineers & Surveyor, Inc., for architectural and engineering services for the east side asphalt at the Fair Grounds.

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: January 27, 2021

RE: Memorandum of Performance for Packet No. 4-21 Asphalt Project at the Ingham County Fairgrounds

The Purchasing Department can confirm that three written proposals were sought and received from experienced and qualified architectural and engineering firms for the purpose of entering into a professional services contract for the removal and reconstruction of the asphalt pavement and base at the Ingham County Fairgrounds

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	3	2
Vendors responding	3	2

A summary of the vendors' costs:

Company Name	Local Preference	Quoted Amount
Wolverine Engineers & Surveyors, Inc.	Yes, Mason MI	\$29,000.00 Includes Construction Inspection
Williams & Works	No, Grand Rapids MI	\$31,837.00 Includes Construction Inspection
LSG Engineers & Surveyors	Yes, Lansing, MI	\$27,000.00 + Construction Inspection \$15,000 – 20,000

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

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

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH WOLVERINE ENGINEERS & SURVEYORS, INC. FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE ASPHALT SURFACE AT THE INGHAM COUNTY FAIR GROUNDS

WHEREAS, the asphalt surface on the east side of the horse arena is structurally failing beyond repairs; and

WHEREAS, it is the recommendation of the Facilities Department and the Fair Director to enter into an agreement with Wolverine Engineers & Surveyors, Inc., who submitted the lowest responsive and responsible proposal of \$29,000.00 for architectural and engineering services for the asphalt replacement at the Ingham County Fair Grounds; and

WHEREAS, funds are available in the Hotel/Motel Fund, line item #561-76900-974000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Wolverine Engineers & Surveyors, Inc., 312 North Street, Mason, Michigan 48854, for the architectural and engineering services at the Ingham County Fair Grounds for an amount not to exceed \$29,000.00.

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: County Services and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: February 2, 2021
SUBJECT: Resolution Authorizing Enrollment in Davenport University's Certificate of Management Program (Cohort Two)

For the meeting agendas of February 16 and February 17

BACKGROUND

The Institute for Professional Excellence at Davenport University offers a Certificate of Management (CoM) program, designed to develop core management skills necessary to increase workforce productivity and performance. This 6-session course focuses on the core competencies necessary to building collaboration, promoting trust and empowering employees to achieve results.

New, experienced and aspiring managers will benefit from the CoM program. Skill enhancement resulting from program completion will improve efficiency and quality of delivery of services, enhance employee satisfaction and retention and encourage professional development of future leadership.

New, experienced and aspiring managers who completed Cohort One of the CoM program in the fall of 2020 report great satisfaction with the program and resultant increase in their knowledge and skills. Offering another cohort of the CoM program will provide like benefits and results to employees and the County.

Purchase of 20 seats enables the County to realize a 20% reduction in the per-seat price.

ALTERNATIVES

In the alternative, individuals may or may not independently pursue educational programs to develop necessary core management skills required for current and future leadership of Ingham County. Another alternative would be to authorize ten (10) seats at the full per-seat price.

FINANCIAL IMPACT

Purchase of twenty (20) seats at a cost of \$2,950 per seat, less a 20% cost reduction (\$590), results in a price of \$2,360 per seat for a total cost of \$47,200. Purchase of ten (10) seats at the full price of \$2,950 per seat results in a total cost of \$29,500. Funding is requested from the contingency fund or fund balance.

STRATEGIC PLANNING IMPACT

The recommendations are in furtherance of the following strategic goal(s) and task(s) included in the Strategic Plan: Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service. Strategy 1: Attract and retain employees who value public service. Strategy 4: Support employee and professional development.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I respectfully recommend approval of the attached resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ENROLLMENT IN DAVENPORT UNIVERSITY'S
CERTIFICATE OF MANAGEMENT PROGRAM (COHORT TWO)**

WHEREAS, the Institute for Professional Excellence at Davenport University offers a Certificate of Management (CoM) program, designed to develop core management skills necessary to increase workforce productivity and performance.

WHEREAS, this 6-session course focuses on the core competencies necessary to building collaboration, promoting trust, and empowering employees to achieve results; and

WHEREAS, new, experienced and aspiring managers will benefit from the CoM program; and

WHEREAS, skill enhancement resulting from program completion will improve efficiency and quality of delivery of services, enhance employee retention and encourage professional development of future leadership; and

WHEREAS, authorizing enrollment in the CoM program is in furtherance of several strategic goal(s) and task(s) included in the Strategic Plan: Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service. Strategy 1: Attract and retain employees who value public service. Strategy 4: Support employee and professional development; and

WHEREAS, new, experienced and aspiring managers who completed Cohort One of the CoM program in the fall of 2020 reported great satisfaction with the program and resultant increase in their knowledge and skills; and

WHEREAS, offering another cohort of the CoM program will provide like benefits and results to employees and the County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Human Resources Director to enroll up to 20 Ingham County employees in the CoM program at a cost not to exceed \$47,200 from the contingency fund or fund balance.

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

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

TO: County Services and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: February 2, 2021
SUBJECT: Resolution Authorizing MERS Adoption Agreement Addendums

For the meeting agendas of February 16 and February 17

BACKGROUND

Effective January 1, 2021, MERS is implementing several modifications to the way in which defined benefit, defined contribution and hybrid plans are administered. Specific items being reviewed are plan eligibility clarification, service credit qualification, leaves of absence and definition of compensation. These items have been identified by MERS in the last year or so as creating confusion for the reporting end of some of their participating municipalities. As a result, MERS has streamlined the administration of these items and offers more flexibility in how to report for them. As a result of this process, MERS is requiring an addendum for each division to review these items and confirm how we would like them administered in 2021 and forward based on simplified yet more flexible options.

No modification of any provision of our plans for any division of our plans is being proposed.

Regardless, MERS is requiring completion of an **Adoption Agreement Addendum** and governing body approval for each of our plans' divisions to affirmatively document our plans' provisions on file with MERS.

ALTERNATIVES

Compliance with MERS requirements is mandatory.

FINANCIAL IMPACT

There is no financial impact.

STRATEGIC PLANNING IMPACT

There is no strategic planning impact.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I respectfully recommend approval of the attached resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING MERS ADOPTION AGREEMENT ADDENDUMS

WHEREAS, effective January 1, 2021, MERS is implementing several modifications to the way in which defined benefit, defined contribution and hybrid plans are administered; and

WHEREAS, specific items being reviewed are plan eligibility clarification, service credit qualification, leaves of absence and definition of compensation as these items have been identified by MERS in the last year or so as creating confusion for the reporting end of some of their participating municipalities; and

WHEREAS, as a result, MERS has streamlined the administration of these items and offers more flexibility in how to report for them; and

WHEREAS, as a result of this process, MERS is requiring an addendum for each division to review these items and confirm how Ingham County would like them administered in 2021 and forward based on simplified yet more flexible options; and

WHEREAS, no modification of any provision of our plans for any division of our plans is being proposed; and

WHEREAS, regardless, MERS is requiring completion of an **Adoption Agreement Addendum** and governing body approval for each of our plans' divisions to affirmatively document our plans' provisions on file with MERS.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the submission of an addendum for each division following review of required items and confirm how Ingham County would like these to be administered in 2021 and forward

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

Agenda Item 10

TO: County Services and Finance Committees

FROM: Teri Morton, Deputy Controller

DATE: February 2, 2021

SUBJECT: Resolution of Intent to Authorize Publication of Notice of Intent and to Declare Intent to Reimburse

For the meeting agendas of February 16 and 17

BACKGROUND

The 2021 budget included a recommendation to fund some major capital projects through the issuance of debt. The projects, listed below, have a total estimated 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

The total bond requested is \$3.2 million, which includes funding for a project manager to oversee these projects, and also the related bond financing costs.

FINANCIAL IMPACT

The last debt payment for the Grady Porter Building will be paid off in 2021, which will free up around \$840,000 in general fund dollars beginning in 2022. This debt will be financed over five years, plus an interest only payment in 2021. Estimated payments include a 2021 interest payment of around \$15,000 and principle and interest payments of approximately \$635,000 for years 2022 through 2026.

OTHER CONSIDERATIONS

This proposal will provide a viable funding source and necessary staff to complete some critical capital projects in a timely fashion. The proposal was presented as a discussion item at the January 19, 2021 County Services Committee meeting.

RECOMMENDATION

I respectfully recommend approval of the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION OF INTENT
TO AUTHORIZE PUBLICATION OF NOTICE OF INTENT AND
TO DECLARE INTENT TO REIMBURSE**

RESOLUTION # 21-____

At a regular meeting of the Board of Commissioners of the County of Ingham, Michigan, held on the ____ of _____, 2021, at 6:30 p.m., Michigan time, conducted virtually via Zoom due to COVID-19 health concerns and in accordance with Act 228 PA 2020.

PRESENT: _____

ABSENT: _____

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

WHEREAS, the County of Ingham (the “County”) proposes to issue its tax-exempt bonds (the “Bonds”) to finance all or part of the cost of County capital improvements including, but not limited to (i) repair of the County Courthouse Clock Tower, (ii) demolition of the County Annex Building, (iii) acquisition, installation, replacement and upgrade of the Veterans Memorial Courthouse and Grady Porter Building fire alarm panels and access control systems, (iv) tunnel remediation improvements between the County Hilliard Building and County Courthouse, (v) acquisition, installation, replacement and upgrade of the security door entrances to the County Courthouse, and (vi) other improvements, costs and expenses related to the County’s 2021 Improvement Program (collectively, the “Project”); and

WHEREAS, it is not anticipated that the County will need to advance a portion of the costs of the Project prior to the issuance of the Bonds, but if such advance were to be required, it will be repaid from proceeds of the Bonds upon the issuance thereof; and

WHEREAS, Section 1.150-2 of the Treasury Regulations on Income Tax (the “Reimbursement Regulations”) specifies conditions under which a reimbursement allocation may be treated as an expenditure of bond proceeds, and the County intends by this resolution to qualify amounts advanced by the County to the Project for reimbursement from proceeds of the Bonds in accordance with the requirements of the Reimbursement Regulations.

BE IT RESOLVED by the Board of Commissioners of the County, as follows:

1. The County hereby declares its official intent to issue its bonds in one or more series in the aggregate principal amount of not to exceed \$3,200,000 to finance the costs of the Project. The County hereby declares that it reasonably expects to seek reimbursement for its advances to the Project as anticipated by this resolution. The bonds shall be authorized by proper proceedings subsequent to this resolution.

2. The County Clerk is hereby instructed to publish the notice attached hereto once in a newspaper of general circulation in the County, which notice shall not be less than ¼ page in size in such newspaper, with such changes as the County Clerk shall deem necessary or appropriate, upon the advice of bond counsel.

3. All prior resolutions and parts of resolutions insofar as they may be in conflict herewith are hereby rescinded.

YEAS: _____

NAYS: _____

County Services:

Finance:

STATE OF MICHIGAN)
)ss
COUNTY OF INGHAM)

I hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Board of Commissioners of the County of Ingham, Michigan, held on the _____ day of _____, 2021, the original of which is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this ____ day of _____, 2021.

Clerk, County of Ingham

Note: This notice must be not less than 1/4 page in size in the newspaper.

NOTICE OF INTENT TO ISSUE BONDS
BY THE COUNTY OF INGHAM, MICHIGAN
AND THE RIGHT OF REFERENDUM THEREON

NOTICE IS HEREBY GIVEN that the County of Ingham, Michigan, intends to issue its bonds in the principal amount of not to exceed \$3,200,000 in one or more series for the purpose of defraying costs of County capital improvements including, but not limited to (i) repair of the County Courthouse Clock Tower, (ii) demolition of the County Annex Building, (iii) acquisition, installation, replacement and upgrade of the Veterans Memorial Courthouse and Grady Porter Building fire alarm panels and access control systems, (iv) tunnel remediation improvements between the County Hilliard Building and County Courthouse, (v) acquisition, installation, replacement and upgrade of the security door entrances to the County Courthouse, and (vi) other improvements, costs and expenses related to the County's 2021 Improvement Program (collectively, the "Project"); and

The bonds will mature within the maximum term permitted by law and will bear interest at a rate or rates to be determined at a competitive or negotiated sale but in no event to exceed such rates as may be permitted by law.

SOURCE OF PAYMENT

The bonds will be issued under and pursuant to the provisions of Act No. 34, Public Acts of Michigan, 2001, as amended, and the full faith and credit of the County of Ingham will be pledged to pay the principal of and interest on the bonds as the same shall become due. The County of Ingham will be obligated, as a first budget obligation, to advance moneys from its general funds or to levy ad valorem taxes on all taxable property within its corporate boundaries to pay the principal of and interest on the bonds as the same shall become due to the extent that other funds are not available for such purpose; provided, however, that the ability of the County of Ingham to raise such moneys is subject to applicable constitutional and statutory limitations on the taxing power of the County of Ingham.

RIGHT TO PETITION FOR REFERENDUM

This notice is given, by order of the Board of Commissioners of the County of Ingham, to and for the benefit of the electors of the County of Ingham in order to inform them of their right to petition for a referendum upon the question of the issuance of the aforesaid bonds. The bonds will be issued, without submitting such a question to a vote of the electors, unless within 45 days after the date of publication of this notice a petition requesting a referendum upon such question, signed by not less than 10% or 15,000 of the registered electors residing within the County of Ingham, whichever is the lesser, shall have been filed with the undersigned County Clerk. In the event that such a petition is filed, the bonds will not be issued unless and until the issuance thereof shall have been approved by the vote of a majority of the electors of the County of Ingham qualified to vote and voting thereon at a general or special election.

FURTHER INFORMATION

Further information relative to the issuance and purpose of said bonds and the subject matter of this notice may be secured at the office of the County Clerk of the County of Ingham, 341 S. Jefferson, P.O. Box 179, Mason, Michigan 48854.

This notice is given pursuant to the provisions of Act 34, Public Acts of Michigan, 2001, as amended.

Barb Byrum, Clerk
County of Ingham